

Board of Audit-Monday, March 20th, 2017 – 6:45 PM

The meeting was posted Tuesday, March 14th, 2017 at the Bayfield Town Hall, the town website, and submitted to the Ashland Daily Press Meeting Notices. Chairman Thomas J. Gordon and Supervisors Karen Boutin, Robert Meierotto, and Gerald Carlson were present, as well as Clerk Kelly Faye, Treasurer Larry Weber, and Road Foreman Chuck Cadotte. Supervisor Craig Hoopman arrived shortly after the meeting started. Four members of the public were present. Chairman Gordon called the meeting to order at 6:45 PM.

The Pledge of Allegiance was recited by those in attendance.

Treasurer’s report of financial accounts:

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

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

Clerk's report of financial records.

- a. Monthly reconciliations of bank statements between Clerk & Treasurer:** Clerk Faye handed out copies of the Clerk-Treasurer Reconciliation Reports for January 2016 and December 2016.
- b. Year end 2016 revenue and expenses:** Clerk Faye distributed copies of the Statement of Cash Flow for January 2016 to December 2016 from the accounting software used. It was noted that the Clerk's figures of \$463,594.78 Beginning Cash on 1/1/16 and \$732,071.93 Ending Cash 12/31/16 match the Treasurer's Report.

Reconciliation by Board of Audit of Clerk and Treasurer records.

- a. Clerk and Treasurer records reconcile as of 1/1/2016 and 12/31/2016:** Chairman Gordon stated that the records show the Treasurer and Clerk records match.

Findings of action required by the Clerk and/or the Treasurer regarding Town Accounts:

A motion was made by Boutin, seconded by Hoopman, to receive and place on file the Treasurer and Clerk report of financial records. Motion carried.

Adjourn: A motion was made by Meierotto, seconded by Boutin, to adjourn the meeting. Motion carried.

Regular March Town Board Meeting- Monday, March 20th, 2017 – 7:00 PM

The meeting was posted Tuesday, March 14th, 2017 at the Bayfield Town Hall, the town website, and submitted to the Ashland Daily Press Meeting Notices. Chairman Thomas J. Gordon and Supervisors Karen Boutin, Robert Meierotto, Gerald Carlson, and Craig Hoopman were present, as well as Clerk Kelly Faye, Treasurer Larry Weber, and Road Foreman Chuck Cadotte. Four members of the public were present. Chairman Gordon called the meeting to order at 7:00 PM.

Public Comment and Suggestions from Persons Present: 1) David Galazen brought up brushing along the roadways and asked how it was going. Foreman Cadotte reported that Valley Road has been done. 2) Bob Feyen asked why the town has loans if there is money in the money market account. Chairman Gordon explained that tax revenue was received in January and February 2017 and that these funds will be used for budgeted items. 3) David Galazen asked why Hatchery Road is being put off until 2018. Chairman Gordon stated that work will begin this year but that the project could cost \$400,000 or so and that they are doing the best they can.

Discussion and Identification of Items for Future Agendas: Hoopman commented that he has had questions from residents of the town about when the Pikes Bay Sanitary District tax will be coming off the tax bill for those in the district. Chairman Gordon suggested this could be addressed during their portion of the Annual Meeting.

Approval of the Minutes of the Special Joint Plan Commission/Town Board Meeting of February 13th, 2017 and Regular Town Board Meeting of February 20th, 2017: A motion was made by Boutin, seconded by Meierotto, to approve the minutes. Motion carried.

Receive and Place on File the Treasurers Report for March 2017:

Treasurer Weber reported the following...

General Checking Account	Current Balance:	\$ 4,792.61
Money Market Savings Account	Current Balance:	\$400,171.28
Total		\$404,963.89
Designated Funds		
	Growth Incentive Fund	\$ 14,256.25
Total Designated Funds		-\$ 14,256.25
Cash Available to Town		\$ 390,707.64
Combined Bremer Bank Loan Principal.		\$ 126,565.42
Payments due on the 1 st each month.		\$ 5,400.00
Last payment April 1 st , 2019.		
Short Term Note Paid in Full 11/22/2016.		
2016 Year End Balance: Account #50062	\$ 10,377.90	
Account #150375	\$ 721,694.03	
	Total	\$ 732,071.93
	Less Designated Money	\$ 528,675.95
	Year End Balance	\$203,395.98

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

Pikes Bay Sanitary District- Report from Commissioner(s) on District activities: None.

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

Treasurer Weber reported that most of the loans are up-to-date. Of the five people that letters were sent to regarding being late on their payments, four of them have caught up or been paid off. One loan balance total is being questioned but will be addressed.

Update on Big Ravine Trail Conveyance: Possible action on Memorandum of Agreement between Town of Bayfield and Bayfield Regional Conservancy related to management and

stewardship of the portions of Big Ravine Trail: A motion was made by Hoopman, seconded by Boutin, to accept the Memorandum of Agreement as it was presented and authorize the Chairman to sign the document. Motion carried.

Business Park Promotion Committee Update: Robert Feyen explained that three presentations were given at their last meeting and the committee would like to walk the land to see where the boundaries are at their next meeting. The property has been flagged in preparation for their visit.

- a. **Discussion of effort to encourage the future availability of high-speed internet in the Town of Bayfield and surrounding area:** Ron Hauptert explained that there are internet issues in this area beyond just the business park. He stated that there has been lots of activity on this issue by other groups including work that has been carried out by a committee in the Town of Russell. He has been speaking with people from various groups and service providers about this issue. Centurylink may work to improve accessibility with the use of grant funds. He suggested that a committee be pulled together to address internet in this area and that work may begin soon and progress quickly. Chairman Gordon suggested that he would work with Hauptert, Boutin, and possibly others to be determined. Hauptert stated that the group may meet soon and that he would call when the first meeting was scheduled.
- b. **Next meeting scheduled:** March 27th at 5:30 PM at the Bayfield Town Hall.

Old Business

Review of, and possible action on, proposals received as of 4:00 PM on Friday, February 17th, 2017 for the design, engineering, and supervision of the reconstruction of planned work on Hatchery Road: Proposals from C&S Design and Engineering, Short Elliott Hendrickson, and Coleman Engineering were received. The proposals were opened at this time. A brief review of the contents and discussion took place. Chairman Gordon suggested that he meet with Hoopman, Cadotte, and Faye the next day to more thoroughly review the proposal materials and make a selection. A motion was made by Meierotto, seconded by Boutin, to authorize Chairman Gordon, Supervisor Hoopman, Foreman Cadotte, and Clerk Faye to review the proposals and make a selection. Motion carried. Garth Stengard of Coleman Engineering was present at the Town Board Meeting and a brief discussion took place. Stengard stated he would be available to answer questions by phone if needed. Stengard commented that the Department of Transportation plans to do work at the intersection of Hatchery Road and Highway 13. He suggested that the Town of Bayfield speak with them about replacing the culvert at that intersection when they do their planned work.

Discussion and possible action on Resolution 2017:02 Order for Public Hearing to Discuss a Proposed Action to Commence Discontinuance of the Streets, Avenues, and Unpaved Alleys of the Dalrymple Addition:

TOWN OF BAYFIELD
Bayfield County, Wisconsin
Resolution 2017-02:

Order for Public Hearing to Discuss a Proposed Action to Commence
Discontinuance of the Streets, Avenues, and Unpaved Alleys of the
Dalrymple Addition

The Town Board of the Town of Bayfield, Bayfield County, Wisconsin, by this

resolution, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, resolves and orders as follows: A public hearing to discuss a proposed action to discontinue a public way in the Town of Bayfield shall be held as provided in accordance with the following Notice of Hearing. The town clerk shall publish the following Notice of Hearing as a class 3 notice under chapter 985, Wis. stats., and the town clerk shall cause the Notice of Hearing to be served on the owners of all of the frontage of lots and lands abutting upon the public way sought to be discontinued in the manner provided for the service of summons in circuit court at least 30 days before the hearing, except that when service cannot be made within the town, a copy of the notice shall be mailed to the owner's last-known address at least 30 days before the hearing:

Notice of Hearing – Discontinuance of a Public Way in the Town of Bayfield,
A public hearing will held be held by the Town Board of the Town of Bayfield at the Bayfield Town Hall, 85450 County Highway J, Bayfield, WI 54814 on Monday, May 15th, 2017, at 6:00 p.m.,* to discuss a proposed action to commence discontinuance of the following described town road initiated by petition under s. 66.1003 (2), (3), Wis. stats., specifically: The Streets, Avenues, and Unpaved Alleys of the Dalrymple Addition, which is Fourth Avenue from the extension of the south line of Lot 15 of Block 78 to the south north line of Block 80, 16th Street adjacent to Blocks 79 and 80, 15th Street adjacent to Blocks 78 and 79 and the Alleys in Blocks 78, 79, and 80 of Dalrymple Addition in the NW 1/4 of the NW 1/4, the SW 1/4 of the NW 1/4, Government Lot 1 and Government Lot 2 of Section 6, T. 50 N., R 3 W., in the Town of Bayfield, Bayfield County, Wisconsin.

The town clerk shall file in the Office of the Register of Deeds for Bayfield County, Wisconsin, a lis pendens related to the proposed discontinuance of public way.

The town clerk shall properly post or publish this resolution as required under s. 60.80, Wis. stats.

Adopted this 20th day of March, 2017.

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

Dated this 20th day of March, 2017.

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 20th day of March 2017.

Kelly N. Faye, Clerk

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

Discussion and possible action on re-establishment of Orchard Sign Committee to provide input and assist with the process of replacing sign kiosk (“agricultural sign mall”) at corner of County Rd. I and Betzold Rd: Chairman Gordon stated that Mike Berg and Bill Ferraro have agreed to serve on the committee. It was noted that former members of the committee could be contacted and/or others could be recruited.

New Business

Approval of application for 2016/2017 Operators License from Nicholas McGee: The applicant passed a background check. A motion was made by Meierotto, seconded by Hooman, to approve the application. Motion carried.

Chair, Supervisor and Committee Reports: Chairman Gordon reported that the Jammer Hill Forestry Road Grant Application was approved. Boutin reported that the north side of the road below Gotchling Road is washing out. She also mentioned a pothole near her driveway.

Receive and place on file Correspondence for March 2017: A motion was made by Carlson, seconded by Boutin, to approve the correspondence. Motion carried.

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

Receive and place on file the Clerks Financial & Budget Report for February 2017:

TOWN OF BAYFIELD					
CLERKS MONTHLY REPORT					
February 15th, 2017 - March 14th, 2017					
DISBURSEMENTS					
Checks written	\$34,570.24				
Range	17847	17886			
BUDGETS vs. ACTUAL					
		February 2017	Y-T-D	Budget	% of Budget
Revenue	\$	27,311	\$ 164,984	\$ 1,020,488	16%
Expense	\$	159,969	\$ 323,650	\$ 1,020,488	32%
Balance	\$	(132,658)	\$ (158,665)	\$ -	
		Previous Mo.	Current	Change	
Accts Recv	\$	9.67	\$ 9.67	\$ -	
Accts Pay	\$	30,412.92	\$ 28,291.55	\$ (2,121.37)	*some accounts payable are no longer valid and will be purged
GIF Balance	\$	10,223.00	\$ 10,920.85	\$ 697.85	
BUDGET EXPLANATIONS					
1. Fire Protection and Ambulance Service Contracts for 2017 Paid.					
2. 2017 Plow Truck Paid.					

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

Reminder of Spring Election: Tuesday, April 4th, 2017.

Reminder of date and time for the 2017 Annual Meeting: Tuesday, April 18th, 2017 at 6:00 PM (Must be scheduled for third Tuesday in April or within 10 days following). Regular April Town Board Meeting to immediately follow.

Set date and time for Annual Road Inspection Meeting: Thursday, May 4th at 4:00 PM.

Set date and time for Dumpster Day: The date of May 20th was suggested to be run by Eagle Waste.

Set date and time for Board of Review: Discussion took place about possible dates. (Final determination of other dates has since been made by Assessor Nordquist.)

Adjourn: A motion was by Hoopman, seconded by Boutin, to adjourn the meeting. Meeting adjourned at 8:02 PM.

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