

## **TOWN OF PORTLAND BOARD MEETING MINUTES**

**Thursday, January 19, 2023**

**Portland Town Hall**

**7:30 P.M.**

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

Town Board Members Present: Chairman Jeffrey Spoke, Supervisor Kurt Keach, Supervisor Thomas Crave, Treasurer Carleen Benninger, and (arriving at 7:35 P.M.) Clerk Nancy L. Thompson.

Others present during at least a portion of the meeting: Lawrence and Donna Jean Stilen and Richard Yelk.

Proper meeting notices had been posted at the three designated locations as required by law.

Motion by Sup. Crave, seconded by Sup. Keach, to approve the agenda as posted. Crave's motion carried 3-0 on a voice vote.

Motion by Sup. Keach, seconded by Sup. Crave, to approve the minutes of the December 15, 2022, Town Board meeting as distributed. Keach's motion carried 2-0-1 (Spoke) on a voice vote.

During the Public Input section of the meeting, Richard Yelk noted problems that he's seeing the postal system as having and asked the Town Board to consider installing a drop box for collection of tax payments, possible payment at a bank, and/or the possibility of direct ACH withdrawal from property owner's checking accounts for such payments. Treasurer Benninger said that she would check into the viability of any of those options.

Lawrence and Donna Jean Stilen were present in the hope of receiving a signed certified survey for their combining of two lots in River Oaks into one parcel. Though the Town Board had voted to approve the Stilen's proposed combination of two lots at its December monthly meeting, Clerk Thompson noted that she had not received the certified survey for signing and suggested that the Stilen's ask their surveyor about that. Chr. Spoke added that the Stilen's should contact him once they have the certified survey and that he and Clerk Thompson would then make arrangements to sign it.

Clerk Thompson reported that General Engineering had issued one permit since the Board's December monthly meeting: a service upgrade permit to John Hendrickson for his property on Yerges Road.

In addressing its first item of Unfinished Business, the Board reviewed two proposals for 2023 excavator brushing that had been received:

Lauersdorf Excavating, Inc. - \$255.00 an hour  
Skalitzky Drainage - \$205.00 an hour.

Any approved entity would need to provide the Town with a copy of its certificate of insurance and EIN number, along with proof of workers comp. coverage. Work would be done on designated sections of Port, Yerges, Witt Lane, Lakeview Drive, Burr Oak Road, and Spur Road, with Tim Yelk providing traffic control service when done. Following brief discussion, motion by Chr. Spoke, seconded by Sup. Crave, to accept the proposal from Skalitzky Drainage. Spoke's motion carried 3-0 on a voice vote.

Since "hand brushing" is also needed on River Oaks Road and a small stretch of Baker Road, Chr. Spoke and Nick Weisensel had looked over those areas. Weisensel (who has a self-propelled brush hog) agreed to accomplish the needed work in 25 hours or less at a cost of \$300.00 an hour inclusive of all equipment, manpower, etc. Motion by Chr. Spoke, seconded by Sup. Keach, to have Nick Weisensel do the needed brushing on River Oaks Road and Baker Road. Spoke's motion carried 3-0 on a voice vote.

The Board next reviewed two proposed contracts from Keach's Lawn Service for the mowing, trimming, and blowing, as needed, of all Town cemeteries. Motion by Sup. Crave, seconded by Chr. Spoke, to approve the proposed three-year contract with Keach's Lawn Service at an annual cost of \$1,500.00. Crave's motion carried 2-0-1 (Keach) on a voice vote. Keach will need to provide a certificate of insurance to the Town.

Chr. Spoke then recommended the appointment of Ricki Gentz and Robert Haseleu to the Town's Board of Appeals. Motion by Sup. Crave, seconded by Sup. Keach, to approve Spoke's appointment of Ricki Gentz and Robert Haseleu to the Town's Board of Appeals, with their terms running from January 1, 2023, through December 31, 2025. Crave's motion carried 3-0 on a voice vote.

Clerk Thompson reported that she and her husband had recently met with Jeff Krueger at the town hall to discuss possible hall upgrades/remodeling, with particular attention directed to providing additional storage shelving and a designated location for the Town's voting equipment. Krueger will draft a proposal for the Board's consideration at an upcoming monthly meeting.

Clerk Thompson then distributed updated copies of the Town's 2023 budget. The overall budget remains as originally approved in December of 2022. The new copy reflects an exact beginning of the year balance in the savings and checking accounts and in the "tower fund" (rather than estimated amounts) and associated changes to the "total revenues and cash balance" amount, estimated 2023 expenditures and reserves amount, and estimated December 31, 2023, undesignated reserve amount.

Chr. Spoke reported that he and Clerk Thompson had recently met with Joe Pantely, the Town's recycling site attendant, to discuss site operations. 2022 site-related revenues and expenditures were shared and recently-approved fee revisions, tire disposal, alternatives to the "furniture dumpster," possible staffing issues, and the future of television disposals were discussed. After answering Board questions, Chr. Spoke moved to eliminate previously approved fees for brush and concrete disposal along with annual passes for such due to implementation issues and to instead institute a construction waste disposal fee of \$10.00 a trip. Sup. Crave seconded Spoke's motion, and it carried 3-0 on a voice vote. The Board will review and possibly take action on some of the other site issues discussed with Pantely at the February monthly meeting.

Items identified for inclusion on the agenda for that February meeting included an update on and possible approval of a Town hall remodeling project, discussion and possible action on recycling site issues and recommendations, action on an Adams Columbia annual consent form, approval of the 2022 annual report for printing and distribution, and an update and possible action regarding any of the tax collection options asked about during the Public Input section of tonight's meeting. The Board's February monthly will be held on Thursday, February 16, 2023, at the town hall beginning at 7:00 P.M.

Treasurer Benninger then presented her monthly financial report showing December receipts of \$414,819.43 and December expenditures of \$100,637.63. With the addition of January receipts to January 9<sup>th</sup> of \$415,273.01 and a transfer to the checking account of \$2,898.42 to pay needed bills, the total available in the savings account as of January 9<sup>th</sup> was \$949,555.84, with \$16,959.30 being "tower" funds and \$65,378.71 being ARPA funds. In addition, \$714.63 remains in the checking account and \$562.08 remains in the Town's computer savings account. Benninger added that only 20.8% of the tax roll had been collected for the January settlement.

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

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

The Board then reviewed the following listing of correspondence received since the Board's December monthly meeting:

1. Statement of Real Property Status and special assessment forms regarding three parcels owned by Duane and Sandra Schultz for completion and return to Chicago Title Company LLC
2. Notification from WisDOT of the Town's 2023 final calendar transportation aids & connecting highway aids calculation: \$117,671.36
3. Certificate of insurance for Waste Management Holding Inc. + from Lockton Companies

4. Notification from the Green Lake Area Animal Shelter that it would no longer accept any stray pets from outside Green Lake County unless a contract for doing so is in place for such
5. Quarterly contribution report for completion and submission to the Department of Workforce Development
6. Notification of and agenda for the January 18<sup>th</sup> meeting of the Dodge County Unit of the WTA
7. Annual tobacco license report for completion and return to DHS & Synar
8. Confirmation of contributions (\$1,944.97) received by Nationwide and invested on December 22, 2022
9. Certificate of liability insurance for Scott Construction, Inc. from Hausmann Group
10. Notification from the Wisconsin Department of Revenue of new 2023 Managed Forest land rates effective for 2023-2027 assessment years and new Private Forest Crop rates effective for 2023-2032 assessment years
11. Survey from Great Lakes Community Action Partnership, with the results to be used in creating a curriculum for water and wastewater administrators
12. 2021-2022 Wisconsin Town Law Forms from the Department of Administration
13. Request to verify various Town meeting, zoning, etc. information to Dodge County
14. Thank you letter from Kelli Mountford, Director of the Karl Junginger Memorial Library, for the Town's 2022 donation
15. Notification from Jennifer Schmidt that (due to rising costs), effective immediately no hard copies of land use permits will be sent from the county to the Town; instead such permits will be scanned and e-mailed
16. Lifestar December 2022 report
17. Wisconsin Towns Association January 2023
18. Claim closing notice from Bitco Insurance Companies regarding Clerk Thompson's 2020 town hall accident
19. Building permit application submitted to General Engineering Company for a service upgrade at N1949 Yerges Road
20. Unaudited Investment Activity Report October 1, 2022, to December 31, 2022, from Nationwide
21. Proposed 2023 Town Board consent form from Adams-Columbia Electric Cooperative.

Sup. Keach reported receiving a call from Matt Rasmussen expressing his difficulty in snow plowing around a car parked in the street near the town hall. Keach said that he would talk with the car's owner.

With no additional business needing to be addressed, motion by Sup. Crave, seconded by Sup. Keach, to adjourn. Crave's motion carried 3-0 on a voice vote at 8:40 P.M.

**DECEMBER BILLS PAID IN 2022 BUT AFTER THE DECEMBER MEETING**

4537 void  
4538 Carleen Benninger \$ 79.03

**JANUARY 2023 BILLS APPROVED FOR PAYMENT**

4539 Whisper Klawitter \$ 131.18  
4540 Kimberly Salisbury 145.62  
4541 GFL Environmental 1,094.46  
4542 Cheryl Hollatz 145.86  
4543 Craig Luzenski 340.76  
4544 WTA/TAC 271.75  
4545 WMCA 65.00  
4546 Robin Stuewer 317.70  
4547 Juanita Beverly 1.00  
4548 We Energies 116.63  
4549 General Engineering Company 217.50  
4550 Brian Lowrey 48.42  
4551 DPL Maintenance, LLC 144.10  
4552 Waterloo School District 198,034.67  
4553 Columbus School District 9,857.96  
4554 Madison Area Technical College 20,862.18  
4555 Joseph Pantely 467.30  
4556 Robert Schneider 127.59  
4557 Gary Bridges 48.50  
4558 Ryan Ceithamer 127.59  
4559 City of Columbus 1,413.46  
4560 City of Waterloo 31,032.00  
4561 USPS 60.00  
4562 Wisconsin Towns Association 65.00  
4563 Waterloo Utilities 408.33  
4564 Susan Gould 293.42  
4565 Steve Schwark 199.28  
4566 Joseph Pantely 42.18  
4567 Rodney Brown 198.92  
Direct withdrawal by Dodge County 125,008.25

TOTAL: \$391,286.61

Nancy L. Thompson, Clerk

