

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

Meeting was called to order by Chairman Warner at 7:06 pm. In attendance were:

Chairman Mark Warner

Supervisor 2 LeAnn Ralph

Outgoing Supervisor 1 Steve Scoll

Clerk/Treasurer Bev Bernier

Patrolman Gary Anderson

Guests, Assessor Bob Irwin, Cecil Hayes, Bob Bernier, Randy Simpson, Gerald Goetzinger

Meeting minutes were not read by the Clerk as Warner and Ralph 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 minutes as presented. Warner seconded; motion carried to approve minutes as presented.

SUPERVISOR VACANCY UPDATE:

- Scoll sent an email to Chairman Warner asking to be replaced on the town board and made a verbal request to resign at the Regular Town Board Meeting on August 13, 2019. Ralph made a motion to accept Scoll's resignation as Supervisor 1, seconded by Warner, motion carried.
- Cecil Hayes sent an email on August 27, 2019 to Chairman Warner expressing his interest in serving on the town board. Warner made a motion to appoint Cecil Hayes to serve the remainder of the Supervisor 1 two-year position, all in favor – ayes (4), no objections. Cecil took the oath of office, was provided with a W-4, given keys and will obtain a security code.

BOR UPDATE: Bob Irwin discussed the upcoming Open Book scheduled for 9/18/19, noon to 2 pm, and Board of Review scheduled for Wednesday 9/25/19 4 pm to 6 pm. The township had a re-eval and we are now in line with the State, sitting at 101%. These are the current numbers that came out in August. Bob talked about sales and the prices that homes are going for, which are high. Land is going for up to \$2800/acre to \$3100 an acre. There are a lot of sales to support the assessments. The township works off the assessed value and the mill rate will drop. The houses will see some increase in taxes. Equalized value is set by the DOR, they look at sales and adjust this figure every year, we need to be within 10% every 4 years. During the Open Book people can see assessments and ask questions.

There is a conflict for the BOR date of Wednesday, 9/25/2019. We will meet at 3:45 p.m. on 9-25-19 and adjourn to 4 p.m. on 9-26-19. Bernier will post a notice on the town hall door after adjournment. People wishing to contest assessments need to notify Bernier 48 hours in advance (by 9-23) and Bernier can tell them we will be scheduling the meeting for 9-26. If people show up without an appointment, they will see the note on the door. The board has the option to waive the 48-hour notice for good cause. Bob Irwin sent out 777 letters, so everyone in the township has notice.

OLD BUSINESS:

- DVD for 2019 BOR Training – completed by Ralph and provided the training documents to Clerk Bernier.
- Approval of updated Uniform Dwelling Code Ordinance & Camping – approved and posted.
- John Johnson burial 8/15/19 – headstone not in line with graves. The funeral home was provided correct plot location information by the Town of Otter Creek.
- Culvert projects are done except for blacktopping over them – we are getting 75% cost sharing from the DOT. The projects may be close to \$40,000. The DOT only makes one payment, so we would need to get it blacktopped now to have the cost included in the cost sharing. Mark will check with Senn Blacktop and another company from Spring Valley for pricing and availability for the Fall of 2019.

NEW BUSINESS:

- Stain handicap ramp at Town Hall – reassign from Scoll. We will need one gallon of regular stain. **Gary Anderson and Bob Bernier will stain the floor and the rails.**
- Cost of various accounting programs – QuickBooks - \$325 yearly, \$600 for payroll (if desired); Workhorse - \$5,000, plus ~\$400 annual maintenance fee; TownHall - \$2000, annual maintenance fee \$400. Recommended to use the cloud and go with QuickBooks. **Bernier will put the cost into the 2020 budget.**
- Cost of Website – TownWeb \$600, plus yearly maintenance fee of \$500. 24/7 Telecom has a 1 time upfront \$550 – 5-page website, up and running. Home page, contacts, minutes, agenda, local business page, etc. Yearly cost for registration of the Website name - \$19.95 each year. Make sure domain name does not expire. The website has a monthly posting charge of \$24.90. 10 email addresses, virus filters for the email addresses. Daily junk mail report. **Bernier to put into the budget for 2020.**
- Bev will attend free training on 9/11/2019 at the Government Center – Agenda: 2020 elections, helpful reminders, training, webinars, and the need to purchase new election equipment/budgeting.
- Bev join WMCA (Wisconsin Municipal Clerk Association) for 2019 - \$25; yearly fee starting in 2020 - \$50
- Does the board want Bernier to pursue Wis Certified Municipal Clerk (GB)– 2020 cost of ~\$1,000 (Clerks Institute July 2020 - \$500; hotel \$400; plus mileage). This is a 3-year project. **Bernier to put into the 2020 Budget.**
- Bev apply for Notary Public, cost is \$20, plus cost of stamp and \$500 bond, total ~\$75.
- WTA (Wisconsin Towns Association) banquet – 10/29/2019 - \$14/person, and \$25 annual dues. Bernier will pay the annual dues; the Town of Otter Creek will have no attendees at the annual meeting.
- Colfax Rescue Squad is increasing the per capita charge to the municipalities by 50 cents, the total per capita for 2020 will be \$17.17.
- Weber Inspections – Chris Madsen footing passed 8/9/2019.
- Discuss projects for Town Patrolman – Gary returns on Monday. Mowing, grading, 710th needs work. Put 40 loads of base on this fall. Put culvert in on the corner, have the other guys put it in, over 8’ deep. Gary is able to put in a 4’ deep culvert, but not 8’. We will order fill and replace one culvert. Gary will call Wirth’s and coordinate with them. 1190th will need a culvert. We have a permit from the DNR and will do the 1190th culvert and rip-rap.
- Application from Mosaic Telecom – Todd Sinz, **Bernier to send invoice for permit**
- Discuss monthly snack rotation – discontinue except for December, hold annual Christmas pot luck.
- Annual fire board meeting in October - \$25,000 grant for high pressure sprayer.
- Bev will bill Wirth Bros for fabric, 1 roll. Three rolls remaining. **Bernier to send bill.**

Auditing of bills for payment –

Financial Report

Clerk went through the finances.	Equipment Account -	\$18,650.67
	Tax Account -	\$88,615.20
	Checking Account -	\$72,328.20

Note: after the September bills are mailed on 9/11/19 – the checking account will have roughly \$33,000.00

Motion to accept the treasurers report made by Warner, seconded by Ralph. Motion carried.

Ralph moved to adjourn the monthly meeting, seconded by Hayes. Meeting adjourned at 9:27 pm.

Respectfully submitted – Bev Bernier, Clerk/Treasurer

CONTACT PHONE NUMBERS IN ORDER OF CALLING:

Gary Anderson – 715-658-1483

Mark Warner – 715-658-1602, 715-556-6083 (cell)

LeAnn Ralph – 715-308-6336

Bev Bernier - 715-658-0131

Bob Bernier – 715-577-6310

Cecil Hayes – 715-577-6634 (cell)

Town Shop - 715-658-1319

Chuck Boyer – 715-600-4149