

**Regular Town Board Meeting – January 10, 2017**

Posted January 3, 2017 at 4 p.m. at the Town of Russell Garage, Town Clerk’s Office and Town website. Notices sent to the Ashland Daily Press and Bayfield County Journal.

Approximately 17 Town Electors and members of the public were present.

The meeting was called to order by Chairman Paul “Rocky” Tribovich at 7:00 p.m. at the Town of Russell Community Center. Roll call was taken as follows; present Supervisors Jeff Benton, Mark Bugher via telephone speakerphone, Larry Meierotto, and Don Sullivan. Clerk/Treasurer David L. Good and Deputy Clerk/Treasurer Judy Meierotto were also present.

The Pledge of Allegiance was recited by those present.

Approval of the agenda – A motion was made by Sullivan and seconded by Benton to approve the agenda as presented. The motion carried.

PUBLIC INPUT – Tribovich asked the public if input should be held now or at the end of the meeting. A show of hands was taken. Public input was at the beginning of the meeting. Mark Wending expressed concern about the large accounts receivable balance for the Red Cliff Tribe and delinquent snow plowing customer balances.

APPROVAL OF MINUTES – A motion was made by Sullivan and seconded by Meierotto to approve the minutes of the Town Board Meeting of December 13, 2016 and Special Town Board Meeting of December 19, 2016. The motion carried.

**OLD BUSINESS**

Update on Bayfield County Forestry agreement to purchase sand from the Sand River Pit – Clerk Good reported that the County Forestry Committee cancelled their meeting of January 9, 2017 at which they were to act on the agreement.

Discussion regarding possible additional changes to the Town of Russell Future Land Use Map – Tribovich discussed the fact that the Town had a Future Land Use Map prior to developing a Comprehensive Plan with a Future Land Use Map. The Town needs to review the Future Land Use Map, Town Zoning Overlay District Ordinances and Zoning Ordinances. The Board agreed to schedule a Special Town Board Meeting in the workshop format and to invite Rob Schierman, Planning and Zoning Administrator to attend.

Discussion and possible action on issues identified with the NPS at the Special Town Board Meeting held January 9, 2017 – Tribovich summarized discussions held with the NPS staff. Issues focused around the planned demolition of the Visitor Center at Little Sand Bay and the construction of the new center during the summer of 2017 with completion planned for the summer of 2018.

**NEW BUSINESS**

Town Board Recommendation to Bayfield County Planning and Zoning regarding request by Frances Johnson for a Special Use Application to operate a Bed & Breakfast at 91455 Old County K – The request is in addition to the current approved use of a massage service. Tribovich stated he had discussed this request with the Bayfield County Planning and Zoning Administrator, Rob Schierman. The Board

discussed the request and recommended approval based on the current home based business use, it is not in conflict with the Future Land Use Map and Bayfield County Comprehensive Plan. A motion to recommend approval of the TBA was made by Meierotto and seconded by Sullivan. The motion carried.

Recommendation regarding proposed amendments to the Bayfield County Zoning Ordinance section 13-1-41(i) and 13-1-41A(e) Re-filings; Reconsiderations and Re-hearings – A brief discussion was held. The Clerk was directed to send Planning and Zoning a letter stating the Town Board had no objections to the amendments as proposed.

## STANDING AGENDA ITEMS

Road Maintenance Report - Tribovich reported that Kevin Meierotto has been hired as a temporary seasonal employee to help with snow plowing this winter.

Telecommunications Committee Report – Bugher reported the Committee will be meeting on January 16, 2017 and is currently gathering data with a survey sent with property tax bills.

## CORRESPONDENCE

### Incoming

1. Operating Engineers notice of reopening of 2017 Labor Agreement.
2. Notice of grant funds available under CDBG-Emergency Assistance Program related to flood damage.
3. Turner Road Engineers Certification from Lund Engineering.
4. Clarification e-mail regarding Harvey Wasserman public records request (Town did not receive initial request).
5. WI DSPS notice of changes regarding Soil Erosion Plan Audit changes.
6. Paul Delmain and Mary Smith tax bill returned as undeliverable.
7. Notice of new standardized rates for publishing legal notices during 2017.
8. WI DOA notice of public comment period open for 2017 Annual Action Plan.
9. IRS notice regarding deadlines and changes to W-2 filings for 2016.
10. Request by Tribe for Town to plow various Tribal members driveways.
11. Lund Engineering request for copy of Wetlands Decision by the ACE.
12. Notice of postage rates by USPS on January 22, 2017.
13. IRS notice of deadlines for compliance in reporting health care coverage.
14. Request to provide Chris Smith, NPS staff person with notices of any events planned for LSB.
15. WI DOT notice of final GTA payments for 2017, \$56,745.54.
16. WI DNR Master Listing of Forest Crop Law Lands.
17. CRS notice of compliance requirements for DOT.
18. CRS notice of MSHA Training sessions and CDL law changes.
19. Tribovich Construction Certificate of Liability Insurance.
20. Request to execute a proclamation recognizing National School Choice Week.
21. Membership offer to join Urban Towns Association.
22. UW Extension – Local Government Center notice of teleconference offerings on Local Land Use, Planning and Zoning.
23. WI Taxpayers Alliance offer to sell 2017-2019 Legislative Directories.
24. Christmas greetings from NAPA.
25. NPS notice regarding dock closed at LSB due to icing.
26. Communications with Bayfield County Forestry on the sand agreement.
27. Public Records requests Peter Peckarsky, Kathy Wendling,

28. Various and numerous notices and requests from the Wisconsin Government Accountability Board and Bayfield County Clerk on elections; court actions, rule changes, procedure changes, system issues, and public records requests relating to the November Election.
29. Various notices from WI Emergency Management and Bayfield County regarding winter weather.
30. Various notices from the IRS on filings and regulations updates, compliance with affordable care act, overtime for exempt employees, tax exempt status.
31. Various mailings from WI Municipal Clerks Association.
32. Various correspondences from the WI Department of Revenue requiring review and/or action.
33. Various Bayfield Chamber of Commerce mailings.
34. Wisconsin Towns magazine for December 2016.

#### Outgoing

1. Process retirement of Jim Barningham in Town systems effective December 31, 2016.
2. Arrange for service to AutoMark and M-100 voting equipment.
3. Initialize and set-up new pet licensing system software and property tax receipting software.
4. Respond to Wasserman public records request regarding November Election.
5. Virsik inquiry regarding property taxes.
6. Compete ES&S service survey.
7. Respond to inquiries from WI DOT regarding flood damage claims for Compton Road.
8. Various communications with NPS and TPL regarding status of roads at Big Sand Bay.
9. Schedule participation in webinar "Preparing for the Spring Election".
10. Follow-up with accountant regarding 2015 audit.
11. Tax payer inquiry, James Meierotto, regarding building being removed from property.
12. Respond to public records request for data on CAF II, recordings of Plan Commission Meeting and Town Board Meetings.
13. Publish notice of Caucus in the Daily Press on December 31, 2016.
14. Agree to continue service as a Clerk mentor for WMCA.
15. Respond to Bayfield County Zoning regarding changes to Town Future Land Use Map.
16. Apostle Island Realty request for clarification on mailing of tax bills to Lucy Tyrell.
17. File Statement of Taxes with Bayfield County.
18. Respond to NPS request to place wild life monitoring cameras on Town property at Big Sand Bay, deny request.
19. Collect from Bayfield County, property tax bills, process and mail the week of December 12, 2016.
20. Coordinate scheduling a special Town Board Meeting with NPS personnel.
21. Reply to Peter Peckarsky public records request regarding the November Election.
22. Respond to inquiry from NAEF regarding contact at Town.
23. Request certificate of insurance from Northwoods Paving and Bayfield Dirt.
24. Request process to do deletions to Town website from Web Design Support.
25. File and respond to questions regarding Work Comp Insurance Audit.
26. Issue bill to Legendary Waters for 5 yards of salt/sand.
27. Requests for tax bill data from LERETA, Wells Fargo, and CORE LOGIC.
28. Choice Title special assessment request Brent and Angela Sondag.
29. Midwest Title special assessment request Ashland Mat LLC.
30. Prepare and mail telecommunications survey with property tax bills.
31. File November Election Cost report with GAB.
32. File Annual Election Cost report with GAB.
33. File EDR returned post card report for November Election with GAB.
34. Reply to Kathy Wendling public records request for a copy of resolution 2016-12.
35. File 2016 Statement of Taxes paid in 2017.
36. Cancel Road Foreman credit card with Bremer Bank.

37. Bill Tribe for December salt/sand use 150 yds., 197 Y-T-D.
38. Federal payroll tax deposits for December 2016.
39. State of WI payroll tax deposit for December 2016.
40. Federal 941 report filed for 4<sup>th</sup> qtr. 2016.
41. UI report filed for 4<sup>th</sup> qtr. 2016.
42. State Sales Tax collection report filed for 4<sup>th</sup> qtr. 2016

A motion was made by Sullivan and seconded by Meierotto to receive and place on file the correspondence. The motion carried.

APPROVAL OF BILLS – A motion was made by Sullivan and seconded by Meierotto to approve bills totaling \$83,247.91 for checks 18183 to 18211 and EFT transactions. The motion carried.

#### TOWN OF RUSSELL

#### CLERK/TREASURER REPORT

December 8, 2016 to December 31, 2016

#### BANK BALANCES

		Previous	Current	Change
Bremer General Checking	12/31/16	\$ 44,314.69	\$ 2,055.22	\$ (42,259.47)
Cash	12/31/16	\$ 170.00	\$ 131.36	\$ (38.64)
Bremer Investors	12/31/16	\$ 555,312.68	\$ 610,358.74	\$ 55,047.03
<b>Totals</b>		\$ 599,797.37	\$ 612,546.29	\$ 12,748.92

#### DISBURSEMENTS

	12/31/16
Cleared checks	\$ 44,685.60
Checks written	\$ 83,247.61
<b>Range</b>	18183 18211

#### BUDGETS vs ACTUAL

	December 2016	Y-T-D	Budget	% of Budget
<b>Income</b>	\$ 100,769	\$ 850,222	\$ 443,720	192%
<b>Expense</b>	\$ 37,385	\$ 875,343	\$ 443,720	197%
<b>Balance</b>	\$ 63,284	\$ (25,121)	\$ -	
	<b>Previous Mo.</b>	<b>Current</b>	<b>Change</b>	
<b>Accts Recv</b>	\$ 12,515.03	\$ 115,269.25	\$ 102,754.22	

Accts Pay    \$    97,957.30        \$    98,069.56        \$    112.26

**BUDGET EXPLANATIONS**

1. Tax collections settled and levy posted for Jan 15 and Feb 20 and Aug 20.
2. Cash includes Bremer Elderly Housing Grant \$150,000 of restricted funds.
3. Cash includes \$35,000 WHEDA restricted Elderly Housing funds.
4. Property tax collections paid to other jurisdictions.
5. LSB Boat Ramp expense booked but not paid.
6. Rain gutters for Town Garage expense paid.
  
7. Tractor/mower purchase paid and loan proceeds received.
8. Turner Road repaving paid, loan received but LRIP funds not received.
9. Logging proceeds received y-t-d \$70,946
10. Gravel crushing booked but not paid \$82,125
11. Cash includes tax collections of \$63,388.20

The Clerk reported 2017 revenues of \$52,475.18 and expenditures of \$10,958.69 to January 9, 2017.

A motion was made by Meierotto and seconded by Sullivan to approve the Clerk/Treasurer Report. The motion carried.

Chairman, Supervisor and Clerk/Treasurer Reports – None offered.

Items for next Town Board Meeting – Nothing additional offered.

The next Town Board meeting will be held at 7 p.m. on February 13, 2017 at the Community Center.

A motion to adjourn at 7:17 p.m. was made by Sullivan and seconded by Meierotto. The motion carried.

The minutes respectfully submitted by:

David L. Good – Clerk/Treasurer