

## **Board of Review and Special Town Board Meeting – May 18, 2023**

Posted May 7, 2023 at 4:00 p.m. at the Town of Russell Garage, Town Clerk's Office and Town website. Revised and re-posted at 4 p.m. on May 12, 2023 and again on May 17, 2023 at 4 p.m.

The Meeting was called to order by Supervisor Jeff Benton at 6:00 p.m. at the Town of Russell Garage. Present were Supervisors Don Sullivan and Larry Meierotto. Assessor Gennifer Martin and Clerk/Treasurer David L. Good were also present. Chairman Paul "Rocky" Tribovich, Supervisor Mark Bugher and Deputy Clerk Judy Meierotto were excused.

No members of the public were present.

The Pledge of Allegiance was recited.

Confirmation of appropriate Board of Review and Open Book meeting notices – Clerk good reported the Open Book notice was posted and placed on the Town website on April 10, 2023, a legal notice published in the Ashland Daily Press on April 28, 2023 and posted on the Wisconsin Department of Revenue website on March 23, 2023. The Board of Review was posted and noticed on the same schedule as Open Book.

Select a Chairperson for Board of Review – A motion was made by Sullivan and seconded by Meierotto that Supervisor Benton be appointed as Chairman of Board of Review. The motion carried.

Select a Vice-Chairperson for Board of Review – A motion was made by Sullivan and seconded by Benton that Supervisor Meierotto be appointed Vice-Chairman of Board of Review. The motion carried.

Verify that at least one Board of Review member has met the annual mandatory training requirements – Clerk Good reported that Supervisors Meierotto, Benton and Clerk/Treasurer Good received the mandatory 2023 Training on May 5, 2023. The training was reported to the Wisconsin Department of Revenue on May 5, 2023.

Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law {Wis. Stat. § 70.47(7)(af)} – Clerk Good reported the Town of Russell Resolution 2019-02 meets this requirement.

Review of new laws – Assessor Martin summarized changes to Personal Property assessments and rulings regarding assessment of vacant big box store properties.

Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony – Clerk Good reported that Town of Russell Resolution 2015-05 addresses this policy and procedure.

Adoption of policy regarding the procedure for waiver of Board of Review hearing requests – The Board agreed to discuss if a waiver would be appropriate based upon the potential appearance of a property owner prior to hearing an appeal and the concurrence of the property owner.

Filing and summary of Annual Assessment Report by Assessor's Office – Assessor Martin reported this report is no longer required.

Receipt of the assessment roll by the Clerk from the Assessor – Assessor Martin signed the assessment roll and delivered the roll to Clerk Good.

Receive the Assessment Roll and sworn statements from the Clerk - Clerk Good received the roll for the members of Board of Review..

Review Assessment Roll and perform statutory duties; examine the roll, correct description or calculation errors, add omitted property, and eliminate double assessed property – The Board reviewed the roll during the first meeting of the Board of Review.

Discussion/Action to certify all corrections of error under state law (Wis. Stat. § 70.43) – The Board found no corrections to the roll.

Discussion/ Action to verify with the Assessor that Open Book changes are included in the assessment roll – Assessor Martin reviewed the one correction to the roll from Open Book to a small parcel owned by Christine Peterson at the east end of East Bresette Hill Road.

Allow taxpayers to examine assessment data – No taxpayers were present.

During the first two hours, consideration of:

- a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
- b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
- c. Requests to testify by telephone or submit a sworn written statement,
- d. Subpoena requests, and
- e. Act on any other legally allowed or required Board of Review matters.

Review Notices of Intent to File Objection. – Clerk Good reported no notices of intent to file objections have been received.

Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date – No taxpayers appeared or file objections during the 2-hour session of Board of Review.

Consider/act on scheduling additional Board of Review meeting date(s) if needed – No additional meeting dates were required.

Town Board Recommendation to Bayfield County Zoning for Ryan Mackey to operate a short-term rental at 33485 Old County Highway K – The Board reviewed documents provided by the property owner and discussed the request. A motion was made by Sullivan and seconded by Meierotto to recommend approval of the request to Bayfield County Zoning based on similar land uses in the area. The motion carried.

Proposed Little Sand Bay Marina Project - Cedar Corporation Professional Services Agreement and Addendum to Agreement - Discussion was held. A motion was made by Sullivan and seconded by Meierotto to approve the agreement for services at a cost of \$14,500. The motion carried by a roll call vote as follows; Sullivan – yes, Meierotto – yes, Benton – yes, Bugher – absent, Tribovich – absent. The motion carried 3-0-0.

Resolution 2023-03 authorizing certain officials to represent the Town of Russell with regard to a Boating Infrastructure Grant, as well as implement all required elements of any anticipated grant awards as required by the Wisconsin Department of Natural Resources –

**Bayfield County, Wisconsin  
Resolution 2023-03**

**AUTHORIZING CERTAIN OFFICIALS TO REPRESENT THE TOWN OF RUSSELL  
WITH REGARD TO A BOATING INFRASTRUCTURE GRANT, AS WELL AS  
IMPLEMENT ALL REQUIRED ELEMENTS OF ANY ANTICIPATED GRANT AWARDS  
AS REQUIRED BY**

**WHEREAS**, the Town of Russell, Bayfield County, Wisconsin is Interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of upgrading the existing Little Sand Bay Marina by adding boat docks, utilities, shoreline improvements, walkways, restrooms, etc. for transient boats 26' and longer;

**AND WHEREAS**, the respondent attests to the validity and veracity of the statements and representations contained in the proposal; and

**AND WHEREAS**, an Agreement is required to carry out the project; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Russell will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the following officials or employees to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

<b>Task</b>	<b>Title of Authorized Representative</b>	<b>Email address and phone number if alternative is used</b>
Sign and submit proposal	Chairman	<a href="mailto:rocky@tribovichconstruction.com">rocky@tribovichconstruction.com</a> (715) 209-4809
Enter into an Agreement with the WDNR	Chairman	<a href="mailto:rocky@tribovichconstruction.com">rocky@tribovichconstruction.com</a> (715) 209-4809
Submit annual and final reports to the WDNR to satisfy the Agreement, as appropriate	Clerk/Treasurer	<a href="mailto:clerk@townofrussellwi.gov">clerk@townofrussellwi.gov</a> (715) 292-7257
Submit reimbursement request(s) to the WDNR per the Agreement	Clerk/Treasurer	<a href="mailto:clerk@townofrussellwi.gov">clerk@townofrussellwi.gov</a> (715) 292-7257
Sign a Public Access Easement	Chairman	<a href="mailto:rocky@tribovichconstruction.com">rocky@tribovichconstruction.com</a> (715) 209-4809
Sign and submit other documentation as necessary to complete the project per the Agreement	Chairman	<a href="mailto:rocky@tribovichconstruction.com">rocky@tribovichconstruction.com</a> (715) 209-4809

**BE IT FURTHER RESOLVED**, that respondent will comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost-share agreement.

**BOATING INFRASTRUCTURE GRANT AUTHORIZING RESOLUTION  
RESOLUTION 2023-03**

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of the Town of Russell, at a Meeting held this 18th day of May, 2023, that the Town Board is officially adopting said resolution.

\_\_\_\_\_  
Absent  
Paul “Rocky” Tribovich, Chair

\_\_\_\_\_  
Donald Sullivan, Supervisor

\_\_\_\_\_  
Absent  
Mark D. Bugher, Supervisor/Vice-chair

\_\_\_\_\_  
Larry Meierotto, Supervisor

\_\_\_\_\_  
Jeff Benton, Supervisor

Dated this 18th day of May, 2023.

THIS IS TO CERTIFY THAT the foregoing is a true and correct copy of a resolution duly and legally adopted by the Board of Supervisors of the TOWN OF RUSSELL at a meeting held on the 18th day of May, 2023.

\_\_\_\_\_  
David L. Good, Clerk/Treasurer

Following discussion, a motion was made by Meierotto and seconded by Sullivan to adopt the resolution. The motion carried.

Clerk/Treasurer succession and transition, renumeration – Supervisor Benton expressed interest in becoming the Clerk/Treasurer following the end of his current Board term which ends in April 2024. Clerk Good researched with the Wisconsin Towns Association attorney if Benton can train over the next year for the Clerk/Treasurer position and remain as a Board member. WTA indicated that he can train and be reimbursed for his time training but can not act in the capacity of Clerk/Treasurer or Deputy Clerk/Treasurer as long as he serves as a Town Board Supervisor. The Board agreed to move forward with Benton beginning the training process.

Next Town Board Meeting – 7 p.m. June 13, 2023 Community Center.

Board of Review was in session for 2 hours and no one appeared. A motion to adjourn at 8:00 p.m. was made by Meierotto and seconded by Sullivan. The motion carried.

The minutes respectfully submitted by:

David L. Good – Clerk/Treasurer