

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

**Thursday, March 15, 2018**

**Portland Town Hall**

**7:30 P.M.**

Town Chairperson Jeffrey Spoke called the Town of Portland Board's regular March monthly meeting to order at 7:33 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, William Farrey, and Chris O'Brien (Courier correspondent).

Clerk Thompson verified that proper meeting notices had been posted at the three designated locations as required by law, included in the Municipality Meeting section of the March 9, 2018, edition of the Watertown Daily Times, and delivered to the Courier office.

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 the February 15, 2018, regular Town Board meeting as printed. Keach's motion carried 3-0 on a voice vote.

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

Police liaison Weihert was not present to update the Board on any current issues or concerns.

Richard Yelk reported that he had issued a driveway permit (its installation, construction, and access granted by Dodge County) to Kyle Minnameier for his driveway on County BB south of Baker Road.

William Farrey then updated the Board on the Portland Sanitary District. Farrey noted that the system had recently been cleaned and televised at a cost of \$7,000.00 and that those procedures had not been done for about 10-15 years, even though cleaning is recommended to be done about every four years and televising every 8-10 years. Though some leaks and sagging points do exist, the system was determined to be in good shape for its age. The low spots won't be addressed now, since doing so would necessitate digging up of the road in those areas. Farrey added that the system has both mains and laterals and that homeowners are typically responsible for the laterals. Fourteen of the seventy plus mains showed some water coming in. Since Expeditors estimated that probably only 20% of the leakage is due to the laterals, nothing will be done with them now. Farrey added that most of the leaks in the sewer mains look to be resolvable with an "epoxy bladder system" at a cost of 3,000.00-\$4,000.00 each depending on size and location. With 6-7 of the sewer mains needing work, the cost for doing so would be roughly \$30,000.00. Three additional spots with bad scaling (rust/corrosion) would cost another \$10,000.00 to repair. There are also a couple of pipes that are cracked, but since no water is currently coming in them, those will be left as is. Farrey noted that water can also get in the stacks

where the manhole covers are. There are twenty-three of them, and the cost for sealing the entire side of one would cost \$1,200.00 - \$1,500.00 for a total projected cost of \$30,000.00. Summarizing costs, Farrey said that 70-80% of the system's current problems looks to be resolvable for the next eight years for \$70,000.00-\$75,000.00 and that the payback period would be 5-10 years. The main question needing to be answered at this time is how to cover the cost of the needed repairs (loan, tax levy, or?). Though the Sanitary District has cash on hand, Farrey feels that it would not be prudent to use that cash for the repairs but instead to reserve the cash for use in the event of an unexpected catastrophic situation. Seven to eight years of payments remain on a current Sanitary District loan. Farrey said that he is in the process of completing the required DNR report and another CMOM (?) report and that he still intends to step down from the Sanitary Commission after "setting things up" as much as possible. He noted his lack of available time, the personal liability risk of serving on the Commission, and the fact that the Commission has never been fully staffed since he's served on it and said that he believes a manager in some form needs to be hired.

Chr. Spoke thanked Farrey for the update, noted that the Commission certainly could choose to hire a manager if desired, and stated that the Board would look to fill some or all of the vacant Commissioner positions at its April monthly meeting.

With no Unfinished Business listed on the agenda, the Board addressed its first item of New Business: determining the Town's level of support for Town youth taking summer swimming lessons at the Waterloo School District pool.

On a motion by Chr. Spoke, seconded by Sup. Keach, and passed 3-0 on a voice vote, the Board took action to provide the same level of support to Town youth taking summer swimming lessons at the Waterloo School District pool as in 2017: payment of 40% of the fee for up to two sessions of day or night lessons per individual, with no support provided for tot, lifeguard, or guard start lessons.

Motion by Sup. Crave, seconded by Chr. Spoke, to approve contracting with Keach Lawn Care for 2018 cemetery mowing at the same rate as in 2017 (\$1,300.00). Crave's motion carried 2-0-1 (with Keach abstaining).

Motion by Sup. Keach, seconded by Sup. Crave, to approve the proposal from Skalitzky Sod Farms for 2018 roadside mowing at the same hourly rate (\$125.00) as in 2017. Keach's motion carried 3-0 on a voice vote.

The Board had received a couple calls regarding water running onto and then freezing on the south side of Yerges Road, necessitating a re-shaping of the ditch to fix the problem. Motion by Sup. Crave, seconded by Sup. Keach, to have JLM Landscaping do the needed work contingent on the Town-required certificate of liability insurance first being provided. Crave's motion carried 3-0 on a voice vote.

Chr. Spoke noted that he had received a call from Wally Schoenherr requesting grinding of stumps on the right-of-way on the Washington Cemetery Road. Apparently the Cemetery Association had cut trees there in the past and now they're starting to grow up again. Schoenherr wants the stumps ground to achieve a "better look" there and to make mowing easier. Spoke noted that grinding the 15-17 stumps (a couple being big ones) would be "pretty costly" (\$4.00 an inch). Following some discussion, motion by Chr. Spoke, seconded by Sup. Keach, to cut the stumps off level with the ground but not to do any grinding of them. Spoke's motion carried 3-0 on a voice vote.

The Board agreed to meet at 10:00 A.M. at Chr. Spoke's home on Thursday, April 5, and from there to drive throughout the Town checking for needed 2018 road maintenance and unsightly properties.

Clerk Thompson presented a combination license application from John Checki for W11699 2nd Street. She will have the required notice published, and then the Board will take action on that application at its April monthly meeting.

The Board then discussed Richard Yelk's desire to have some type of written process/chain of events drafted for him to give to individuals wanting to build a home in the Town. While also noting that many situations are unique, the Board expressed no opposition to Yelk developing such a flow chart.

Motion by Sup. Crave, seconded by Sup. Keach, to rescind the Board's earlier motion to hire JLM Landscaping for the ditch work on Yerges Road. Crave's motion passed 3-0 on a voice vote. Additional costing proposals for that work will now be sought.

Items mentioned for inclusion on the Board's April agenda included the following: Yerges Road project, Checki license application, dog licensing, bid letting for the Sullivan Road project, and appointment of individuals to the Portland Sanitary Commission.

Treasurer Benninger then reported February receipts of \$139,462.51 and February checking account disbursements of \$570,803.15 including a bank service charge of \$3.15. March receipts to March 10, 2018, totaled \$716.24. Consequently, as of that date, \$180,616.52 was available in the money market account and \$1,078.26 was available in the checking account for a total of \$181,694.78 in both accounts. In addition, \$526.66 remains in the Town Computer Savings Account. Benninger added that one delinquent personal property tax payment remains outstanding.

Motion by Chr. Spoke, seconded by Sup. Keach, to approve Treasurer Benninger's report as given. Spoke'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 March bills presented plus the expenses which will be incurred with the April 3rd election. Keach's motion carried 3-0 on a voice vote.

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

1. Notification from the Wisconsin DNR of the online availability of the 2018 Forest Crop Law and Managed Forest Law Master List
2. Notification from the Department of Workforce Development Division of Unemployment Insurance of benefit charges and adjustments for Walter Schoenherr for weeks ending 02/10/2018 through 02/24/2018
3. Notification from the Department of Revenue that it has rescinded its November 1, 2017, non-compliance notice of the Town's 2017 level of property assessments, since the Town now meets the 2017 statutory requirements for such
4. Notification of a new building number assignment (W11552 Torpy Road) for the existing house on Crave Brothers Farm
5. Notification from Coreen Fallat of upcoming meetings hosted by DATCP regarding Farmland Preservation Zoning ordinances and Livestock Facility Siting

6. Request from Karen Boyd for information regarding upcoming Town road projects which might disturb, destroy, or cover Public Land Survey System Monuments
7. Request from WE Energies for information regarding road restrictions
8. Registration brochure from the University of Wisconsin-Extension Local Government Center for "Local Government Essentials 2018" webinars and teleconferences series
9. Notification from Dane County Planning & Development of public hearing on amendments proposed to Dane County's Comprehensive Plan by the Town of Cross Plains and the Town of Vermont
10. Request from the Waterloo School District for the Town's contribution toward 2018 summer swimming lessons taken by Town youth
11. Copy of Charter Cable Partners, LLC renewal of its state video franchise authorization for the Town
12. Wisconsin Towns Association March 2018
13. Listing of 2018 building permit applications thus far submitted to General Engineering Company
14. Equipment rental flyer from M&D Truck and Equipment Sales
15. Copy of signed Joint Powers Agreement for County 911 Emergency System from the Dodge County Sheriff's Office
16. Copy of petitions to amend the Dodge County Land Use Code and the Shoreland Protection Ordinance and Floodplain Zoning Ordinance (Several amendments will be applicable to the Town.)
17. Information from University of Wisconsin Transportation Information Center regarding upcoming "Work Zone and Flagger Safety" workshops
18. Calendar year 2017 housing survey for completion and submission to Wisconsin Department of Administration plus "DOA Local Government Report" Volume 15, #1/March 2018
19. February LifeStar report from Chris Orange
20. Survey regarding local Farmland Preservation efforts for completion and submission to Alison Volk (Department of Ag, Trade, and Consumer Protection)
21. Request from Badgerland Disposal for information related to their possible desire to offer curbside residential collection services in the Town.

Chr. Spoke then noted the following in his monthly report:

1. The south end of Yerges Road had water running over it when ice was there. The process used to solve that problem in the past has failed, so the ditch will need to be cleaned out again.
2. Spoke visited Hubbleton Brewery and notified the owner that his current operation is not an allowed use in the A-1 zoning district. Spoke recommended that the owner talk with the Plan Commission regarding rezoning some of his property to A2 and possibly also requesting a conditional use permit.
3. Brushing begun last year by Nick Weisensel is still being finished. Kurt Keach has been taking a lot of brush down, but work still remains on Stark and Dalman.

Sup. Keach reported that he plans to purchase a wand (approximate cost of \$40.00-\$50.00) to heat up the cold patch that he and Joe Pantely apply in needed areas. Keach also noted that Pantely has "gotten everything straightened out" with Advance Disposal at the recycling site.

With no further 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 9:25 P.M.

MARCH BILLS APPROVED FOR PAYMENT

3328 WE Energies	\$ 68.57
3329 Dodge County	30.00
3330 USPS	250.00
3331 Unemployment Insurance	48.44
3332 Wisconsin Department of Revenue	178.71
3333 Town Group Fire District	5,666.40
3334 Joseph Pantely	370.30
3335 Lange Enterprises, Inc.	44.33
3336 Gardiner Appraisal Service, LLC	226.78
3337 Country Carpenter, LLC	301.29
3338 Nancy L. Thompson	1,732.36
3339 Nationwide Retirement Solutions	1,512.50
3340 Hometown News Limited Partnership	11.42
3341 Dunneisen Excavating, LLC	1,264.20
3342 Carleen Benninger	1,740.90
3343 Jeff Spoke	901.59
3344 Kurt Keach	1,853.20
3345 Advanced Disposal	688.21
3346 Waterloo Utilities	265.71
3347 Insight FS	1,557.44
3348 Decorative Concrete Construction, LLC	2,530.00
3349 Thomas Crave	273.61
3350 USPS	<u>20.50</u>

TOTAL: \$ 21,536.46

Nancy L. Thompson, Clerk