

**Regular Town Board Meeting- Novmeber 21<sup>st</sup>, 2016- Immediately following the Budget Hearing and Town Electors Meeting**

The meeting was posted Tuesday, November 15th, 2016 at the Bayfield Town Hall, the Town website, and submitted to the Ashland Daily Press Meeting Notices. Chairman Thomas J. Gordon, and Supervisors Gerald Carlson, Craig Hoopman, Karen Boutin, and Robert Meierotto were present, as well as Clerk Kelly Faye, Treasurer Larry Weber, and Road Foreman Chuck Cadotte. Approximately twelve members of the public were present. Chairman Gordon called the meeting to order at approximately 7:00 PM.

**Public Comment and Suggestions from Persons Present:** David Galazen suggested that Hatchery Road should be considered for improvements soon. Chairman Gordon responded that the road is next on the list for work. It was suggested the cutting of trees along the road would help.

**Discussion and Identification of Items for Future Agendas:** None.

**Approval of the Minutes of Budget Workshop and Regular Town Board Meeting of October 17, 2016:** A motion was made by Meierotto, seconded by Boutin, to approve the minutes. Motion carried.

**Receive and Place on File the Treasurers Report for November 2016:**

Treasurer Weber reported the following...

General Checking Account	Current Balance:	\$ 17,789.02
Money Market Savings Account	Current Balance:	\$425,712.92
Total		\$443,501.94
Designated Funds		
	Growth Incentive Fund	\$ 7,172.49
Total Designated Funds		-\$ 7,172.49
Cash Available to Town		\$ 436,329.45
Combined Bremer Bank Loan Principal		\$ 146,915.18
Next payment due October 1, 2016		\$ 5,400.00
Short Term Note		
One-time payment due by 12/29/2016		\$130,845.00

A motion was made by Carlson, seconded by Meierotto, to approve the Treasurers Report. Motion carried.

**Report from Pikes Bay Sanitary District:** None.

**Report from Growth Incentive Fund and recognition of any recent GIF contributions:**

Treasurer Weber reported that one or two GIF accounts may be behind on payments and that he would find out if the Town needs to pursue small claims court.

**Report on Big Ravine Trail Conveyance:** Erika Lang of the Bayfield Regional Conservancy reported that earlier that evening the paperwork for the Warranty Deed, Notice of Property Restriction, and Conservation easement were signed by the Conservancy and the Town of Bayfield.

- a. **Discussion of proposed Memorandum of Agreement between Bayfield Regional Conservancy and the Town of Bayfield to help manage/steward the Big Ravine properties:** Lang explained that she and Chairman Gordon have been discussing the possibility of creating a Memorandum of Agreement document to be signed in the spring that would lay out the responsibilities planned for the Town and Bayfield Regional Conservancy in the future management of the property. Discussion also took place about liability of the Town in the case that someone is hurt on the property. Lang explained that there is a Wisconsin state recreation statute that protects the Town from being liable in such situations. She stated that the Bayfield Regional Conservancy has chosen not to have additional insurance above and beyond the statute. She did suggest that people hired to work on the trail in the future could be required to sign a liability waiver.
- b. **Request from Bayfield Regional Conservancy to share cost of four recording fees at \$30/ea. and real estate return fee of \$426.90:** Chairman Gordon explained that they have asked that the Town pay the \$90.00 recording fees and half of the real estate return fee which would be \$213.45. Chairman Gordon agreed that the Town would pay this amount and that it would be taken out of room tax.

**Old Business**

**Update on Salmo Lakewalk Trail Zoning Application for Kiosk:** Treasurer Weber reported he has not taken any further action related to the application. He stated that an after-the-fact trailhead permit would be \$500.00, the variance due to it being too close to the creek would be \$800.00, and the sign permit would be \$50.00. He asked what the Town Board would like him to do. Hoopman stated that the project was part of the grant and that they should go ahead and do it. It was agreed that Treasurer Weber should continue to pursue the permits needed to install the kiosk.

**Discussion and possible action on establishment of proposed Business Park Promotion Committee:** Chairman Gordon stated that he will work to get the committee organized and send the Town Board a letter once the members have been established. It was suggested that Robert Feyen would be interested in serving on the committee.

**Adoption of 2017 Revenue & Expense Budget and Town Levy:** A motion was made by Hoopman, seconded by Carlson, to approve the 2017 Revenue and expense budget balanced at \$1,020,488 and town levy of \$596,623. Motion carried.

**Resolution 2016-10: Obligation to Pay Taxes:** The resolution was presented as follows...

**TOWN OF Bayfield**

**Bayfield County, Wisconsin**

**Resolution 2016-10**

**Obligation to Pay Taxes**

WHEREAS, the Town Treasurer is required by statute to furnish a bond to the County Treasurer in a sum of double the amount of state and county taxes apportioned to his town conditioned for the faithful performance of the duties of his office and that he will account for and pay over according to law all state and county taxes which shall come into his hands, and

WHEREAS, the Town Board is given the power under Section 70.67 (2) of the Wisconsin Statutes, to obligate the Town in case the Town Treasurer shall fail to pay all state and county taxes required by law to be paid by the Town Treasurer to the County Treasurer.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Town of Bayfield, at its regular meeting held this 21<sup>st</sup> day of November, 2016, that the Town of Bayfield does hereby obligate itself to pay in case the Town Treasurer shall fail to do so, all state and county taxes required by law to be paid by such Treasurer to the County Treasurer.

Adopted by the Town of Bayfield Board of Supervisors by a vote of 5-0.

Dated this 21<sup>st</sup> day of November, 2016.

TOWN OF BAYFIELD

\_\_\_\_\_  
Thomas J. Gordon, Chair

\_\_\_\_\_  
Gerald L. Carlson, Supervisor

\_\_\_\_\_  
Robert Meierotto, Supervisor

\_\_\_\_\_  
Karen Boutin, Supervisor

\_\_\_\_\_  
Craig Hoopman, Supervisor

THIS IS TO CERTIFY THAT the foregoing is a true and correct copy of a resolution duly and legally adopted by the TOWN OF BAYFIELD at a regular meeting held on the 21<sup>st</sup> day of November 2016.

\_\_\_\_\_  
Kelly N. Faye, Clerk

A motion was made by Carlson, seconded by Meierotto, to approve the resolution. Motion carried.

**Discussion and recommendation to Bayfield County Zoning regarding Class A Special Use Request from Rick and Janet Dale, 87080 Valley Road, to convert a former agricultural shop**

**building which is now a home back to residence to allow them to put in a 10'x24' open porch. Landowner believed this had occurred in 1977:** It was reported that the Plan Commission recommended approval of the application. A motion was made by Boutin, seconded by Meierotto, to approve the application. Motion carried.

**Discussion and possible action on purchase of new tires for loader and related quote:** Chairman Gordon reported that it is expected to cost \$6,000 for four tires from Pomp Tires. Labor would be added to this total. A motion was made by Carlson, seconded by Meierotto, to purchase the tires. Motion carried.

**Discussion and possible action on soliciting of new Town Attorney:** Chairman Gordon suggested that the Town pursue finding a new Town attorney as he may retire. He requested permission to place an ad in the paper. A motion was made by Boutin, seconded by Hoopman, to approve placing an ad in the paper. Motion carried.

**Reminder of Officer Terms Expiring April 2017:** Chairman Gordon stated that his term as well as the term of Karen Boutin and Craig Hoopman will be expiring and up for re-election in April.

**Chair, Supervisor and Committee Report:** Chairman Gordon reported that the road crew is ready for winter. He also thanked town residents David Galazen, Robert Feyen, and Jimmy Erickson for coming to Town Board meetings. He added that he believes the Town has a good reoad crew and town board. Foreman Cadotte stated that Chuck Meyers told him he could plow snow if someone would be needed.

#### **Receive and place on file Correspondence for November 2016:**

Received

1. Managed Forest Law Withdrawal Order for Town of Bayfield Property near Business Park.
2. Confirmation of Receipt of Certified Mail to Barbara Bartkowiak notifying her of results of Board of Review hearing.
3. Email update from Mark Scribner of Centurylink regarding upcoming broadband access.
4. Email from Jason Laumann of Northwest Regional Planning Commission regarding status of Comprehensive Plan updates.
5. Emails from Erika Lang of Bayfield Regional Conservancy regarding Big Ravine Trail Conveyance.
6. Correspondence with Steve Nordquist regarding upcoming assessment duties and background information shared with him.
7. Apportionment sheet for mill rate calculation from Bayfield County.
8. Tax Levy Certification for mill rate calculation from School District of Bayfield.
9. Numerous emails from County Clerk Scott Fibert regarding election duties.
10. Safety Compliance Statement Plan Review from [DSPSCOM@wisconsin.gov](mailto:DSPSCOM@wisconsin.gov) for property supervised by John Gerzina at 34745 Madeline Trail stating it meets compliance.
11. Certifications confirming work has been TRIP-D road construction completed to standard and paid from Short Elliott Hendrickson and James Peterson Sons.
12. Notice from EPIC Life Insurance that rates will increase slightly.
13. Ameritrade Account Statement.
14. WI Energy Cooperative News for November.
15. WI Towns Association Magazine for November.

## Outgoing

1. General Election Results and Corresponding Documents to Bayfield County Clerk.
2. EFTPS Federal Payroll Withholding for October, and Correction for August.
3. WI Form WT-6 State Payroll Tax Withholding for October, and Correction for August.
4. 2017 Budget Summary and Notice of Budget Hearing - Electors Meeting to Ashland Daily Press.
5. Copy of approved application for a private driveway to Thomas Breden.
6. Letter to Pam Brindley notifying her of appointment to role of commissioner for Pikes Bay Sanitary District.
7. Various emails to Wisconsin Department of Revenue regarding questions related to potential scenarios with the one available Class B Liquor License.
8. Final documents verifying TRIP-D Road Project payments now complete to Bayfield County Highway Department.
9. Election planning letter and training materials to poll workers for November 8<sup>th</sup> Election.
10. Letter to Pat Quaintance giving permission to trap nuisance beaver for the Town of Bayfield.
11. Emails to Wisconsin Elections Commission regarding specific election administration issues.
12. Wisconsin Sales and Use Tax Exemption Certificate to Ashland Ford Chrysler by request.
13. Budget Workshop and Regular Town Board Meeting Minutes- October 17<sup>th</sup>, 2016.
14. Information concerning procedure for registration and absentee voting to interested residents.
15. Several absentee ballots through in-person absentee voting, mailed, and emailed ballots for November 8, 2016 General Election.

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

**Approve payment of bills:** A motion was made by Boutin, seconded by Meierotto, to approve the bills. Motion carried.

**Receive and place on file the Clerks Financial & Budget Report for October 2016: (See Below)**

<b>TOWN OF BAYFIELD</b>					
<b>CLERKS MONTHLY REPORT</b>					
<b>October 13, 2016-November 17, 2017</b>					
<b>DISBURSEMENTS</b>					
Checks written	\$93,438.06				
Range	17633	17686			
<b>BUDGETS vs. ACTUAL</b>					
		<b>October 2016</b>	<b>Y-T-D</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Revenue</b>	\$	44,345	\$ 1,430,219	\$ 1,669,349	86%
<b>Expense</b>	\$	52,414	\$ 1,460,838	\$ 1,669,349	88%
<b>Balance</b>	\$	(8,068)	\$ (30,618)	\$ -	
		<b>Previous Mo.</b>	<b>Current</b>	<b>Change</b>	
<b>Accts Recv</b>	\$	158.75	\$ 9.67	\$ (149.08)	
<b>Accts Pay</b>		\$35,439.24	\$ 28,264.77	\$ (7,174.47)	
<b>GIF Balance</b>	\$	5,316.77	\$ 5,455.62	\$ 138.85	
<b>BUDGET EXPLANATIONS</b>			Note: Accounts payable will be adjusted to purge outdated payable expenses.		
1. TRIP-D Star Route construction and construction management bills paid and reimbursement received.					
2. 2016 Forestry Grant reimbursement received.					
3. Town Tax Levy from January, February, and August Settlement recorded.					

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

**Christmas Gathering Plans:** Chairman Gordon suggested that the Town Board members participate in a holiday potluck following the December meeting.

**Set date and time for the Regular December Town Board Meeting:** Monday, December 19<sup>th</sup> at 5:30 PM.

**Adjourn:** A motion was made by Hoopman, seconded by Boutin, to adjourn the meeting. Meeting adjourned at 7:25 PM.

Minutes respectfully submitted by: Kelly N. Faye, Clerk.