

TOWN OF PORTLAND BOARD MEETING MINUTES

Thursday, November 21, 2019

Portland Town Hall

7:30 P.M.

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

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

Others Present (for at least a portion of the meeting): Richard Yelk, 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, 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 3-0 on a voice vote.

Motion by Sup. Keach, seconded by Sup. Crave, to approve the minutes of both the October 17, 2019, regular Town Board meeting and the October 23, 2019, special Town Board meeting as printed. Keach's motion carried 3-0 on a voice vote.

During the Public Input portion of the meeting, Matt Rasmussen updated the Board on snow removal services thus far and presented his October bill for such.

Richard Yelk then reported that he had issued the following building and outdoor furnace permits since the Board's regular September monthly meeting:

Chris Palmer	60x120 pole barn	\$ 50,000.00
	12x15 three-season room	10,000.00
	Outdoor wood-fired furnace	
Jim Stone	Remodel kitchen	18,000.00
Dale & Nancy Kitelinger	Remodel bathroom	12,777.00
Jeff Krueger	40x72 pole shed	22,000.00.

Chr. Spoke noted that he and Yelk plan to meet with a representative from General Engineering Company to discuss possible additional services the company could provide the Town. A company representative will be invited to discuss such with the Board at its December monthly meeting.

There was no Unfinished Business for the Board to address.

The Board then addressed the first four items of New Business: a rezoning application

(A-2 to I-1) for 3.5 acres at W11141 Hubbleton Road, a conditional use permit application to operate a salvage yard on those 3.5 acres, a rezoning application (A-1 to I-1 for 5 acres at W10710 Yelk Lane, and a conditional use permit to operate a salvage yard on those 5 acres. The Town Plan Commission had conducted a public hearing on all four applications on November 6, 2019, and at the Plan Commission meeting which directly followed adjournment of the public hearing had voted 5-0 to recommend Town Board denial of both rezoning applications. The Plan Commission did not consider (take specific action) on the two conditional use permit applications, since their approval was predicated on the successful rezoning of both properties to I-1. (Copies of the applications and the Plan Commission minutes had been distributed to Town Board members prior to tonight's meeting.)

Sup. Crave moved to deny Gordon Yelk's application to rezone 3.5 acres at W11141 Hubbleton Road from A-2 to I-1 and Sup. Keach seconded the motion, with Chr. Spoke noting that the requested rezoning doesn't "fit into" the Town's Future Land Use Plan. Crave's motion to deny carried 3-0 on a voice vote.

Acknowledging that the 3.5 acres at W11141 Hubbleton Road had not been rezoned to I-1 and that land zoned A-2 is not eligible for a conditional use permit to operate a salvage yard, motion by Sup. Keach, seconded by Sup. Crave, to deny Gordon Yelk's application for a conditional use permit to operate a salvage yard at W11141 Hubbleton Road. Keach's motion carried 3-0 on a voice vote.

Motion by Sup. Crave, seconded by Sup. Keach, to deny Gordon Yelk's application to rezone 5 acres at W10710 Yelk Lane from A-1 to I-1. Again, it was noted that the requested rezoning "doesn't fit into the Town's Future Land Use Plan." Crave's motion carried 3-0 on a voice vote.

Again acknowledging that the 5 acres at W10710 Yelk Lane had not been rezoned to I-1 and that land zoned A-1 is not eligible for a conditional use permit to operate a salvage yard, motion by Sup. Crave, seconded by Sup. Keach, to deny Gordon Yelk's application for a conditional use permit to operate a salvage yard at W10710 Yelk Lane. Crave's motion carried 3-0 on a voice vote.

Motion by Sup. Crave, seconded by Sup. Keach, to approve Budget Resolution 2019-4 which specified the following:

Increasing the Highway and Street Maintenance Expenditure account from \$178,518.18 to \$179,018.18 AND

Decreasing the Recycling Expenditure Account from \$10,000.00 to \$9,500.00.

Crave's motion carried 3-0 on a roll call vote, with Chr. Spoke, Sup. Keach, and Sup. Crave all voting "Yes" on the motion.

Next the Board briefly reviewed the request made to the Columbus Area EMS group from the villages of Lowell and Reeseville to join the Columbus Area EMS group for EMS services. Motion by Sup. Crave, seconded by Sup. Keach, to support the proposed offering of a temporary (one year: 2020) contract to the Village of Lowell and the Village of Reeseville for ambulance service with Lifestar EMS. Crave's motion carried 3-0 on a voice vote.

Chr. Spoke reported that he is working on a Multimodal Local Supplement grant (90/10 grant) application for River Oaks Road. Sup. Keach is getting the required bid from Wolf Paving for such project, and Pete Thompson has offered to look over the Town's application prior to its submittal. Spoke noted that he will reference the impact receipt of the grant would have on the area's residents (of

which there are many) and tourism in particular and that the grant application needs to be submitted by December 6.

Motion by Sup. Crave, seconded by Sup. Keach, to increase the fee charged title companies, etc. for the Town's completion of Special Assessment forms from \$5.00 to \$10.00 per parcel effective January 1, 2020. Crave's motion carried 3-0 on a voice vote.

The Board then discussed the water "puddles" that have recently surfaced a number of times on the Town hall floor. To date, the Board hasn't been able to determine the cause of the problem but will continue working on that.

Clerk Thompson noted that one of the requirements for the state's approval of the election security grant the Town recently received is the development of an Election Day Contingency Plan. She said that the Waterloo Gun Club had been identified as the designated emergency polling location in the past and she wondered whether that location was still the Board's preference. Hearing "yes," (Chr. Spoke will confirm the Gun Club's continued willingness to permit such use), Thompson said that she would create the required contingency plan to address election security emergencies in the Town and submit a copy of that plan to the Wisconsin Elections Commission by the subgrant program deadline.

The Board then discussed what information, if any, to include along with the 2019 tax bills. Treasurer Benninger noted that the county treasurer wants the lottery credit explanation and the land notification system included once again. Clerk Thompson suggested that information regarding anticipated state-required electrical inspections also be included.

Clerk Thompson then noted the following items (with additional ones also possible) for inclusion on the agenda for the Board's December monthly meeting: appointment of 2020-2021 pollworkers, a member of the Plan Commission, and two members of the Board of Adjustment; approval of 2019 budget amendments, adoption of the Town's 2020 budget, action on the Town's possible continued TAC membership, and discussion and possible action regarding additional services which General Engineering Company could provide to the Town.

The Board agreed to conduct its December monthly meeting on December 19, 2019, at the Portland Town Hall beginning at 7:30 P.M.

Treasurer Benninger then reported October receipts of \$26,993.61 and October checking account disbursements of \$10,136.26. With the addition of November receipts to November 18, 2019, of \$1,887.90, the balance in the money market account as of that date was \$25,596.38, and the balance in the checking account was \$984.84 for a combined total in both accounts of \$26,581.22. Benninger said that she had also received the \$1,200.00 in election security grant funding and (on the day before) the Town's last Shared Revenues payment of \$19,711.18. With those amounts added, the total funds available as of the meeting are \$47,492.40. She added that the Town has now received all of its anticipated 2019 aids.

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

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

1. Notification that American Transmission Company's 2019 10-year Transmission System Assessment is available online @ atc10yearplan.com
2. Information from the Customer Compliance Department of PCI regarding Wisconsin and federal labor law notices
3. Copy of electric permit applications submitted by Rich Brouillard, Jeff Krueger, and Marylne Sullivan to General Engineering Company
4. "Rock River Reflections" Fall 2019 Volume 22, Number 3
5. Information from the Dodge County Highway Commission regarding the 2020-2021 LRIP program and Multimodal Local Supplement program
6. Tax levy certifications for the 2019-2020 fiscal year from Madison Area Technical College (\$97,745.93), Columbus School District (39,539.00), Waterloo School District (\$1,098,533.00), and Dodge County Finance Department (\$590,394.14)
7. Notification of November 1st meeting of the Columbus Area EMS Group
8. Signed Joint Powers Agreement for county 911 emergency system effective January 1, 2020, through December 31, 2020, from Dodge County Sheriff's Office
9. Summary from Jeff Slotten of the November 1 discussion of the Columbus Area EMS Group regarding the villages of Reeseville and Lowell's desire to obtain ambulance service through Lifestar EMS in coordination with the Columbus Area EMS Group
10. Unaudited Investment Activity Report for the Town's OBRA-PST plan July 1, 2019, to September 30, 2019, plus Investment Option Summary for the same time period from Nationwide Retirement Solutions
11. Wisconsin Towns Association November 2019
12. Information and registration form from Lynn Markham concerning December 3rd "Zoning Board of Adjustment & Appeals Workshop" in Green Lake
13. Update from Nate Olson regarding Dodge County's broadband accessibility grant application plus a Connect Dodge County survey to complete to help identify problematic areas and document issues in the region
14. Notification from Amy Nehls of the December 4th EMS Community Forum in Juneau
15. Call from a realtor questioning the possibility of a potential buyer placing a mobile home on a lot on Dalman Road
16. Monthly Columbus Fire Department report from Randall Koehn
17. Notification from William Farrey that the Portland Sanitary District #1 would not be imposing a 2019 tax levy payable 2020
18. Notice from Wisconsin Department of Revenue of Shared Revenue distribution November 2019 (\$19,711.18), state school levy tax credit and estimated major state aids for 2019 tax bills, 2019 First Dollar credit amounts per school district, and equalized value school tax rate for use in the 2019 lottery credit calculation
19. Notification from Columbia County Planning & Zoning Department that the Columbia County Board of Supervisors on November 12, 2019, had approved "Amendments to the County's Comprehensive Plan 2030"
20. Copy of 2020 Columbus Rural Fire Group budget and of the Town's assessment (\$3,918.15) from Eleanor Schultze
21. Request from Randall Koehn for an estimate of the number of Town residents serviced by the Columbus Fire Department.

Chr. Spoke reported that he had submitted the state-required PASER ratings report.

Sup. Keach reported that a stop sign had been "taken out" at the intersection of Stark & Sullivan.

Wish no other business needing to be addressed at the time, motion by Chr. Spoke, seconded by Sup. Keach, to adjourn. Spoke's motion carried 3-0 at 8:45 P.M.

NOVEMBER 2019 BILLS APPROVED FOR PAYMENT

3737 We Energies	\$ 10.29
3738 Waterloo School District	348.00
3739 MR Concrete, LLC	5,000.00
3740 Joseph Pantely	394.33
3741 Dodge County	300.00
3742 Advanced Disposal	589.37
3743 Hometown News Limited Partnership	35.94
3744 Waterloo Utilities	246.36
3745 Kurt E. Keach, LLC	685.00
3746 MR Concrete, LLC	1,430.00
3747 General Engineering Company	99.00
3748 Jeff Robbins	110.82
3749 USPS	<u>33.00</u>
TOTAL:	\$ 9,282.11

Nancy L. Thompson, Clerk