

Town of Otter Creek Board of Review and Regular Town Board Meeting Minutes
Otter Creek Town Hall, Wheeler WI
Tuesday, May 9, 2023

Attendees:

Chair LeAnn Ralph*

Supervisor 1 Cecil Hayes*

Supervisor 2 Bob Bernier*

Clerk/Treasurer Bev Bernier

Patrolman Gary Anderson

Guests: Natalie DeLeasky (assessor); Roberta Preston, Chuck Boyer, Patrick Sand, Ron Kitchner, Lori Sudbrink

*Board Members

BOARD OF REVIEW MEETING (BOR) was called to order by Town Chair LeAnn Ralph, at 7:01 p.m.

- Roll Call - Roll call was taken by Ralph– those present - Tax Assessor, Natalie DeLeasky; Chair – LeAnn Ralph; Supervisor 1 – Cecil Hayes; Supervisor 2 – Bob Bernier; and Town Clerk Treasurer - Bev Bernier, in attendance, along with several town residents.
- Confirm appropriate BOR notice – Website and Town Hall, short notice in 4/19/2023 Colfax Messenger
- Select chairperson for BOR - Motion was made by Bob Bernier to appoint Ralph as chairperson of the BOR. Motion seconded by Hayes, MC.
- Select a BOR Vice-Chairperson. Bernier appoint Hayes, second by Ralph, MC.
- Verify mandatory training requirements met – Clerk attended on 5/5/2023.
- Verify the Town of Otter Creek has an ordinance that exists for the confidentiality of income and expense information provided to the assessor under state law.
- Tax Assessor share any new tax laws – no new laws.
- Verify the Town of Otter Creek does not have a policy regarding the procedure for waiver of Board of Review hearing requests, as such, any requests not formally noticed to clerk of BOR at least 48 hours before the first meeting of the BOR will be basis for refusal to hear objection at this first BOR.
- Receive the assessment roll and sworn statement from Tax Assessor; Natalie DeLeasky.
- Receipt of the assessment roll by the Clerk from the Assessor.
- Receive the assessment roll and sworn statements from the Clerk.
- Review the assessment roll and perform statutory duties:
 - Examine the roll,
 - Correct description or calculation errors,
 - Add omitted property, and
- Eliminate double assessed property.
- Verify with Assessor that any Open Book changes are included in the assessment roll. Open Book was held Tuesday, May 2, 2023, 10 a.m. to 12 noon.
- Allow taxpayers to examine assessment data.
- Hear any timely filed assessment objections. None filed.

- **SUSPEND BOARD OF REVIEW – CALL TO ORDER THE REGULAR MONTHLY BOARD MEETING**

The REGULAR TOWN BOARD MEETING was called to order by Chair Ralph at 7:011 p.m.

Meeting minutes from the April 18, 2023 Annual meeting; the April 18, 2023 Regular Town Board meeting and the May 8, 20223 Special Town Board meeting were not read by Bev Bernier as Ralph, Hayes and Bob Bernier reviewed the minutes prior to tonight's meeting and agreed that the minutes did not need to be read.

Motion to approve the **April 18 Annual Meeting** minutes by Hayes, second by Bernier, MC. Motion to approve the **April 18, 2022 Regular Town Board Meeting** minutes by Bernier, second by Hayes, MC. Motion to approve the May 8, 2023 **Special Town Board Meeting** by Bernier, second by Ralph, MC.

Sales – Special Assessment Report Requests:

Owner: Michael J. Viets & Martha J. Viets, E7111 County Road N, Colfax

Buyer: Dvoracek

Weber April Inspection report – 4/25/2023 Gunderson, Rough Plumbing, HVAC, Electrical & Construction passed

DC Zoning – New mound system for Matt & Andrea Demoe

Review and possible updating of Town of Otter Creek ATV/UTV ordinance, review trail/route signing responsibilities and other details of the ordinance. *Tabled from April* to review to see what the County ends up doing regarding ATV/UTV ordinance and trails. There may be funds available for signage. When the board conducted the road inspection, they found the roads do not appear to be signed per statute. Motion by Ralph, second by Hayes, to table the possible ATV/UTV ordinance updating to June meeting. MC.

Review and possible action on Notice of Claim received March 15, 2023. 120 days for the Town Board to respond – July 13, 2023. Motion to table the Notice of Claim, by Bernier, second by Ralph. MC

Results of auction for skid steer/Bobcat. Sold through Wis Surplus Auction for \$15,500 to Timothy Horn of New Lisbon WI. Gary has manuals and Clerk Bernier has the Manufacturers Certificate of Origin. To be paid by 5/11/2023 and picked up by 5/15/2023. When payment is received, determine which account to deposit the funds into.

Fire Engine - Purchase of a new fire engine for the Colfax Community Fire Department. Ralph is chair of the fire dept board. Current truck is 30 years old, new truck cost is \$575,000, plus \$175,000 with custom cab. \$809,000 for one priced out. Fire board elected to not get the custom cab, you can put 1 more fire fighter in and a bit more storage space. Special meeting May 18 to go over what information they have. Told you cannot lock in the price. Reserve truck is very old, from Bayport. Colfax holds a firefighters ball each year to raise money for new equipment. 2014-2015 they purchased new equipment. Fire dept has savings account, \$280,000, add \$20,000 each year, plus money left over in the budget. By the time we have to pay for it in 2-3 years, the fire department would put \$300,000 toward truck. The department is set up as a fire district, and members pay by equalized value. Town of Colfax has 40%, Village of Colfax has 20%, Grant 20%, OC 20%. We would need to pay \$60,000 to \$65,000. The fire department is looking for grants. They have a grant writer. Ralph has an email from Rob Summerfield, he is looking to increase Shared Revenue by \$38,000 for Otter Creek, there would be restrictions on how you spend it. The board

would like to be able to get some type of price guarantee. The very old truck would come out of service, and the current truck would be the reserve truck.

SW&R - Update on Colfax Solid Waste and Recycling. Still looking at surplus. Divided Colfax/Elk Mound sites. Last 2 years looking at Elk Mound \$77,000 surplus, Colfax \$95,000 surplus over 2 years. Put the money toward equipment fund. Not looking at increase in per capita charge. Will have a clean sweep June 6, 2 pm to 6 pm, Colfax Fairgrounds. If you have a permit from participating municipal members can bring items to clean sweep at no charge. If people do come and do not have the permit, charge them \$100 for ½ year permit, they can bring trash/recycling for rest of year. Another clean sweep scheduled for the fall, they can attend that for the \$100. Viola handles clean sweep. \$13,500 for city of Menomonie, our cost will be less.

Culvert/Driveway - 10622 730th St. – culvert/driveway repair by landowner, or by the town and billed to landowner. Draining on the road. The contractor did not drain this driveway properly. Send letter of notification that the driveway is out of spec and we need to discuss with them what is needed. Need a culvert that goes all the way through. Needs to drain into the ditch, drain behind the culvert into the ditch from their property. **Clerk to send draft letter to Chair and they will come up with letter to send to Brandon and Sara Biddle.** Need diggers hotline involved.

On 550th street – concern of logger Brady Stainer. Limerock coming 5/10/23, Kent Cran doing logging at 25 and 550th. N9836 Hwy 25, Wheeler WI 54772. Culvert going in on 550th Street. Culvert in place, need to bring the limerock, 4 loads minimum.

Driveway ordinance and permit – Update of driveway ordinance. Got Town of New Haven, Town of Tainter, Town of Red Cedar permits and ordinances to review. Ralph would like to see permit on the website, complete their portion, have the patrolman give recommendations before issuing. Need permit completed in advance. Process needs to be expedient. Need to get permit in Gary's hands quickly for approval to be asset to loggers/community. Report out at following month's board meeting. **Ralph will bring proposal to June meeting for review.** Any one of the board members can sign off on the driveway permit. If your driveway causes damages to Town of Otter Creek road, **triple damages.** *Hauling permits for log trucks and routing to nearest county highway.* **Clerk to check with Warner to what he used.**

Kitchner trailer house update. Dunn County left message with Clerk on 5/9/2023 that she is advising Kitchner to survey out 5 acres, request the proper sanitary and hook-up permits, building permits, land use permits, etc. Clerk will phone Dunn County 5/10/23 for more details. Fred Weber provided photos of the trailer. County does not have problem with him hooking up the trailer to his current septic and well per Kistner. Clerk to send confirming email to Fred Weber regarding approval. UPDATE – Weber said he does not approve trailers, that is up to the board.

Emergency Operations Plan – sample disaster declaration, debris site, map. Seems like this is more for bigger municipalities. Use Colfax site for refuse, as it is already set up there. Ralph will contact Lynn Niggeman to see if we can list the Colfax SW&R site. Big map – in the event of a disaster we can map out where the hard-hit areas are.

Clerk training (Bev and Roberta) –

- 5/15 Eau Claire – WTA 2023 Spring Town Officials Workshop (\$70)

Concern from citizen regarding trailer house. Clerk Bernier sent email to Dunn County Zoning regarding trailer house that was supposed to be removed in 2018 after construction of a stick home. Trailer is still on the property and complaint received from an Otter Creek resident that the trailer is being lived in and is hooked up to house sanitary. Zoning returned call and left message for Clerk to phone on 5/10/23.

Results of town road inspection – Gary shared his proposal for road work to stay within our \$110,000 budget. Leaves \$7,000 for summer work. Road inspection done by Town Board looks like what we need to do this year.

Patrolman - Report from Patrolman on Road Work/Equipment. Been moving brush and trees, had an 80 foot popple tree north of Deepwood. Pulverizing will be May 16 or 17th.

Treasurer - Review treasurer’s report. Motion to accept the treasurers report by Hayes, second by Bernier, MC.

Public comments. None.

Auditing of bills for payment

Any other business

Adjournment of Regular Board Meeting, Motion to adjourn at 8:59 by Hayes, second by Bernier, MC.

Clerk reviewed the finances.	Equipment Account -	\$45,288.29
	Tax Account -	\$167,290.56
	Checking Account -	\$55,090.80

RETURN TO BOR –

- Adjourn to future date if necessary – not needed.
- Adjournment of BOR – not before 9 p.m.

Level of assessment is 80%. Otter Creek was in compliance one year - in 2020.

Motion by Ralph to **adjourn Board of Review** at 9:02 p.m., second by Hayes, MC. Meeting adjourned at 9:02 p.m.

Respectfully submitted – Bev Bernier, Clerk/Treasurer

CONTACT PHONE NUMBERS IN ORDER OF CALLING:

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