

TOWN OF PORTLAND BOARD MEETING MINUTES

Thursday, September 19, 2019

Portland Town Hall

7:30 P.M.

In the absence of Chairperson Jeffrey Spoke, Supervisor Thomas Crave called the Town of Portland Board's regular September monthly meeting to order at 7:35 P.M., and all persons present joined in the Pledge of Allegiance.

Members Present: Supervisor Kurt Keach, Supervisor Thomas Crave, Treasurer Carleen Benninger, and Clerk Nancy L. Thompson. (Chr. Spoke arrived at 8:00 P.M.)

Others Present (for at least a portion of the meeting): Jessica Dorn, Karen Sempf, Jim Sempf, Matt Rasmussen, and Amber Gerber (Courier editor).

Clerk Thompson verified that proper meeting notices had been posted at the three designated locations as required by law, e-mailed to the Courier editor, included in the Municipal Meeting section of the September 13, 2019, Watertown Daily Times, and posted 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 2-0 on a voice vote.

Motion by Sup. Keach, seconded by Sup. Crave, to approve the minutes of the August 19, 2019, regular Town Board meeting as printed. Keach's motion carried 2-0 on a voice vote.

During the Public Input section of the meeting, James Sempf, candidate for Dodge County Circuit Court judge in the April 7, 2020, election, introduced himself. Sempf noted that there are four courtrooms in Dodge County and that the position he is running for is currently held by Judge Bauer who plans to retire. Sempf (who lives in Mayville) said that he had been hired as an assistant district attorney by Judge Bauer fourteen years ago and that he has prosecuted over 7,500 cases. After explaining his past experience, he identified his plans (judicial philosophy) if elected: 1) apply the law as it is written, 2) protect the community--especially its most vulnerable, the elderly and children, 3) be fair and impartial, and 4) run the courtroom in an efficient manner. He distributed business cards to those wanting one, encouraged anyone with questions to contact him, and asked that persons support his candidacy.

Jessica Dorn also addressed the Board--expressing her concern over speeds traveled on sections of Sullivan Road--especially on the left turn toward Columbus. She said that she travels that road twice daily Monday through Thursday going to work and noted that during the past two months she has experienced "close calls" from other drivers. She added that she has talked with a Dodge County deputy who told her that the speed limit on that road is

55 MPH and that she needed to express her concerns over the speeds traveled on that road with the Town Board. Dorn suggested that posting lower speed limits might help. The Board agreed to discuss the issue at their October monthly meeting.

In the absence of Richard Yelk, Chr. Spoke reported that Yelk had issued the following building permits since the Board's August monthly meeting:

Ryan Powers	48x108 pole barn	\$100,000.00
Terry Gould	26x46 detached garage	32,000.00.

Due to not having received a proposal from Country Carpenter LLC for repair of sections of the town hall siding, the Board did not address that issue (its first item of Unfinished Business).

The Board reviewed the letter of support for Dodge County's application for a PSC Broadband Expansion Grant which Thompson had drafted as directed by the Board at its August monthly meeting. Following no requested changes to the letter, each member of the Town Board signed the letter. Clerk Thompson said that she'd send it to Nate Olson.

The Board then discussed its snow removal contract with Matt Rasmussen (dba MR Concrete LLC) with the purpose of clarifying and reaching agreement on provisions that were interpreted differently by the two parties last year. Following that discussion, both parties agreed that work done in November and December would be considered together, with the Town paying \$10,000.00 plus any invoiced charges in excess of \$10,000.00. Work done in January and February would be considered separately, with the Town paying \$5,000.00 each month plus any invoiced charges beyond \$5,000.00. From March on, the Town will pay just the invoiced charges. Rasmussen stated that he would invoice Clerk Thompson monthly.

The two parties also discussed the use of salt vs. sand and whether at least some salt should be purchased prior to year's end for use in the upcoming season's snow removal. Rasmussen said that he'd like to try using less salt. Chr. Spoke suggested using sand following snowfalls and salt when there's also ice. Rasmussen thought that three loads of salt should probably be purchased, but he didn't know yet what the cost for that would be, since the "salt guy" at FS has not returned his call. He will try to get pricing information to the Board prior to its October monthly meeting. Rasmussen also asked the length of time for which an issued building permit is valid (one year).

New Business agenda item C (Possible request from Terry Gould for approval of a building permit at N824 Lakeview Drive; Board action as appropriate) was not addressed, since Chr. Spoke reported that Richard Yelk had issued Gould a building permit after he changed the configuration of his planned detached garage to comply with the Town's 1,400 square feet maximum for all accessory buildings on a residential lot.

Motion by Sup. Keach, seconded by Sup. Crave, to authorize Clerk Thompson to issue an operator's license effective through June 30, 2021, to Cassidy Hamrick. Keach's motion carried 3-0 on a voice vote.

After the Board decided to just post (not also publish) the Town's 2020 proposed budget, Sup. Crave moved to establish the following 2020 budget timeline:

Wednesday, October 23 (7:00 P.M.) Town Board finalizes proposed 2020 budget
Sunday, November 10 Clerk posts notice of public budget hearing and meeting of the Town electors
Tuesday, November 26 Budget hearing and meeting of the Town electors.

Sup. Keach seconded Crave's motion and it carried 3-0 on a voice vote. Clerk Thompson noted that she would prepare and distribute budget materials to the Board for its review prior to the October 23 meeting.

Agenda items noted for the Board's October monthly meeting included possible approval of a new contract with General Engineering Company, discussion and possible action to reduce the speed limit on Sullivan Road, and authorization to purchase salt for the upcoming snow removal season.

The Board agreed to hold its October monthly meeting on Thursday, October 17, 2019, at the Portland Town Hall beginning at 7:30 P.M.

Treasurer Benninger then reported August receipts of \$81,410.88 and August checking account disbursements of \$83,673.69. With the addition of September receipts to September 15th, of \$601.90, the balance in the money market account as of that date was \$50,929.44 and the balance in the checking account was \$962.62 for a combined total in both accounts of \$51,892.06. In addition, \$542.62 remains in the Town computer savings account. Benninger added that the only major receipts yet to be received prior to year's end are one highway aids payment and the balance of the Town's shared revenues payment.

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

Motion by Sup. Crave, seconded by Sup. Keach, to authorize Clerk Thompson to pay all of the September bills presented. Crave'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. Notification from the DOT that the WISLR Local Road Certification packet had been sent to Chr. Spoke for return by December 15 (though preferably by October 11)
2. Appraiser's request for various information regarding properties currently owned by Craig King

3. Information from Moraine Park Technical College re. upcoming fall 2019 "Responsible Beverage and Tobacco Services" courses
4. Thank you card from Scott Construction, along with reply card regarding the company's service
5. Wisconsin Towns Association September 2019
6. Notification of September 11 Columbus Area EMS meeting, copy of unapproved minutes from the group's May 1, 2019, meeting, draft 2020 EMS District budget, and August Lifestar report
7. Conditional use permit (for salvage yards) and rezoning applications for properties at W10710 Yelk Lane and W11141 Hubbleton Road
8. Notification from Wisconsin Department of Revenue of Town's proposed 2020 personal property aid: \$539.37
9. Notification from General Engineering Company of building inspection fee adjustment and agreement update effective January 1, 2020
10. Proposed 2020 stray animal services contract from Kensie Drinkwine (Dodge County Humane Society)
11. Notification from Christine Abell of special September 17 meeting of the Reeseville Town Group Fire District
12. August Columbus Fire Department report from Randall Koehn
13. Copy of electric permit application submitted by Ryan Powers to General Engineering Company
14. Appraiser's request for the zoning classification of the Mitchell Drunasky property on the corner of BB and Austin
15. August Department Activity and EMS training reports from Waterloo Fire Department
16. Listing of 2019 Town building permit applications January - May from General Engineering Company
17. Notification from the Wisconsin Department of Revenue of the 2019 municipal fee for state assessment of the Town's manufacturing property (\$304.01) due prior to March 31, 2020, of the Town's estimated November 18, 2019, Shared Revenue payment (\$19,711.18), and of the original estimate of the Town's 2020 Shared Revenue payment (\$23,189.62) with 15% to be paid July 27, 2020, and the balance on November 16, 2020
18. Request from Frontier for information regarding completion of Special Assessments forms
19. Copy of e-mail Attorney Strohschein sent to Attorney Bradley regarding G. Yelk's inaction
20. Realtor's request for mill rate information pertinent to sale of N1114 Highway BB.

Chr. Spoke reported that Zachary Alexander had purchased property in the River Oaks subdivision and wondered whether he could put up a mobile home there for 6-8 months while fixing up the property. (Board members didn't support that.) Spoke also noted that Dan Schey (Hubbleton Brewery) had called him because he wanted the Board to know he was concerned over a band which had played at the brewery recently, with the band's volume being louder than anticipated. Schey told Spoke that he had talked with his neighbors and no one said they were concerned over the volume, but he wanted the Board to know of his personal concern and his desire to not create problems. Schey said there will be another similar event this coming Saturday and he wondered whether he should get a one-day event permit for that .

Spoke said that he told Schey that hosting such events was not stipulated in Schey's conditional use permit application and that such events would be discussed next spring when Schey's conditional use permit is up for renewal. Spoke added that Schey plans to apply for a driveway permit for a new driveway (which won't be on shared ownership land) to the brewery.

Sup. Crave reported that he had received multiple compliments on the ditch mowing which was completed the previous Friday. Crave said that Wolff told him that the invoice would be higher than anticipated since it took him 5 1/2 days to complete that mowing. Crave also noted that the Board needs to check on "junk" accumulating at another residence in the Town.

Sup. Keach noted that there's now a dog kennel at the Town's recycling site so that stray dogs picked up don't have to be housed at Town Board members' homes.

With no other business needing to be addressed at the time, motion by Chr. Spoke, seconded by Sup. Crave, to adjourn. Spoke's motion carried 3-0 on a voice vote at 8:50 P.M.

SEPTEMBER 2019 BILLS APPROVED FOR PAYMENT

3707 USPS	\$	22.00
3708 We Energies		9.80
3709 Robert Smith		5.00
3710 Wisconsin Towns Association		65.00
3711 The Horton Group, Inc.		148.00
3712 Waterloo Utilities		249.53
3713 Joseph Pantely		383.26
3714 Kurt E. Keach, LLC		433.34
3715 Kurt Keach		669.25
3716 Election Systems & Software		275.00
3717 Nancy L. Thompson		1,751.17
3718 Nationwide Retirement Solutions		1,714.70
3719 City of Waterloo		29,344.34
3720 Town Group Fire District		5,650.64
3721 Advanced Disposal		588.15
3722 Dodge County		9.17
3723 Carleen Benninger		1,818.67
3724 Wisconsin Towns Association		150.00
3725 Jeffrey Spoke		817.30
3726 Thomas Crave		<u>837.20</u>

TOTAL: \$44,941.52

Nancy L. Thompson, Clerk

