

Board of Audit Meeting – March 15, 2009

Posted Tuesday, March 9, 2010 at 4:00 p.m. at the Bayfield Town Hall, Bayfield Town Garage, Bayfield Star Route Town Garage, Andy's IGA, Chippewa Valley Bank, the Town website.

The Board of Audit Meeting was called to order at 6:45 p.m. by Chairman Thomas J. Gordon Carlson, Supervisors Gerald Carlson, Richard Carver and William Ferraro, and James "Fritz" Hauser were present as well as Treasurer Larry Weber and Clerk David L. Good.

A total of 15 Electors and members of the public were present.

The Pledge of Allegiance was recited by everyone present.

Treasurers Report of Financial Records – Weber presented a summary of revenues and disbursements from the Bremer Bank accounts for 2009. The Town started January 1 with a balance of \$21,956.32 and a balance of \$67,116.24 on December 31, 2009. Designated funds are \$128.84 for the Growth Incentive Fund and \$25,010.00 for the Bremer Foundation Housing Grant leaving the Town available cash of \$100,764.75. Loans outstanding as of December 31, 2009 are \$202,751.18.

Clerks Report of Financial Accounts – Good presented annual summary of the Bremer Bank account transactions and annual statement of cash flows that matched the Treasurers balances for the beginning of the year. End of year balances differed for the Clerk for Payroll Liabilities. Year end retained earnings are \$85,088.72. Good noted the difference in GIF balances between the Clerk and Treasurer are the result of non receipted monies with the Clerk.

The Board briefly discussed the Clerk and Treasurer reports. A motion was made by Carver and seconded by Carlson to receive and approve the reconciliation and audit of the Clerk and Treasurer reports. The motion carried. The Clerk suggested that we carry an excess revenue balance of 20% of our annual budget for handling cash flow and potential expenditures for emergencies.

A motion was made by Ferraro and seconded by Hauser to adjourn the meeting at 6:53 p.m. The motion carried.

Minutes Respectfully Submitted by:

David L. Good - Clerk

Regular Town Board Meeting – March 15, 2010

Posted Tuesday, March 9, 2010 at 4 p.m. at the Bayfield Town Hall, Bayfield Town Garage, Bayfield Star Route Town Garage, Andy's IGA, Chippewa Valley Bank, and the Town website.

The Regular Town Board Meeting was called to order at 7:00 p.m. by Chairman Thomas J. Gordon. Supervisors Richard Carver, Gerald Carlson, and William Ferraro, and James “Fritz” Hauser, Jr. were present as well as Clerk David L. Good, Treasurer Larry Weber and Road Supervisor Carl Cadotte.

A total of approximately 15 Town Electors and members of the public were present.

The Pledge of Allegiance was recited by all present.

Public Input – Thereon O’Connell expressed concern with how his and the Town’s interests are protected when actions in adjoining Town’s may be destructive to both interests. He cited a situation which occurred at a Bayfield County Board Meeting where Supervisor Maki stated in response to the Town of Russell Overlay District, “This would never happen in my Town but if it is what Town of Russell wants, so be it.” He expressed concern about the Shadow Wood Landing that is festering in the Town of Russell which is a 380-acre re-zone, the largest one in the history of Bayfield County. Close to his land and seems to be a preposterous project and in a ridiculous place. Very poorly executed so far. Citations from the Corp of Engineers and WI DNR. No business plan, no real development plan. This is going forward without any concern for the Town of Bayfield. What is appropriate to protect our interests? Gordon asked clarifying questions. Jim Erickson asked about the status of the sign for the Business Park and World Class Precision Products. Gordon explained the history behind this. Ferraro and Carver stated that a sign will be installed when the ground thaws. Tom Galazen also expressed concern with the re-zone in the Town of Russell and the lack of input from the Town of Bayfield. He suggested that the Town ask the County to let the Town have input. Gordon talked about Town, City and County government and the legal authority each has.

Comments by Cari Obst – 2010 Bayfield Chamber Marketing Plan – Obst gave an overview of the plan and indicated the plan is available on the Chamber website. This report is an explanation in part where room tax dollars are spent. Carver stated that information on the AEA may be appropriate for the promotion of the Bayfield Area.

Support for Bayfield Chamber JEM Grant: Gordon read the following letter of support:

March 15, 2010

WI Department of Tourism
201 West Washington Avenue
PO Box 8690
Madison WI 53708-8690

Attn: Abbe Hill

Dear Ms Hill:

RE: **2010 Destination JEM Grant**

This letter is to confirm that the Town of Bayfield is a partner with the Bayfield Chamber of Commerce & Visitor Bureau in applying for a 2010 Destination JEM Grant.

We look forward to building on our 2010 fall visitor season and believe that this JEM grant will provide greater visibility and increased visitors to our area through an enhanced fall marketing plan made possible by the Department of Tourism JEM grant.

Sincerely,

Thomas J. Gordon, Chairman
TOWN OF BAYFIELD

A motion was made by Ferraro and seconded by Carlson to approve the letter. The motion carried.

Items for Future Agendas – Ferraro asked that we start discussion on possibly building a new Town Garage.

Approval of Minutes – A motion was made by Ferraro and seconded by carver to approve the minutes of February 15, 2010 Regular Town Board Meeting. The motion carried.

Treasurers Report – Weber read the Treasurers Report as follows:

General Checking Account	Current Balance:	\$ 23,143.95
Money Market Savings Account	Current Balance:	\$ 332,809.10
Total Cash on Hand		\$ 335,953.05

Designated Funds

Growth Incentive Fund	\$ 1,356.38
Housing Grant	\$ 25,000.00
Total Designated Funds	\$ 26,356.38

Cash Available to Town	\$ 329,596.67
------------------------	---------------

Loans at Bremer Bank

Grader/Road Paving - \$140,306.81

Next payment of \$5,410.10 due on the 2nd of the month. Final payment due April 30, 2012.

Farmland Preservation - \$45,014.88

Next payment of \$8,825.00 due March 1 and September 1.

A motion was made by Carlson and seconded by Carver to accept the Treasurers report as presented. The motion carried.

Recognition of Growth Incentive Fund Contributors – No report.

Report by Pikes Bay Sanitary District (PBSD) – No report.

OLD BUSINESS

Report and updates from the Town Plan Commission by Carver:

Update on photovoltaic system for Town Garage & Hall – We continue to work on the proposed Photovoltaic Panel installation on the Town Buildings in this immediate area. Tom Galazen was able to attend our meeting and we have provided energy use data to John Johanning who is preparing an estimate of the potential costs.

Discussion and possible recommendation regarding intergovernmental cooperation per the Comprehensive Plan regarding the CFS, LLC Re-zone request - The Plan Commission discussed recent events at the County and in the Town of Russell with regard to the Shadow Wood Landings project and proposed rezoning. Commissioners again expressed concern with the potential impact of this re-zoning and planned development and on a motion by Nancy Bussey, seconded by Demaris Brinton, we moved to ask that the Bayfield Town Board communicate with County Planning and Zoning stating that due to the intergovernmental cooperation aspect of our Comprehensive Plan, The Town of Bayfield would like to have the County seek our input on the Shadow Wood Landing Proposal [as it impacts the Town of Bayfield and pertains to our Comprehensive Plan]. Discussion followed. Carver asked that the Town send a letter to Bayfield County Zoning asking that they take into consideration the Town's concerns. A motion was made by Ferraro and seconded by Carver to send a letter to Bayfield County Zoning requesting that they take into consideration the Town's concerns. Discussion followed that Carver will draft a letter for Gordon's signature and that the issues at hand are roads and bridges. Beyond that it is conjecture at this time. The motion carried.

Update on Scenic By Ways effort - Mary Motiff, County Recreation Director, continues to pursue the Scenic By Ways designation and members of the Plan Commission have cooperated and assisted where appropriate. This has included preparing a presentation document for use at Town Board meetings in various Towns along Highway 13 and participation in the "windshield survey" plans.

Report on CORE, City of Bayfield, Town of Bayfield Housing Needs Assessment - We are informed that the individual hired by the City and Town of Bayfield and CORE to conduct the housing needs assessment will present the results in an open meeting on April 12, 2010, late in the afternoon. The exact time will be determined.

Other informational items as reported by the Commission - The Plan Commission continues to collect data on objectives that have been completed, those that need revision and those that should be dropped. At this meeting we made additional assignments for subjects not yet covered and will take feedback at the next Plan Commission meeting.

New Business

Town Board Recommendation to Bayfield County Zoning regarding request by Robert & Kristin Edwards to build a seasonal recreational cabin on Lot 2 Fire Towner Road on 4.5-acres of land zoned Ag-1 - The Plan Commission found that the request is for an area intended as residential, complies with the Comprehensive Plan and we recommend approval of the request. A motion was made by Carlson and seconded by Carver to approve. The motion carried.

Town Board Recommendation to Bayfield County Zoning regarding request by Stan Stevenson for a seven (7) lot overlay plat of Sunset Ridge Condo Plat 19.85-acres zoned RRB - The Plan Commission had some questions about the planned overlay and, while Mr. Stevenson, or someone representing him was not present, we were able to garner enough information to resolve the questions. Therefore, it is our understanding that the current property owners are in agreement with this revision and that it is understood that the roadway easement is less than adequate for a town road and will prohibit adopting the roads as Town Roads if such plans arise in the future. With an understanding that this area is intended for residential use, and based on this information, the request is in accordance with the Comprehensive Plan and we recommend approval. A motion was made by Gordon and second by Carlson to approve. Discussion with Bob Mick followed. The motion carried.

Town Board Recommendation to Bayfield County Zoning regarding request by Leonard LaPointe III to construct and place a residence on 5.64-acres of land zoned AG-1 at 27240 Star Route Road - This request is to place a manufactured home on the lot in a semi-permanent or permanent installation, this area is a residential development and the Plan Commission recommends approval of the request. A motion was made by Carlson and seconded by Carver to approve. The motion carried with Chairman Gordon abstaining.

Town Board Recommendation to Bayfield County Zoning regarding request by Bayfield County to operate a non-metallic mining site on 40-acres of Bayfield County Forest land described as the NE ¼ NW ¼ Section 24 T51N R5W and Town Board Recommendation to Bayfield County Zoning regarding request by Bayfield County to operate a non-metallic mining site on 40-acres of Bayfield County Forest land described as the SE ¼ SW ¼ Section 13 T51N R5W - In light of the considerable cost savings resulting from mining gravel from this site and with consideration for the indication that a reclamation plan is in place, the Plan Commission recommends approval of the request. Discussion followed. A motion was made by Carver and seconded by Ferraro to approve both of the above TBAs. The motion carried.

Proposal to provide Town insurance - Presentation by Mike Sherry, Holden Insurance – A presentation was made about the benefits of Holden Insurance. All equipment will be insured on a replacement basis verses actual cash value. The Board thanked him for the presentation. Our current carried will present a proposal in May 2010.

Chairman, Supervisor and Committee Reports – Good reminded people to vote on Tuesday April 6 for the spring election. Gordon reported that the spring break-up was uneventful. Carver reported that the City of Bayfield waste collection is May 8. The Town's date is June 8. It was agreed to move our date to the 15th or 22nd of May.

CORRESPONDENCE

Received

1. Offer to provide UDC inspection Services.
2. Bayfield County Zoning permits issued to Nelson/Hunt and Wszalek.
3. Assembly Bill 546 – requiring website posting of meeting agendas.
4. WITC notice of Board Vacancies.
5. Midwest Security notice of non-payment.
6. Midwest Security notice of employee creditable coverage time periods.
7. WTA legislation alert regarding city and village extraterritorial powers legislation AB 260.
8. WI DNR Forest Tax Law Master File Printouts for 2010.
9. Baker Tilly Housing Study Contract.
10. PBSO listing of 2010 Special Assessments for 2009 Property Taxes.
11. Response from PBSO regarding Town request for engineering drawings for Trailer Court Road.
12. Timber Cutting Permit – Richard Mercier.
13. Bayfield Community Ambulance Service meeting agenda and minutes for February 18, 2010.
14. WI DOA report on the Service Award Program.
15. WPS Group Leader Newsletter – Winter 2010.
16. BCED notice of “Smart Marketing” workshop.
17. Update on Smoke Free Workplace Law.
18. UW Superior notice of various business development training opportunities.
19. Lange Enterprises sales brochure.
20. CP Products sales brochure.
21. Town Web Design Inc. sales brochure.
22. FAHRNER sales brochure.
23. Horton notice of Emergency Services Conference.
24. Update on Counties performing assessments.
25. Bremer Bank 4th quarter 2009 financial report.
26. Horton notice of Emergency Vehicle Driver Training Instructor Program.
27. “Monster Fire at Minong” book sales brochure.
28. U.S. Census “Be Counted” brochure.
29. WMCA District 1 meeting notice.
30. Various Department of Workforce Development UI reports.
31. Various Office of Energy Independence notices.
32. Various Wisconsin Department of Revenue notices.
33. Various meeting notices for the School District of Bayfield.
34. Various Bayfield Chamber of Commerce mailings.
35. Various State Elections Board mailings.
36. Wisconsin Towns Association March Report.

Outgoing

1. Request by Tom Ketchum to present insurance proposal in May verses April.
2. Town Treasurer information to Peoples State Bank.
3. Notice of Road Weight Restrictions.
4. Bill Compton Special Assessment dispute with PBSB and recommended solution.
5. McRoberts GIF payment information to George Hanson.
6. Bruce Martinson driveway sanding request.
7. Signed TBAs for Richard Wszalek and Bayfield Storage LLC to Bayfield County Zoning.
8. Appraisal for Port Superior Marina performed for Port Superior Marina distributed to Town Board.
9. Recorded deed for Eagle Island Road relocation to Terry Peters.
10. Updated listing of Plan Commissioners and terms of office.
11. Plan Commission meeting minute's inquiry from Jim Moeller.
12. Zifco Tire excise tax exemption filed.
13. Cancellation of Midwest Insurance coverage.
14. EMS Funding application for 2010-2011.
15. Bremer Bank signature cards.
16. Lincoln Benefit Life change in annuitant listing.
17. School District Poll Hours and Absentee Ballot Listing.
18. Proposed AEA area map posted to website.
19. Goodyear audit of Zifco Tire invoicing.
20. February Federal Tax Payments.
21. February State Tax Payments.

A motion was made by Carlson and seconded by Carver to receive the correspondence and place on file.

Approval of Bills – The Clerk presented a list of all checks issued from the last Board meeting to date. These are checks 13420 through 13571 totaling \$1,050,869.13. A motion was made by Ferraro and seconded by Hauser to approve all the bills as presented. The motion carried.

The Clerks Budget Report was presented as follows:

PERIOD – February 9, 2010 to March 9, 2010

BUDGET vs. ACTUAL

	Feb 2010	Y-T-D	Budget	Percent
Income	\$ 145,090	\$ 388,224	\$ 947,809	41%
Expense	\$ 107,437	\$ 209,018	\$ 947,809	22%
Balance	\$ 37,653	\$ 179,206		

		Prev. Mo.	Current	
	Accts Recv	\$ 126.11	\$ 126.11	
	Accts Pay	\$ 11,941.80	\$ 29.87	
	Grants	\$ 10,000.00	\$ 11,666.66	
	GIF Bal	\$ 16.61	\$ 16.61	

Revenue Budget Explanations

1. Levy for January settlement.
2. \$45,000 paid to PBSB for reconstruction of Trailer Court Road.
3. Otto Bremer Grant of \$35,000 is restricted funds, \$10,000 has been expended.
4. New Housing Study expenditures included in Housing Grant Expenses.
5. Recent GIF payments not posted.

Carver questioned GIF balances. Good stated he has not posted recent payments. A motion was made by Ferraro and seconded by Carlson to approve the Clerks Financial report. The motion carried.

Adjourn into Executive Session per Wisconsin State Statutes 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

- a. Port Superior Marina Association Appeal of their 2008 Property Assessment in Bayfield County District Court. Discussion and possible action regarding expert witness, opinions of Town insurance carrier, and strategy/options regarding the case.
- b. Approve Executive Session minutes of January 18, 2010.

The Board did not enter executive session.

Road Inspection – Meeting was set for 4 p.m. on Tuesday, May 4, 2010.

The Annual Meeting will be held at 6 p.m. on April 19, 2010 and the Town Board Meeting will immediately follow.

A motion was made by Carver and seconded by Carlson to adjourn the meeting at 8:05 p.m. The motion carried.

Minutes Respectfully Submitted by:

David L. Good – Clerk