

**OTTAWA TOWN BOARD**  
**Meeting Minutes – February 10, 2020**

The meeting of the Ottawa Town Board was called to order by Chairman Rupp. Roll call attendance was taken, and Town Supervisors Graham and Wiedenman were present. Supervisors Smukowski and Jones were absent.

Supervisor Graham made a motion to accept the Treasurer's monthly activity report as presented. His motion was seconded by Supervisor Wiedenman and carried.

Supervisor Graham made a motion to accept the Building Inspector's monthly activity report as presented. His motion was seconded by Supervisor Wiedenman and carried.

Supervisor Wiedenman made a motion to accept the Town Engineer's status report as presented. His motion was seconded by Supervisor Graham and carried.

Town Planner Sandy Scherer had prepared a memorandum regarding the consideration of a revised Preliminary CSM for Soli Deo Gloria, LLC (Dekan). It said that in December of 2019, the Ottawa Plan Commission and Town Board reviewed the Preliminary CSM request for Soli Deo Gloria, LLC. The Plan Commission unanimously recommended denial of the Preliminary CSM request to the Town Board, subject to the comments' conditions/reasons in the Planner's Staff Report and Recommendation and the Town's standard CSM conditions including, but not limited to the lack of submittal of the Town Engineer's comments, and that the finalized easement agreement be submitted in conjunction with a Revised CSM so the two documents could be reviewed together. The Revised Preliminary CSM was not to be submitted until the easement agreement was finalized and prepared for recordation in the Waukesha Count Register of Deeds office in conjunction with the CSM. The Town Board similarly denied the revised Preliminary CSM.

Planner Scherer recommended the Plan Commission recommend denial of the Revised Preliminary CSM to the Town Board based on the comments listed above. The Revised Preliminary CSM shall not be submitted until the easement agreement is finalized between the two parties and prepared for recordation. Further, no action shall be taken on waivers or on the Revised Preliminary CSM until the easement agreement is finalized the two parties.

Supervisor Graham made a motion to decline approval of the Revised Preliminary CSM for Soli Deo Gloria, LLC, as they did not have the necessary information. His motion was seconded by Supervisor Wiedenman and carried.

The contract that the Town has with John's Disposal Service for the collection and disposal of garbage and recyclables will expire on December 31, 2020. Chairman Rupp asked for someone to step up, and look into contract renewal, curbside pick-up, etc. Supervisor Wiedenman said that he would do it.

A motion was made by Supervisor Graham, and seconded by Supervisor Wiedenman, to amend the 2019 budget by \$14,279.00. The motion carried.

Town Assessor Jud Schultz was present to discuss assessment errors for correction with the Board. He explained that a double assessment took place. An improvement at Ottawa Land LLC (Parcel #O002) was assessed by both the State, and Assessor Schultz. Typically, manufacturing property is assessed by the State, both land and improvements. The State assesses personal property, and Jud assesses real property. The property owner had pulled a building permit for a movable modular office structure. Jud assessed its value, not knowing that the State had done so also. The value is listed at \$60,000.00 and should be reflected as \$0.

The property owner has already paid half of their tax liability for 2019. The Assessor suggested that they are due a refund, and the balance should be dismissed.

Supervisor Wiedenman made a motion to send the information prepared by Assessor Schultz, regarding Parcel O002 to Attorney Macy for review. His motion was seconded by Supervisor Graham and carried.

A second error occurred involving Weston Vogds (Parcel #OTWT1625-008). The property was assessed at \$991,000.00 but should have been assessed at \$650,000.00. The property owner had met with the Assessor previously, and provided him with sales and appraisal information. The Assessor agreed to adjust the assessment. The adjustment was not made. In the Assessor's double-check process, he found that the appraiser of the Vogds property listed the wrong tax key number on his report. Subsequently, the wrong parcel was given the adjustment. But the tax key number listed on the appraisal report had also had their assessment adjusted. The taxes on the property were already paid in full.

Supervisor Wiedenman made a motion to send the information prepared by the Assessor, Jud Schultz, regarding parcel #OTWT 1625-008, to Attorney Macy for review. His motion was seconded by Supervisor Graham and carried.

Chairman Rupp had received some correspondence.

Supervisor Graham made a motion for the payment of bills, as listed, in addition to payments for Lori G and M Klein, and associated payroll withholdings, Cardmember Services, and County, School District and Lake District payments for taxes that were collected in January, 2020. His motion was seconded by Supervisor Wiedenman and carried.

Supervisor Graham made a motion to approve the minutes from the meeting held on January 13, 2020, as amended. His motion was seconded by Supervisor Wiedenman and carried.

Supervisor Graham made a motion to adjourn. His motion was seconded by Supervisor Wiedenman and carried.

Respectfully submitted, Melissa M. Klein, WCMC, Clerk/Treasurer, Town of Ottawa