

TOWN OF PORTLAND BOARD MEETING MINUTES
Conducted virtually through Google Meet
Thursday, September 17, 2020
7:30 P.M.

Chairman Jeffrey Spoke called the Town of Portland Board’s virtual September monthly meeting to order at 7:30 PM, and all persons connected joined in the Pledge of Allegiance.

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

Others Connected (at least for a portion of the meeting): Charles Eggert and Amber Gerber, Courier editor.

Clerk Thompson verified that proper meeting notices had been given to the Courier editor and posted at the three designated locations as required by law and on the Town’s website.

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

Motion by Sup. Crave, seconded by Sup. Keach, to approve the minutes of the August 20, 2020, regular Town Board meeting as presented. Crave’s motion carried 3-0 on a voice vote.

No one asked to address the Board during the Public Input section of the meeting.

Clerk Thompson reported that General Engineering Company had issued the following building permits since the Board’s August monthly meeting:

Doug Dunneisen	Siding of home	\$10,000.00
Mike Kiesow	Shed	31,000.00
Deb Battenberg	Shed	40,000.00
Deb Battenberg	Detached garage	30,000.00
4 electric service upgrades at various intersections		500.00 each.

Chr. Spoke reported that he had e-mailed Cory (?) from General Engineering to draft a contract covering increased services to be provided by the company as of January 2021. Spoke said that he had also asked the gentleman to attend an upcoming meeting to go over that proposed contract. Spoke said that he did not hear back from the person and will contact him again with the hope that a draft contract can be ready for the Board’s review at its October monthly meeting.

Clerk Thompson then presented a possible letter of support she had drafted for Dodge County’s second application for a broadband grant. Since Board members had no suggested revisions to that letter, Chr. Spoke moved to approve the letter of support as written and to have all Board members sign it. Sup. Keach seconded Spoke’s motion and it carried 3-0 on a voice vote. Thompson will send the signed letter to Nate Olson at Dodge County.

As its first item of New Business, the Board reviewed a minor land division letter of intent filed by New Frontier Land Surveying on behalf of Fred and Deb Gay. Approximately 2.4 acres of the 10.3 acres in parcel number 036-0913-1343-000 (Section 13 on County Road GG) would be split off. Sup. Crave moved that the Board recommend to Dodge County Land Resources & Parks Department approval of the requested minor land division (Activity Number 2020-0905) requested by Fred and Deb Gay. Sup. Keach seconded the motion and it carried 3-0 on a voice vote.

Next the Board reviewed a rezoning application filed by F-AN-D LLC (Fred and Deb Gay) to rezone from A-1 to A-2 the 2.4 acres on County Road GG for which the Board had just take action and a conditional use permit application for that same parcel of land to enable the building of a single-family home on it. The Town's Plan Commission had conducted a public hearing on the two applications on September 10, 2020, and had voted 4-0 to recommend Town Board approval of both. (Town Board members had been given copies of the draft minutes from the Plan Commission's hearing and meeting.) Sup. Crave noted that one person at the hearing had expressed concern over the possibility of a home being built on that parcel of land due to possible water run-off onto that person's property. Crave added that the parcel is a three-corner triangular field and that seeding a lawn on it might help alleviate possible run-off.

Motion by Sup. Crave, seconded by Sup. Keach, to rezone the 2.4 acres that were the subject of the previous minor land division application from A-1 to A-2. Crave's motion carried 3-0 on a voice vote.

Motion by Sup. Crave, seconded by Sup. Keach, to grant a conditional use permit to F-AN-D LLC to enable the building of a single-family home on the parcel of land which was the subject of the previous rezoning motion with the condition that all "rules" in the Town's zoning ordinance be followed. Crave's motion carried 3-0 on a voice vote. (The conditional use permit will not be in effect/valid until the Dodge County Board approves the rezoning of the land from A-1 to A-2.)

The Board then reviewed a rezoning petition filed by Eggert Acres, LLC (rezoning approximately 5 acres east of County G in parcel number 036-0913-2444-000 from A-1 to A-2) and a conditional use permit application for a single-family residence to be built on that same acreage. The Town's Plan Commission had conducted a public hearing on the two applications on September 10, 2020, and had voted 4-0 to recommend Town Board approval of both the rezoning petition and the conditional use permit application. It was noted that wetlands butt up to the parcel area in question.

Motion by Sup. Crave, seconded by Sup. Keach, to rezone approximately 5 acres in parcel number 036-0913-2444-000 from A-1 to A-2 as requested. Crave's motion carried 3-0 on a voice vote.

Motion by Sup. Crave, seconded by Sup. Keach to grant a conditional use permit to Eggert Acres, LLC to build a single-family home on the parcel of land that was the subject of the Board's previous motion, with the condition that all "rules" in the Town's zoning ordinance be followed. Crave's motion carried 3-0 on a voice vote. (The conditional use permit will not be in effect/valid until the Dodge County Board approves the rezoning of the land from A-1 to A-2.)

Motion by Sup. Keach, seconded by Sup. Crave, to appoint John Holzhueter, Jr. to the Portland Sanitary District Board. Keach's motion carried 3-0 on a voice vote.

The Board then established the following 2021 Town budget timeline:

Thursday, October 15, 2020: Distribution of initial budget materials
Wednesday, October 21, 2020: Special Board meeting to finalize proposed 2021 budget
Saturday, November 7, 2020: Posting of proposed budget
Monday, November 23, 2020: Public Budget Hearing and Special Meeting of Town Electors.

Clerk Thompson then briefly explained the Route to Recovery grant program for which the Town could be reimbursed for eligible government expenses (up to \$17,753.00) between March 1 and November 6, 2020, necessary to respond to Covid 19 and which had not been budgeted for in the Town's 2020 budget. Possible uses might include a ballot drop box, touchless hand sanitizer dispensers, subscription to Zoom or other similar platforms, new easier-to-sanitize voting booths, sanitization services, etc. Since no Board member offered to work on the grant, no action was taken at the time.

Items requested for inclusion in the agenda for the Board's October monthly meeting include amendments to the Town's 2020 budget due to higher than anticipated expenses in several categories, distribution of 2021 budget materials, review of a proposed contract with General Engineering for increased services, and possible additional discussion/action regarding the Route to Recovery grant program. Board members agreed to conduct that meeting virtually through Google Meet on Thursday, October 15, 2020, beginning at 7:30 P.M.

In her monthly financial report, Treasurer Benninger noted August receipts of \$77,893.50 (including the Town's tax settlement from Dodge County in the amount of \$76,516.30) and August expenditures of \$92,698.28. September receipts to September 14th totaled \$3,010.50. The balance in the checking account as of 08-31-20 was \$1,030.21 and the balance in the money market account was \$5,038.94. With the addition of the 09-13-20 Savings Account balance of \$137,180.48, the balance in all three accounts is \$143,249.63. In addition, \$550.63 remains in the Town Computer Savings account. Benninger added that the Town would receive its last highway aids payment (\$28,277.28) in October and its last Shared Revenues payment (\$19,711.00) in November.

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

Motion by Sup. Keach, seconded by Sup. Crave, to authorize Clerk Thompson to pay all of the September bills with the exception of the remaining amount due to Scott Construction, since sweeping still needs to be done on River Oaks Road and Tri County Road. Keach's motion carried 3-0 on a voice vote.

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

1. Letter from Todd and Heidi Andrews requesting installation of a drop box at the town hall or another public location
2. Notification from General Engineering Company of its transition from paper invoices and monthly inspection reports to an electronic method in October
3. Notification from DOT that 2021 road certification information is due October 31, 2020
4. Notification from Patti Hilker of the Town's tax settlement payment: \$76,516.30
5. Information from DNR regarding the Managed Forest Law program and Town participants
6. Information from Delmore Consulting regarding services available to the Town

7. Information from Moraine Park Technical College regarding Food Manager Certification (Servsafe)
8. Information from DOT regarding an upcoming “User Guide to Transportation System Network” webinar
9. Request from Bob Greenen, Finance Director for the City of Columbus, for the Town’s total population plus the number covered by the CAEMS
10. Agenda for the August 27th pre-con meeting for the Lake Mills to Columbus project
11. Unapproved minutes from the June CAEMS meeting and agenda and associated documents (including proposed draft budget, resolutions, etc.) for the September 1 meeting
12. Conditional Notice to Start Highway 89 Project + Notice To Start Work from Kelly Addison
13. Questions from Jesse O’Neill regarding Jackson Street/Highway 19 addresses
14. Pre-construction meeting minutes and handouts, notification that the Dalman Road/Highway 89 intersection would be closed as of September 8, 2020, and Dalman Road intersection updates from Emily Harrison
15. Notification from Waterloo Utilities that Portland Sanitary District customers would probably be without water from 10:00 – noon on September 15th while the water meter that services the District was being replaced
16. Information from Karen Boyd regarding September 17 drive-thru job fairs in three locations
17. Information from WTA regarding opportunities to address the Blue Ribbon Commission on Rural Prosperity
18. Wisconsin Towns Association September 2020
19. Building permit applications from Deb Battenberg and Mike Kiesow and electric service update applications submitted to General Engineering
20. Proposed 2021 Stray Animals Contract (Dodge County Humane Society) from Kensie Drinkwine
21. Waterloo Fire and Rescue August monthly report from Jason Butzine
22. August Columbus Fire Department report from Randall Koehn for presentation at September City Council meeting
23. Agenda for September 16 meeting of the Columbus Area EMS group, minutes from its June meeting, and proposed 2021 budget from Linda Henning
24. Certificate of liability insurance for Zecher Excavating Inc. from Richards Insurance
25. Notification from WTA that 2021 dues would remain the same as in 2020 except for population changes plus encouragement to become a member of the Town Advocacy Council
26. Notice from Department of Revenue of 2020 Revised Estimate of Shared Revenues, with an estimated November 16, 2020, final payment of \$19,711.18 and Notice Of Original Estimate of 2021 Shared Revenue: \$23,188.53 payable 15% on July 26, 2021, and the balance on November 15, 2021
27. Listing from General Engineering Company of Town building permit applications since March
28. Copy of September 2nd CAEMs meeting minutes
29. 911 Joint Powers agreement effective January 1, 2021, through December 31, 2021, for the chairperson’s signature and return.

Chr. Spoke reported that a realtor had contacted him regarding any weight restrictions that might impact an individual from operating an excavation business on the former Dan Henning property. Spoke said that he had told the realtor that before any such business could operate there that the area would need to be rezoned and a conditional use permit issued for the business. Spoke also noted that he gets frequent calls for the zoning classification of various properties—often part of re-financing actions.

Sup. Keach noted that the Portland Sanitary District Board would meet at 7:30 P.M. on September 30 regarding ½ million dollars of needed improvements (re-lining of pipes, replacement of lift stations, repair of leaks, etc.) next spring. A DNR representative will be in attendance.

With no other business for the Board to address at the time, motion by Sup. Keach, seconded by Sup. Crave, to adjourn. Keach's motion passed 3-0 on a voice vote at 8:35 P.M.

SEPTEMBER 2020 BILLS APPROVED FOR PAYMENT

3944 We Energies	\$	9.05
3945 The Horton Group, Inc.		5,834.00
3946 Reeseville Rural Town Group		5,949.90
3947 WTA		50.00
3948 Joseph Pantely		482.99
3949 USPS		82.50
3950 VOID		
3951 Wolff Sand & Gravel, LLC		6,190.00
3952 Nancy L. Thompson		2,063.51
3953 Carleen Benninger		1,794.14
3954 City of Waterloo		28,423.00
3955 Advanced Disposal		427.00
3956 Kurt Keach		902.58
3957 Steve Battenberg		46.17
3958 Angela Byers-Krantz		52.64
3959 Waterloo Utilities		252.33
3960 General Engineering Company		1,016.00
3961 Nationwide Retirement Solutions		1,687.84
3962 Clayton Weihert		34.17
3963 (Unused check)		
3964 USPS		88.00
3965 Kurt E. Keach, LLC		466.67
3966 Thomas Crave		<u>357.24</u>
TOTAL:	\$	56,209.73

Nancy L. Thompson, Clerk