

**Town of Otter Creek Board of Review Meeting and
Town of Otter Creek Regular Monthly Town Board Meeting
Otter Creek Town Hall – E5905 County Road S, Wheeler WI 54772
May 9, 2023 – 7 p.m.**

Agenda

- Call to Order **Board of Review**
- Roll Call
- Confirm appropriate BOR notice – Website and Town Hall, short notice in 4/19/2023 Colfax Messenger
- Select chairperson for BOR
- Select a BOR Vice-Chairperson
- 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
- 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.

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

Call to Order regular board meeting

Approval of Minutes from the April 18, 2023 Annual meeting

Approval of minutes from the April 18, 2023 Regular Town Board meeting

Approval of Minutes from the May 8, 2023 Special Town Board meeting

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.

Review and possible action on Notice of Claim received March 15, 2023. 120 days for the Town Board to respond – July 13, 2023.

Results of auction for skid steer/Bobcat.

Fire Engine - Purchase of a new fire engine for the Colfax Community Fire Department

SW&R - Update on Colfax Solid Waste and Recycling

Culvert/Driveway - 10622 730th Ave. – culvert/driveway repair by landowner, or town and billed to landowner. On 550th street – concern of logger.

Driveway ordinance – Update of driveway ordinance

Driveway permit – Update of driveway permit

Kitchner trailer house update

Emergency Operations Plan – sample disaster declaration, debris site, map.

Clerk training (Bev and Roberta) –

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

Concern from citizen regarding trailer house

Results of town road inspection

Patrolman - Report from Patrolman on Road Work/Equipment

Treasurer - Review treasurer's report

Public comments

Auditing of bills for payment

Any other business

Adjournment of Regular Board Meeting

RETURN TO BOR –

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