

To be considered for approval at the April 2018 Annual Town Meeting.

Annual Town Meeting – Tuesday, April 18th, 2017

Meeting posted April 11th, 2017 at the Bayfield Town Hall, Town of Bayfield website, and submitted to Ashland Daily Press Meeting Notices.

The meeting was called to order at 6:00 p.m. by Chairman Gordon. Clerk Kelly Faye and Treasurer Larry Weber were also present. Eleven Town Electors signed in.

The Pledge of Allegiance was recited by all in attendance.

Approve minutes of the...

- 1) **Annual Meeting of April 19th, 2016:** A motion was made by Karen Boutin, seconded by Claudia Ferraro, to approve the minutes. Vote took place by show of hands. 14-yes, 0-no, 1-abstention. Motion carried.

- 2) **Special Town Electors Budget Meeting of November 21st, 2016:** A motion was made by Jane Hauser, seconded by George Hansen, to approve the minutes. Vote took place by show of hands. 14-yes, 0-no, 1-abstention. Motion carried.

- 3) **Caucus of January 16th, 2017:** A motion was made by George Hansen, seconded by Rex Dollinger, to approve the minutes. Vote took place by show of hands. 15-yes, 0-no, 0-abstention. Motion carried.

2016 Treasurers Report:

- a. **Balance confirmation of bank statement(s):** Treasurer Weber handed out copies of his Annual Financial Statement for the Year Ending December 31, 2016 as listed below. He reviewed these figures highlighting the beginning and ending balances.

**TOWN OF BAYFIELD ANNUAL FINANCIAL STATEMENT
YEAR ENDING DECEMBER 31, 2016**

Cash on January 01, 2016	Account #50062 \$ 24,911.75			Account #150375 \$ 438,638.03		
	Revenue	Disbursement	T. Transfer	Revenue	Disbursement	T. Transfer
January	\$99,499.48	\$ 585,994.42	\$475,000.00	\$ 1,443,083.90		\$475,000.00
February	\$ 76,799.33	\$ 1,117,004.37	\$ 1,075,000.00	\$ 412,266.12		\$ 1,075,000.00
March	\$ 3,480.54	\$ 61,037.15	\$ 50,000.00	\$ 100.67		\$ 50,000.00
April	\$ 5,870.81	\$ 39,895.43		\$ 40,244.00		
May	\$ 4,339.63	\$ 107,872.42	\$110,000.00	\$ 89.42		\$ 110,000.00
June	\$ 21,492.11	\$61,009.19	\$50,000.00	\$ 78.62		\$ 50,000.00
July	\$ 257.33	\$ 375,638.70	\$385,000.00	\$42,771.23		\$ 385,000.00
August	\$ 382,394.57	\$ 509,618.49	\$120,000.00	\$29.99		\$ 120,000.00

September	\$ 5,348.22	\$ 42,222.67	\$40,000.00	\$ 11.79		\$ 40,000.00
October	\$ 6,043.29	\$ 53,873.53	50,000.00	\$40,158.31		\$50,000.00
November	\$ 72,019.4.	\$ 100,462.67	\$35,000.00	\$363,225.37	\$130,598.54	\$35,000.00
December	\$ 2,594.02	\$ 90,043.57	\$60,000.00	\$521,550.09		\$ 60,000.00
Totals	\$ 680,138.76	\$ 3,144,672.61	\$ 2,450,000.00	\$2,863,609.54	\$ 130,598.54	\$ 2,450,000.00

	#50062	#150375		
Beginning cash	\$ 24,911.75	\$ 438,683.03		
01/01/16			Designated money as of 12/31/14:	
Revenue	\$ 680,138.76	\$ 2,863,609.54	Growth Incentive fund	\$ 7,173.87
Total	\$ 705,050.51	\$ 3,302,292.57	2016 Tax Collection	\$521,502.08
T. Transfers	\$2,450,000.00	- 2,450,000.00	Total	\$528,675.95
Total	\$3,155,050.51	\$ 852,292.57		
Less Disbursement	- \$3,144,672.61	- \$ 130,598.54		
Balance as of 12/31/16	\$ 10,377.90	\$ 721,694.03	Year end total 50062	\$10,377.90
			Year end total 150375	\$721,694.03
				-
Principal loans balance as of 12/31/16 = Bremer Bank loan		\$ 141,844.51	Less designated money	\$528,675.95
			Year-end balance	\$203,395.98

A motion was made by Craig Hoopman, seconded by George Hansen, to approve the Treasurer's Financial Report. Vote took place by show of hands. 10-yes, 0-no, 0-abstentions. Motion carried.

2016 Clerks Financial Report: Clerk Faye provided copies of the 2016 Budget Summary and Profit and Loss Budget Analysis Report. See below...

Town of Bayfield
2016 Budget Summary

After tonight's adoption of *Resolution 2017-03: Revenue and Expense Budget Adjustment* (attached) the total income and total expenses for 2016 match.

	2016 Budget (Balanced)	2016 Actual Before April 2017 Budget Adjustment	After April 2017 Budget Adjustment of \$ 259,390.35 from Retained Earnings	Adjusted Amount of Income and Expenses Compared to 2016 Budget	Percent Difference from Budgeted Amounts

Income	\$1,669,350.00	\$1,500,496.84	\$ 1,759,887.19	Over \$90,537.19	Over 5.4%
Expenses	\$1,669,350.00	\$1,759,887.19	\$ 1,759,887.19	Over \$90,537.19	Over 5.4%
		(Income and Expenses Off)	(Income and Expenses Match)		

Explanations of Significant Deviations from 2016 Budget (Highlighted on Attached Spreadsheet):

Income

Room Tax Collections Over \$11,739 what was budgeted
Excess Revenue to Reduce Levy Under \$52,556, It was anticipated to need \$311,946 excess revenues to balance the 2016 budget due to Star Route Road Project and this amount was included in the budget as income but we only used \$259,390
Loan Proceeds Over \$130,000 for Short-term loan taken for Star Route Road Project

Expenses

Plan Commission Under \$3,777 because poster version of Comp Plan not yet printed
Diesel Fuel Under \$10,036
Repair Parts Over \$3,950
Repair Services Under \$8,730
Gravel/Rock Over \$3,211
Salt and Dust Control Under \$3,127
Blacktop Patch Over \$4,010
Crack Sealing and Patching Over \$2,125
Contractual Services Over \$19,356
Road Reconstruction Under \$47,827, Star Route Road Project came in under this amount
Principal Highways Over \$122,800 related to paying off short term Star Route loan

Clerk Faye read the chart explaining that needed funds will be taken out of retained earnings. Chairman Gordon added that the Town Board had expected that some retained earnings would be used. A motion was made by Fred Erickson, seconded by George Hansen, to approve the Clerk's Financial Report. A hand count was taken. 15-yes, 0-no, 0-abstentions. Motion carried.

Committee/Project Reports

Business Park Promotion Sub-Committee: Robert Feyen reported that the committee is studying the location and utilities for future planning.

Telecommunications Sub-Committee: Ron Haupert reported that the Town of Russell has been working on gathering data on this issue for about a year. He has asked if the committee could work with them as they are attempting to do similar things. Five vendors have been identified as

having potential for increased service in this area. Meetings will take place in efforts to encourage vendors to expand their services. Discussion took place.

Town Hall Committee: Larry Weber reported the bulletin board has now been replaced. They have budgeted to paint the hall this year. A new vendor has been contacted to lay tile. The dishwasher may be replaced with a simpler homeowner's model. He reported that many groups use the town hall on a regular basis.

History Committee: A written report was provided and read aloud by Chairman Gordon. Belanger Settlement Activities- The collecting of newspaper and other articles of interest continues. These articles are catalogued and put into 3 ring binders. To date, we have 34 binders.

We also continue to accumulate historical pictures and scan them in digitally. Recently, we had over 350 of the digital photos printed. Now those photos need to be stored in acid free vinyl sleeves, organized and identified.

Perry King, and avid history collector of the Belanger and Butterfield families, turned over some of his collection for us to review. We copied over 250 documents and have incorporated them into our history records.

Another project needing attention is converting the oral history tapes into digital format. At this time, we would request the Town Board approve funding for this endeavor. It is estimated that we have approximately 30 VHS and audio tapes.

We received a grant through the Apostle Islands Historical Preservation Conservancy and from Chippewa Valley Bank to reroof the old church building and repair damage done by animals. The work on this project has been completed and now the church looks great and is secure and tight against the elements.

There were no burials at the cemetery this year. Paul Cadotte continues his hard work maintaining the cemetery and school grounds. Once again, we want to thank the Town for assisting us in our efforts to upkeep these areas.

The Belanger Settlement Historical Society Facebook page continues to be very popular and is up to 598 likes. Facebook is used to post old photos and history and to encourage visitors to post their photos and stories as well. It has turned out to be a big hit and we hope to get people more interested in the Settlement and its history. The Facebook page can be accessed at www.facebook.com/BelangerSettlement/

Community Ambulance Committee: Claudia Ferraro explained that the program is doing fine. They are not requesting more money at this time. They are short on EMTs although they do have one person in training and are advertising for summer. She added that half of all the call outs have been going to Red Cliff. It has been a challenge to cover these extra calls. It has been decided that the on-call crew is going to stop leaving their coverage area to answer calls from

Red Cliff after May 15th. EMTs that are not on call will be encouraged to respond to their calls. Discussion took place and support of this decision was shared.

BRB Recycling: Craig Hoopman reported that there are improvements being made to the yard including fence work, concrete, and overhead roofing. A comment was made that it is not always clear how much a half and full truck load of materials is and how much people will be charged. Hoopman responded that a normal sized pick-up truck is what it is supposed to be based on.

Fire & Safety Committee: Craig Hoopman stated that they are making a switch to a new company to do maintenance on the truck. A check list will be used by this company to ensure the truck is well maintained. There are no large purchases planned. Small items will be purchased through fundraisers.

Growth Incentive Fund: Larry Weber reported that there are five active loans out. Of the letters sent to those that had been late on payments all have either paid off their loan or brought it current with the exception of one that is disputing the amount.

Sign Committee: Karen Boutin reported that they will be meeting on April 20th at 3PM at the corner of Betzold Road and County I to look at the location of the proposed sign kiosk. A few people on the sign committee plan to be there.

Big Ravine Trail: Craig Hoopman reported that not much has taken place lately. They are waiting for land in the middle of their trail to be accessible via easement. There is a proposal that the snowmobile could attempt to purchase the property from the owner to resolve the issue.

Salmo Lakewalk Trail: Larry Weber stated that he was recently told that the trail did not obtain a trailhead permit. Several steps and significant expense has been involved in obtaining the appropriate zoning permits since then. He also reported that the general water level is down and there is some beach. Tom Gordon commented on his disapproval of the cost involved in obtaining permits for a trail that will benefit local tourism.

Pikes Bay Sanitary District Update: Rex Dollinger and George Hansen presented information on various issues. Dollinger reported it was a slow year. They have started studying the replacement needs of the lower and upper lift stations. Challenges have found challenges in the process because in order to study these issues they need to have a complete plan, a wetlands permit, easements in place, etc. They also won't know the expense to get the easements until the study is complete. He also reported they have three or four new users. One PBSO Commissioner moved away and someone has taken her place. Seagull West will be hooked up to a line. The Greater Bayfield Waste Water Treatment Plant has two issues 1) New Regulations on phosphorus limits that are difficult to attain. 2) Invasive Reeds that the DNR will require be removed from their water pools and areas that they have spread. Surrounding municipalities have the same issue. They are working to search for a grant to get rid of these plants. He reported that they have money in the bank. Dollinger stated that he would like to provide

information in response to concerns presented at recent town board meetings. He distributed the following handout.

Why do property owners in the PBSB get charged with a levy for the PBSB?

Around 2001 PBSB Board and Bayfield Town Board decided to cooperate with the City of Bayfield to construct a new waste water treatment facility (GBWWTP)

District was expanded by Town Board to provide an adequate tax base to comply with State guidelines. District does not include all of the township area.

PBSB Board was authorized to determine a levy on non-agricultural use property owners of the district.

How is the amount of the levy determined?

Construction Bond to be paid off in 20 years. \$666,387.34 20 year loan at 2.365% interest (about \$44,200 per year) Final payment 05/01/2024

Required replacement fund mandated by Clean Water Fund of \$12,434 per year until the fund reaches \$248,460, and maintained at that level

Expenses incurred in the operation of the "District" as opposed to collection and treatment expenses

What are "Collection and Treatment" expenses?

System operator salary and expenses for monitoring and maintaining of the collection system from User's laterals to the discharge at the GBWWTP.

All utilities for system operation

Cost of treatment of PBSB waste at the GBWWTP

Cost of wheeling PBSB customer waste through the City system

Part of capital projects (as determined by Board)

Part of capital projects (as determined by Board)

The financial position of the PBSB is strong but there are parts of the system which are very old and approaching or exceeding their estimated life of operation. PBSB needs to maintain reserves at what may seem to be a high level. Since the plant went operational PBSB have increased their User Fees from \$27.00/mo to \$40.00/mo and the tax levy has increased from about \$40/\$100k to about \$44/\$100k.

Extensive discussion took place regarding the boundaries of the sanitary district and options for the future.

A motion was made by Karen Boutin, seconded by Robert Feyen, to approve all the committee reports. A hand count was taken. 14-yes 0-no 0-abstentions. Motion carried.

Wages for Elected Town Officers April 2018-April 2019: Chairman Gordon explained that the wages for the officer to be elected next year need to be considered at this time. He invited those in attendance to share their opinions. Robert Feyen and David Galazen shared that they would not be in support of a raise. No other opinions were offered. No motion for a raise was made. Gordon stated that the wages would then be left as they are.

Any other business that may legally come before the Electors at the Annual Meeting (WI Statute 60.10): Galazen suggested that the road crew go back to working five days a week all year. Gordon stated that it would be a town board issue.

Set Date and Time for 2018 Annual Meeting: Tuesday, April 17, 2018- 6:00 PM. A motion was made by Jane Hauser, seconded by Fred Erickson, to set date as listed. A hand vote was taken. 15-yes, 0-no, 0-abstentions. Motion carried.

Adjourn: A motion was made by George Hansen, seconded by Jane Hauser, to adjourn the meeting. Meeting adjourned at 7:36PM.

Minutes respectfully submitted by: Kelly Faye, Clerk