

TOWN OF PORTLAND BOARD OF REVIEW

Tuesday, May 26, 2020

Portland Town Hall

7:15 P.M.

Chairman Jeffrey Spoke called the initial meeting of the 2020 Town of Portland Board of Review into session at 7:15 P.M., and all present joined in the Pledge of Allegiance.

Members Present: Chairman Jeffrey Spoke and Supervisor Kurt Keach. Supervisor Thomas Crave and Clerk Nancy L. Thompson were in attendance virtually via telephone.

No other persons were present.

Clerk Thompson verified that proper Board of Review notice had been posted at the three designated locations as required by law, as well as posted on the Town's website. The Courier editor also was notified.

Due to Covid-19 precautions and the assessment roll not having been completed yet, motion by Chr. Spoke, seconded by Sup. Keach, to immediately adjourn to June 18, 2020, at 7:15 P.M. Spoke's motion carried 4-0 on a voice vote.

Nancy L. Thompson, Clerk

TOWN OF PORTLAND BOARD MEETING MINUTES

Tuesday, May 26, 2020

Portland Town Hall

7:30 P.M.

Chairman Jeffrey Spoke called the Town of Portland Board's regular May monthly meeting to order at 7:30 P.M., and all persons present joined in the Pledge of Allegiance.

Members Present: Chairman Jeffrey Spoke, Supervisor Kurt Keach, and Treasurer Carleen Benninger. Supervisor Thomas Crave and Clerk Nancy L. Thompson attended virtually via telephone.

Others Present (for at least a portion of the meeting): Dan Schey and Katherine Zwieg.

Clerk Thompson verified that proper meeting notices had been posted at the three designated locations as required by law and posted on the Town's website. The Courier editor also was notified.

Clerk Thompson requested deletion of New Business agenda item IXC (Discussion/possible action to authorize the addition of another recycling dumpster at the recycling site) and revision of the date listed in New Business agenda item IXG. Motion by Sup. Keach, seconded by Sup. Crave, to approve the agenda as revised. Keach's motion carried 3-0 on a voice vote.

Motion by Sup. Keach, seconded by Sup. Crave, to approve the minutes from the April 28, 2020, regular Town Board meeting as printed. Keach's motion carried 3-0 on a voice vote.

The Board reviewed the draft minutes from the April 28, 2020, Annual Meeting of Town Electors and noted no needed revisions. Those minutes will be formally approved at the 2021 Annual Meeting of Town Electors.

No one present expressed interest in addressing the Board during the Public Input section of the meeting.

Clerk Thompson noted that Dion Okeson from General Engineering had issued the following permits since the Board's April monthly meeting:

Rick Wilke	Service Upgrade
Chris Steulke	Garage addition
Steve Gay	Rebuilding of 30x50 chicken shed.

Board members reported limited contact since the April Board meeting with those individuals noted as being out of compliance with the Town's dog licensing regulations. Increased contact will be attempted prior to the Board's June monthly meeting with the following individuals: Jordan and Leah Crave, Steven Daniels, Stacey Fandrey, Greg Jaehnke, Gregory Peterson, Thomas Pickhardt, and Wendy Ward. Some of those individuals owe just the licensing fee; some owe just the penalty fee, and some owe both. If those individuals do not come into compliance with Town regulations, legal action will need to be taken.

The Board briefly discussed the proposed "Department of Safety and Professional Services" regulations/ordinance as proposed by General Engineering Company. Clerk Thompson volunteered to talk with Dion Okeson prior to the Board's June monthly meeting regarding concern over proposed wording of the first sentence in section 1.7 e, as well as to request a new copy of the document with effective and adopted dates updated. Possible action on the document will be taken at the Board's June meeting.

Since not all anticipated proposals for the residing and/or repairing of the town hall siding had been received prior to tonight's meeting, the Board tabled action regarding such until its June meeting.

Dan Schey then addressed the Board under the first item of New Business. Schey was seeking renewal of the conditional use permit which had been issued to him for Hubbleton Brewing in March of 2018 and which was scheduled to expire on May 31, 2020. Schey presented the following six-point outline of his future plans for the company:

- 1, Finish changeover to all stainless steel equipment, to include automation where possible
2. Focus on packaged goods for wholesale (retail outlets, liquor stores, etc.)

3. Establish a second taproom location in a different city to have more possibility for scaling up live events and traffic, reducing the need for live events such as music and specials at the current brewery's taproom

4. Utilize the current brewery's location for production primarily as well as basic tours, samplings, outdoor seating/beer garden, reducing the need for higher volume of traffic for sustainability

5. Turn existing indoor beer garden into a larger scale production facility to push towards # 2 and #3 listed earlier

6. Due to COVID-19, has postponed all live music/events that were scheduled at the brewery's current taproom for the foreseeable future.

Sup. Crave suggested that a copy of that 6-point outline be provided to all Board members for their review, with action on the conditional use permit application postponed until the Board's June meeting. Doing so, Crave said, would also give interested persons who might have not attended tonight's meeting due to Covid-19 concerns the opportunity to express their views. Clerk Thompson noted that if action is postponed that the Board might want to provide some type of assurance to Schey that he could continue operating until then, since his initial conditional use permit will expire on May 31, 2020.

Sup. Keach felt that the Board should take action at tonight's meeting, and Chr. Spoke noted that no additional public hearing was planned.

In making sure that he understood Schey's long-term goal, Sup. Crave asked whether that goal is to try to reduce retail traffic at the Hubbleton Road location and to make that location more of a production facility. Schey agreed.

In response to additional questions, Schey noted his hope to have a second tap room (in a different location) by next spring. He also stated that he has torn out his grape vines to provide a bit more parking in the back and that current operating hours are 2:00–6:00 for carryouts. In the future, he'd like to see operating hours be 4:00 – 9:00 on Fridays, 1:00 – 9:00 on Saturdays, and 1:00 – 5:00 on Sundays. Schey added that he is not going to continue growing events at the Hubbleton Road location and has none scheduled for this summer. Tours might be available on Saturday and Sunday afternoons, but no music is planned.

Following additional discussion and review of the conditions placed on the original permit, motion by Chr. Spoke, seconded by Sup. Crave, to renew the conditional use permit originally issued to Dan Schey for Hubbleton Brewing with the conditions (listed below) as outlined during the discussion. The renewal would be effective for the duration of land ownership. Spoke's motion carried 3-0 on a voice vote. The conditions are as follows:

1) There can be no parking on Hubbleton Road.

2) Hubbleton Brewing cannot be open past 9:00 P.M. on any day.

3) No loud music can be played at Hubbleton Brewing.

4) Hours of operation need to fall within the following parameters:

4:00-9:00 on Friday

1:00-9:00 on Saturday and

1:00 to 5:00 on Sunday.

5) Schey is to give the Portland Town Board advance notification of any planned future "big" events.

Motion by Sup. Crave, seconded by Chr. Spoke, to reduce the speed limit on Torpy Road from Highway 1 to Dalman Road from 55 MPH to 45 PH. Crave's motion carried 3-0 on a voice vote. Sup. Keach noted that he has the needed speed reduction signs.

Clerk Thompson reported that she had received only one 2020 "Class B" application thus far—an application from Katherine Zwiig for Chatty's Pit Stop. The Board will be asked to take action on that renewal application at the June monthly meeting.

Clerk Thompson also noted that she had received operator's license applications from both Sherri L. Smith and Mike Neuberger for the license period beginning immediately and ending June 30, 2021. Smith's application paperwork was complete, but Neuberger's was missing verification that he currently holds an operator's license elsewhere and/or has completed the Responsible Beverage Servers Course. Motion by Sup. Keach, seconded by Chr. Spoke, to authorize issuance of an operator's license to Sherri Smith effective through June 30, 2021, and (contingent on his providing the missing paperwork) an operator's license to Mike Neuberger effective through June 30, 2021. Keach's motion carried 3-0 on a voice vote.

Items suggested for placement on the agenda for the Board's June monthly meeting included action on 2020 Class "B" and "Class B" license applications, update/action on dog licensing compliance, action authorizing the repair or replacement of the town hall siding, possible approval of "Department of Safety and Professional Services" regulations/ordinance, and action on a conditional use permit application submitted by Michels Materials.

The Board agreed to conduct its June monthly meeting on Thursday, June 18, 2020, at the Portland Town Hall beginning at 7:30 P.M.

Treasurer Benninger then presented her monthly financial report showing April receipts of \$43,016.36 and April expenditures of \$9,990.92. With the addition of \$1,219.40 in May receipts thus far, the balance in the checking account as of May 18, 2020, was \$1,041.81. The balance in the money market account as of that same date was \$5,032.04, and the balance in the savings account was \$155,778.06 for a combined balance in all three accounts of \$161,851.91. In addition, \$550.63 remains in the Town Computer Savings account.

Motion by Sup. Keach, seconded by Sup. Crave, to approve Treasurer Benninger's report as provided. Keach's motion passed 3-0 on a voice vote.

Motion by Chr. Spoke, seconded by Sup. Keach, to authorize Clerk Thompson's payment of the May bills as presented. Spoke's motion carried 3-0 on a voice vote.

The Board then reviewed the following correspondence received since the Board's April monthly meeting:

1. Information from Amy Nehls on FEMA public assistance updates and clarifications, Covid-19 applicant briefings, and the availability of KN-95 face masks for purchase
2. Request from Makenzie Drays for Town of Portland debt information in connection with preparation of Dodge County's financial statements for the period ending December 31, 2019

3. Variety of information from Karen Boyd regarding Covid-19 webinars and safe practices, economic disaster loans open to farmers, Thrive-ED updates and information on grant programs, census-related information, and the Wisconsin Business Impact Survey
4. April Columbus Fire Department report from Randall Koehn
5. Request from Patti Hilker for Special District contact information
6. Notification that the Town's Property & Casualty insurance policies for the Glatfelter Insurance Group will be transitioning from American Alternative Insurance Corporation to National Union Fire Insurance Company of Pittsburg, PA effective 8/1/2020
7. Notification from the Wisconsin Department of Revenue of \$539.37 of personal property aid distributed to the Town on May 4, 2020
8. Wisconsin Towns Association May 2020
9. Listing of March 2020 Town building permit applications submitted to General Engineering Company
10. Copy of service upgrade application submitted by Rick Wilke and of garage addition application submitted by Chris Steulke to General Engineering Company
11. Agenda and associated materials for the June 1 meeting of the Reeseville Town Group Fire District from Christine Abell
12. Copy of Amendments to the Columbia County Comprehensive Plan 2030 from Columbia County Planning & Zoning Department
13. Draft minutes from the Columbus Rural Fire Group's October 2019 budget meeting plus notification of the May 28th Annual Meeting of the group
14. Public release: "Dodge County Public Health Issues: Dodge County Safe Restart Guidelines and Recommendations for Action"
15. Copy of proposed amendments to the Sanitary Ordinance and the Code of Ordinances that might be applicable within the Town from Dodge County Land Resources and Parks Department, along with notification of the July 13th public hearings on those amendments.

All Board members noted that they have been issuing burning permits. Due to past interest from area fire departments in having uniform burning regulations and the difficulty in local board members keeping up-to-date on burning bans, Chr. Spoke said that he planned (Keach and Crave agreed) to suggest at upcoming fire group meetings that the individual fire departments take over issuance of burning permits.

Sup. Crave reported that he had received DNR notification that the Town would receive \$1,900.00 in recycling grant funding this year. It also noted that roadside mowing in the Town would probably begin around June 1.

With no other business needing to be addressed by the Board at the meeting, motion by Sup. Keach, seconded by Sup. Crave, to adjourn. Keach's motion carried 3-0 at 8:24 P.M.

MAY 2020 BILLS APPROVED FOR PAYMENT

3876 We Energies	\$ 24.04
3877 Joseph Pantely	383.26
3878 Kurt E. Keach, LLC	466.66
3879 City of Waterloo	\$28,423.00
3880 APG of Southern Wisconsin	50.49

3881 Advanced Disposal	427.00
3882 Waterloo Utilities	246.44
3883 Lange Enterprises, Inc.	407.01
3884 Kurt E. Keach, LLC	610.00
3885 Wolff Sand & Gravel, LLC	<u>750.00</u>

TOTAL: \$31,787.90

Nancy L. Thompson, Clerk