

## Town of Otter Creek - Regular Town Board Meeting – January 14, 2020

Meeting was called to order by Chairman Warner at 7:03 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. Hayes motioned to approve the 12/10/2019 minutes as presented. Ralph seconded; motion carried to approve minutes.

**AEA** - Travis Drier, Nutrient Management Specialist, and representative from DATCP would like to attend February 11, 2020 board meeting to discuss the 2020 Agricultural Enterprise Area Petition Cycle and Farmland Preservation Program. We will have them come at 7 p.m.

**2019 Budget** - Review and amend 2019 budget as needed. Motion by Ralph to amend the budget as discussed, second by Hayes. Carried. Transfer the \$9,644.04 surplus into the general fund. Clerk will post on the Town Hall Door.

**D&A Program** - Review letter from Dunn County regarding Drug & Alcohol Program. Clerk will provide a copy of letter to Patrolman which has information regarding testing post-accident.

**Employee Manual/Job Description/Performance Evaluation** - Reviewed the employee manual, job description, and Personnel Performance Evaluation of patrolman. Resolution #2020 – 01 Adopting Employee Manual, Job Description, Physical Demands, and Personnel Performance Evaluation, posted on Town Hall door 1/15/2020.

**Mobile home** - Reviewed Hoffman letter from Dunn County Zoning (mobile home)

**Cross-training** - Select date for cross-training of Warner and Hayes with Anderson. Cecil will work with Gary 1/24/2020, and Mark will contact Gary for a separate training date.

**Mileage rate for 2020** – 57.5 cents (down ½ cent from 2019)

**Town of Otter Creek Municipal Emergency Operations Plan** – Marie Marty from Dunn County Emergency Management requested the Town of Otter Creek Plan. Clerk provided Town Board with a copy of proposed plan, discuss at February monthly meeting.

**New computer received** – Bernier will get QuickBooks training (from other clerks). Bernier will contact WTA for permanent posting sample and include Website address on newspaper notice, similar to the Village of Colfax, Spring Valley, Elmwood. The Town will move forward having 24/7 Telecom develop Website for the Town.

**Patrolman road report** – Turkey dumpster sitting in the road on 530<sup>th</sup> and County N, need to plow around it. Contractors are dumping piles of snow in the road and these piles freeze over. Used 650 gallons of fuel so far, can tell from the gauges on the new pumps. New tires on the grader work great.

**Auditing of bills for payment** – Clerk will transfer the yearly \$12,500 from tax account to equipment fund.

**Financial Report**

Clerk reviewed the finances.	Equipment Account -	\$18,682.31
	Tax Account -	\$133,549.95
	Checking Account -	\$14,858.46

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 8:33 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