

TOWN OF PORTLAND BOARD MEETING
Thursday, February 18, 2021
7:30 P.M.
Conducted virtually through Google Meet

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

Town Board Members Connected: Town Chairman Jeffrey Spoke, Supervisor Kurt Keach, Supervisor Thomas Crave, Treasurer Carleen Benninger, and Clerk Nancy L. Thompson.

Other persons connected: Amber Gerber, Courier editor.

Clerk Thompson verified that proper meeting notices had been posted at the three designated locations as required by law and on the Town's website and that the meeting agenda had also been e-mailed to the Courier editor.

Hearing no requested revisions to the posted agenda, motion by Chr. Spoke, seconded by Sup. Keach, to approve the agenda as posted. Spoke's motion carried 3-0 on a voice vote.

Motion by Sup. Keach, seconded by Sup. Crave, to approve the minutes of the January 21, 2021, regular Town Board meeting as printed. Keach's motion carried 3-0 on a voice vote.

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

Clerk Thompson reported that no building, driveway, outdoor furnace, or culvert permits had been issued since the Board's regular January monthly meeting.

In updating the Board on the tower construction project, Chr. Spoke noted that recycling site attendant Joe Pantely had told him that work on the project had ceased temporarily due to the cold weather. Spoke thought the tower was about half up. Sup. Keach thought the tower might be $\frac{3}{4}$ up but that there were about twelve more sections to be added yet.

The Board noted no progress on the River Oaks tire situation. Supposedly the DNR had asked Gorder to provide a plan for his disposal of the tires, but Board members are not aware of any such plan having been provided. Chr. Spoke noted that the Board's next step to "get the ball rolling" could be to have Attorney Strohschein send Gordeer a letter regarding his non-compliance. Spoke added that he feels the Board must initiate action no later than April or May if Gorder's non-compliance is going to get rectified in 2021. Sup. Keach asked the Board to "wait until its next meeting." In the meantime, he will try calling the DNR to talk with the warden assigned to the case; if the DNR is willing to pursue compliance, that should decrease potential Town legal expenses. Sup. Crave added that the DNR has more authority than the Town Board in such situations also. Following additional discussion, no action was taken at this time.

Chr. Spoke then reported that he still has been unsuccessful in finding a Town resident willing to serve on the Town's Plan Commission for Bob Topel's current position, so the search will continue. The alternate position on the Town's Board of Appeals also remains vacant.

The Board then briefly discussed the draft 2020 Town of Portland Annual Report which Clerk Thompson had prepared and e-mailed to each Board member after the January monthly meeting. She noted a few minor revisions/additions that she had made since then and asked for Board approval of the report and authorization to have it distributed. Due to the cost of having the report printed and mailed to all Town property owners, the Board discussed the possibility of just posting the report on the Town's website, as well as making a copy available to any property owner who requested such or mailing it the report to all property owners this year and then this fall (through an insert with the tax bills) having property owners either opt in or opt out of having the report mailed to them in 2022. After more discussion, motion by Sup. Crave, seconded by Sup. Keach, to approve the annual report as prepared by Clerk Thompson and to authorize that it either be mailed to all property owners or just posted on the Town's website and made available to any property owner requesting one-- dependent on what Thompson learns regarding any legal statutes pertinent to that distribution. Crave's motion carried 3-0 on a voice vote.

Sup. Keach reported that it has been hard to get proposals for small projects like the replacement of the Town hall door. Though he said that he had gotten three proposals for that project, he didn't have any specific costs for those proposals with him but said that Jeff Krueger's proposal was the least expensive. Motion by Sup. Crave, seconded by Sup. Keach, to have Jeff Krueger replace the Town hall door, with such work to be completed prior to the April 2021 election. Crave's motion carried 3-0 on a voice vote. Keach said that he would drop off Krueger's proposal at Clerk Thompson's home in the next few days.

Sup. Keach had not gotten any specific proposals for replacement of the Town hall sign either but said that a town board member from another municipality told him that a business in Jefferson might be a good place to check. The Board briefly discussed whether any new sign should be mounted above the posting box as currently, mounted on the railing ahead of the town hall door, or located someplace else. Sup. Crave expressed support for the current location. Sup. Keach said he'd get more specific information prior to the Board's March monthly meeting.

Chr. Spoke then reported that the Town's recycling site attendant had asked him about the possibility of placing some minor signage at the site to provide users with some direction on where to put particular materials. The attendant felt that the Covid situation has caused users to refrain from talking with him directly regarding such matters. Chr. Spoke felt that desired signage would probably cost less than \$100.00. Motion by Chr. Spoke, seconded by Sup. Keach, to authorize recycling site attendant Joe Pantely to purchase whatever signage he feels necessary, with the Town to reimburse him for such upon submission of appropriate documentation. Spoke's motion carried 3-0 on a voice vote.

Chr. Spoke next noted that Matt Ehrke had reported that his mailbox had been damaged during Town snow removal. After going out to Ehrke's home to verify such damage, Spoke talked with the Town's snow removal contractor. Though the contractor expressed his willingness to fix Ehrke's box, Spoke felt that in this particular instance it would be better for the Town to just follow the Board's reimbursement policy rather than have the contractor get involved. Motion by Sup. Keach, seconded by Sup. Crave, to follow Board policy and authorize payment of \$75.00 to Matt Ehrke for his recent mailbox damage. Keach's motion carried 3-0 on a voice vote.

Clerk Thompson then referred the Board to correspondence she had received regarding TDS Telcom's

franchise authority, its request for information regarding the Town's interest in receiving future franchise fees, and her response to that request. Following brief discussion, the Board felt that Thompson's response was appropriate and that no further action was needed at this time.

Items identified for inclusion in the Board's March meeting agenda included possible appointments to both the Town's Plan Commission and its Board of Appeals, update and possible action regarding the River Oaks tire situation, possible action to replace the town hall sign, resolutions regarding the proposed merger of the Clyman, Lowell, and Reeseville fire departments, and possible action on a road name change request. Board members agreed to conduct that meeting virtually (unless the Covid situation improves markedly before then) on Thursday, March 18, 2021, beginning at 7:30 P.M.

Treasurer Benninger then highlighted key sections of her monthly report which had been e-mailed to all Board members. She noted January monthly receipts of \$701,929.91, January monthly expenditures of \$552,265.90 (which included Dodge County's direct withdrawal for its January tax settlement), and February receipts to February 12th of \$191,547.52. She also reported closure of the Town's money market account upon transfer of \$5,045.21 to the Savings Account.

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

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

The Board then reviewed the listing of correspondence for the month of February:

1. Investment Option Summary and Participant Account Values by Investment Option October 1, 2020, to December 31, 2020, from Nationwide Retirement Solutions
2. Information regarding state and federal wage and labor laws that might affect Town construction projects from Construction Business Group
3. Forwarded DOT e-mail from Brian Field re. Highway Safety Improvement Program cycle
4. Notification from Barbarta Szelagyi regarding Town of Cross Plains and Town of Cottage Grove amendments to their comprehensive plans for incorporation into Dane County's Comprehensive Plan
5. January monthly Columbus Fire Department report from Randall Koehn
6. Information from TDS Telecom regarding its application for an amended state-issued certificate of franchise authority and requesting information regarding the Town's desire to receive franchise fees
7. Wisconsin Towns Association February 2021
8. Notification from Columbia County Planning & Zoning Department that the Columbia County Board had approved on January 20, 2021, a recreational to single-family residential map amendment to the county's Comprehensive Plan 2030
9. Notification of the February 15 informational meeting in Reeseville to discuss the potential Reeseville, Lowell, and Clyman Fire Department merger
10. Signed copy of the CAEMS January 1, 2021-December 31, 2025, agreement with Lifestar from Jeff Slotten
11. Request from WE Energies to update the Town's list of road restrictions for posting on We-energies.com
12. Notification from General Engineering regarding January building permit applications

- 13. Request from the Municipal Boundary Review Team to confirm the Town’s contact information on file
- 14. Information from Personnel Concepts regarding Wisconsin & Federal Labor Law notices
- 15. Information from Municibid regarding sale of surplus assets.

Chr. Spoke reported that he had received a request from the current property owner on Reuster Lane to change the name of that road. Clerk Thompson has secured information from the Wisconsin Towns Association regarding the process for doing so. Spoke also noted that (following his and Sup. Keach’s review) he had called We Energies to trim trees which had become entangled in the power lines at the Burr Oak Road cemetery.

Sup. Crave reported that a woman on West Street had reported snow removal damage to her mailbox. Crave has not verified that damage.

Board members noted both compliments and a few complaints regarding the Town’s snow removal. Chr. Spoke said that the Town’s contractor has been very prompt in handling any concerns raised.

Clerk Thompson noted that a voter on election day had told her that he had witnessed a vehicle back into the town hall and potentially damage some of its siding. According to Sup. Keach, Jeff Krueger had repaired any such damage at the time he gathered information for the town hall door project.

With no other business needing to be addressed by the Board at the time, motion by Sup. Keach, seconded by Sup. Crave, to adjourn. Keach’s motion carried 3-0 at on a voice vote at 8:27 P.M.

FEBRUARY BILLS APPROVED FOR PAYMENT

4050 Dodge County	\$ 2,530.10
4051 Waterloo School District	4,639.08
4052 Madison Area Vocational Technical District	411.22
4054 MR Concrete LLC	3,151.50
4055 We Energies	61.80
4056 Gardiner Appraisal Service, LLC	232.10
4057 Dodge County	572.50
4058 Joseph Pantely	481.49
4059 Waterloo School District	435,191.89
4060 Columbus School District	19,367.14
4061 Madison Area Technical College District	40,232.21
4062 DPL Maintenance, LLC	413.10
4063 Insight FS	1,836.67
4064 USPS	33.00
4065 Waterloo Utilities	268.10
4066 General Engineering	125.00
4067 GFL	439.60
4068 Debra Weihert	80.00
4069 Ruby Kegler	80.00
4070 Patsy Epstein	80.00
4071 Judy Stippich	70.00

4072 Mindy Crave	\$	70.00
4073 Chris Topel		70.00
4074 Columbus Rural Fire Group		3,970.97
4075 Liberty Tire Recycling, LLC		1,692.07
4076 Kerber Rose Technology, Inc.		99.60
4077 MR Concrete, LLC		5,000.00
4078 Matt Erhke		75.00
Dodge County (direct withdrawal)		<u>247,758.33</u>

TOTAL: \$ 769,032.47

Nancy L. Thompson, Clerk