

Town of Otter Creek - Regular Town Board Meeting – December 10, 2019

Meeting was called to order by Chairman Warner at 7:00 pm. In attendance were:

Chairman Mark Warner

Supervisor 1 Cecil Hayes

Supervisor 2 LeAnn Ralph

Clerk/Treasurer Bev Bernier

Patrolman Gary Anderson

Guests: Bob Bernier, Randy Simpson, Chuck Boyer

Meeting minutes were not read by the Clerk as the board had reviewed the minutes prior to tonight's meeting. It was agreed that the minutes did not need to be read. Ralph motioned to approve the 10/8/2019 and 11/12/2019 minutes as presented. Hayes seconded; motion carried to approve 10/8/2019 and 11/12/2019 minutes as presented.

Old Business

Grant Application - Warner completed and submitted the grant application for the State's multimodal local government supplement grant. This grant includes 690th and 1058th, about a mile of road. \$356,000 budget put together by Dan Fedderly, \$40,000 of engineering. 22' wide paving, 4' shoulders, turning lane at intersection.

Mosaic Telecom utility fees waived - Preston Pearson **of Mosaic Telecom** provided a draft letter for Warner to sign, which waives utility fees for the fiber optic installation in Otter Creek. Letter was signed by Warner, scanned and emailed by Bernier to Pearson on 12/10/2019.

Diesel fuel tanks - Chippewa Valley Energy installed two 1000-gallon diesel tanks. Bernier returned documents to CV Energy confirming that one tank is owned by the Town of Otter Creek and one tank is owned by CV Energy. All gauges for both tanks are owned by CV Energy.

New Business

Election Contingency Plan and Resolution reviewed and adopted. Motion by Ralph to adopt the Resolution, seconded by Hayes. Motion carried. Bernier will post the Resolution on the Town Hall posting board on 12/11/2019.

Weber Inspections submitted a professional services contract to be signed by Warner. This contract is the same as in the past wherein the Town does not incur any cost for his inspections and the fee schedule for the inspections is the same as other municipalities. Ralph motioned to approve the contract, seconded by Hayes, motion carried. Bernier will scan and email the signed contract to Weber Inspections on 12/11/2019.

Snow removal - Backup plan for snow removal and patrolman coverage. Board members do not need a CDL to drive the truck. Faron Flatland has been available when needed. Anderson will complete some training with Mark Warner and Cecil Hayes. Intersection plowing needs to be slower. We can do a small video record and download it; Cecil has experience with this. Gary will show his route, which is Hwy 25 and back, south at Bill Flatlands, Flugs and down, then to Deepwood, after that the remainder of the roads. Duncan Hill to Snyders, up to 730th, plowing for school buses, then back to Bill Flatlands. Anderson starts plowing at 4 a.m., same as the County. He likes to follow the County truck, staying behind a little bit. The group will put together a map, highlight the main arteries. They could make a copy of the roads from the plat book. Bev will post the meeting date for the team to review the truck and route, and no business will be discussed during the route review. The group will plan for a Friday after the holidays. This backup plan will meet the needs that Anderson is asking for. **Bernier will contact Rural Mutual Insurance to inquire how worker's compensation and liability coverage applies for Warner, Hayes and Flatland.**

Land Division - Reviewed the land division of Wally Domaszek.

MFL - Reviewed Managed Forest Tax – Stephen Scoll, and Schendel.

2020 Town Advocacy Council – decide whether to join or not. After discussion it was decided not to join the council.

Election Inspectors - Review/approve the list of Election Inspectors for 2020-2021. Motion by Ralph to approve the list of Election Inspectors, second by Hayes. Approved and motion carried.

Employee Manual/Job Description/Performance Evaluation - Reviewed the employee manual, job description, and Personnel Performance Evaluation of patrolman. After discussion, there are modifications to be made by Bernier and the **Board will review the three documents at the January, 2020 monthly town board meeting.**

Patrolman road report – everything good to go. Faron and Gary did the circle on the grader, took 4 hours. Gary changed the blade on the truck before it snowed. Grader has the new tires on it. All equipment has maintenance done. Biggest problem is plowing dirt roads, very wet and the plow catches. The truck has an EGR issue, has gone out 5 times and has 90,000 miles. The truck works very well. With this engine the EGR issue is not deletable.

Special Closed Meeting – At 7:40 p.m. Warner announced that the “special-closed” meeting was per Wis. Stats. Sec. 19.85 (1)(c) considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction - patrolman compensation and job performance. Warner asked if everyone was

ready to go into closed session, Motion by Ralph, seconded by Hayes. Warner – aye; Hayes – aye; Ralph – aye; Bernier – aye. Motion carried.

Discussion was held regarding the performance of patrolman Anderson and it was determined that he receive a 50 cent per hour increase effective 1/1/2020. This is a 2.2% increase, bringing Anderson from \$23.50/hour to \$24.00/hour. No other changes to his benefit package. Motion to reconvene into open session.

Open Session - At 9:43 p.m. the Board then reconvened into open session according to Wis. Stats. Sec. 19.85 (2), to possibly take action on patrolman compensation and job performance. Motion by Ralph, seconded by Hayes to move to open session. Motion by Ralph to increase Gary's compensation by 50 cents per hour effective 1/1/2020, seconded by Hayes, motion carried.

Budget amendment – discussion held to balance the budget at the January meeting. **Bernier will include this in the agenda for the meeting notice for the January 2020 meeting.**

Auditing of bills for payment –

Financial Report

Clerk reviewed the finances.	Equipment Account -	\$18,675.76
	Tax Account -	\$88,804.71
	Checking Account -	\$41,620.49

Motion to accept the treasurers report made by Hayes, seconded by Ralph. Motion carried. Ralph moved to adjourn the monthly meeting, seconded by Hayes. Meeting adjourned at 9:45 pm.

Respectfully submitted – Bev Bernier, Clerk/Treasurer

CONTACT PHONE NUMBERS IN ORDER OF CALLING:

Gary Anderson – 715-658-1483	Bob Bernier – 715-577-6310
Mark Warner – 715-658-1602, 715-556-6083 (cell)	Cecil Hayes – 715-577-6634 (cell)
LeAnn Ralph – 715-308-6336	Town Shop - 715-658-1319
Bev Bernier - 715-658-0131	Chuck Boyer – 715-600-4149