

TOWN OF PORTLAND BOARD MEETING MINUTES

Thursday, January 16, 2020

Portland Town Hall

7:30 P.M.

Chairperson Jeffrey Spoke called the Town of Portland Board's regular January monthly meeting to order at 7:30 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: Richard Yelk 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, posted on the Town's website, and included in the January 10, 2020, Municipality Meeting section of the Watertown Daily Times.

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 open and closed sessions of the Board's December 19, 2019, regular Town Board meeting as printed. Keach's motion carried 3-0 on a voice vote.

During the Public Input section of the meeting, Tom Crave noted that Crave Brothers Farm wants to build a new milking parlor and that the proposed location for that parlor (even though it meets Town requirements) does not meet the setback requirements in the livestock siting regulations under which the farm operates. As a result, he assumes that a variance will be needed.

Chr. Spoke responded that he would check with a member of the livestock siting board to see if its procedures in such situations are different than the Town's procedures. Spoke also asked Clerk Thompson to put the farm's building request on the agenda for the Board's February meeting for either denial (because a variance will be needed) or approval--depending on what Spoke learns.

Richard Yelk reported that he had issued the following municipal permit since the Board's December monthly meeting:

Crave Brothers Cheese	Boiler room	\$30,000.00.
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Yelk added that he had contacted Dion from General Engineering (due to what he had told the Board at its December meeting) to make sure that an electric permit/inspection wasn't also necessary.

The Board then continued the discussion begun at its December monthly meeting regarding possible expansion of services provided by General Engineering Company to the Town. Chr. Spoke noted that he had talked with Dion from General Engineering that day and was told that if the Board was interested in considering expansion of General Engineering Company's services that he, Clerk Thompson, and Dion should meet to discuss specifics and get "hard numbers" on costs for such expanded services. Sup.

Crave stated that if the Town Board decides to expand General Engineering Company's work in the Town that residents might question whether the Town is losing its local control. In response, Spoke noted that he isn't looking to change the Town's current zoning regulations--unless they are outdated or incomplete. Instead, he anticipates that any zoning services provided by General Engineering would basically be consulting services--providing assistance in interpreting the Town's zoning ordinance regulations. He added that when electrical inspections are required, such inspections need to be done by someone qualified to do them. Sup. Keach didn't express strong support for or against expansion of General Engineering's services, though he did state that having a company such as General Engineering provide advice to the Town regarding zoning issues would take liability off the Town. Following the discussion, Sup. Crave moved to continue pursuing expanded services from General Engineering Company. Sup. Keach seconded that motion, and it carried 3-0 on a voice vote. Spoke said that he would try to schedule a meeting with Dion and Clerk Thompson and Spoke sometime between February 10 and the Board's February monthly meeting.

The Board then addressed its first item of New Business: possible lowering of the speed limit on some or all town roads in the Town of Portland. (This agenda item was triggered by Robert Haseleu's comments during the Public Input segment of the Board's December monthly meeting.) Sup. Keach stated that he had driven in both the Town of Waterloo and Town of Medina since the Board's December meeting and that not all town roads in those two towns have posted 45 MPH speed limits as the Board had been told. Chr. Spoke said he did not favor reducing the speed limit on all town roads in the Town of Portland but that he did support lowering the limit on Dalman Road since Mr. Haseleu has expressed concern more than once over speeding there and since the speed limit on that road eventually goes down to 25 MPH. Following additional discussion, motion by Sup. Crave, seconded by Sup. Keach, to lower the speed limit on Dalman Road from Torpy to County I from 55 MPH to 45 MPH effective immediately, though signs noting such probably will not be able to be installed until spring. Crave's motion carried 3-0 on a voice vote.

The Board then reviewed the draft Town of Portland Election Day Contingency Plan prepared by Clerk Thompson. Motion by Chr. Spoke, seconded by Sup. Crave, to approve the plan as presented--with the understanding that additional telephone/contact numbers will be added to Pages 10 and 11. Spoke's motion carried 3-0 on a voice vote.

Items mentioned for placement on the agenda for the Board's February monthly meeting included the Crave Brothers Farm milking parlor location issue, possible expansion of General Engineering Company's services to the Town, and consideration of proposals for repairing the Town hall siding or completing replacing it. Board members agreed to conduct that meeting on Thursday, February 20, 2020, at the Portland Town Hall beginning at 7:30 P.M.

Treasurer Benninger then reported December receipts of \$629,818.67, December checking account disbursements of \$23,749.42, and bank service charges for deposited checks and deposit tickets of \$57.95. With the addition of \$273,782.60 of January receipts to January 13 minus January tax settlement payments and refunds for tax overpayments, the balance in the money market account as of January 15, 2020, was \$368,643.69 and the balance in the checking account was \$917.01 for a combined total in both accounts of \$369,560.70. In addition, \$548.41 remained in the Town Computer Savings Account at the end of the year. Benninger added that she had received PILT revenue on Wednesday and the Town's first highway aid payment on Monday.

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

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

1. Notification of the January 29th meeting in Reeseville with Attorney Eric Larson regarding the possible merger of the Reeseville, Lowell, and Clyman fire departments
2. Wisconsin Towns Association January 2020
3. Notification from Christine Abell of the January 6 meeting of the Reeseville Town Group Fire District
4. Return receipt confirmation for the Town's submitted 4th quarter 2019 Unemployment Compensation report
5. Notification of the 2020 IRS standard mileage rate: 57.5 cents per mile
6. Request from the State of Wisconsin Department of Health Services for a list of retailers currently licensed to sell tobacco products in the Town
7. Notification from Eleanor Schulze of the Town's Columbus Rural Fire Group's 2020 assessment: \$3,918.15 due March 1, 2020
8. Confirmation from Nationwide of contributions received and invested on December 27, 2019
9. December Columbus Fire Department report and 2019 Columbus Fire Department Annual Report from Randall Koehn
10. Notification of the January 15th meeting of the Dodge County Unit of the WTA
11. Notification from Amy Nehls, Dodge County Emergency Management Director, that the countywide EMS study approved in 2019 has been completed and that Strategic Management Consulting would be giving a presentation on its process and recommendations for a sustainable EMS solution throughout the county at the January 21st Dodge County Board meeting
12. Special Assessments form for completion regarding property owned by Gregory Wilke to be purchased by P & Q Waterloo, LLC
13. Copy of January 10, 2020, e-mail from Attorney Strohschein to R. Rick Resch (Strang Bradley, LLC)
14. Reminder to submit a report of all lands zoned out of the Town's certified farmland preservation zoning district in 2019 to DATCP Working Lands by March 1
15. E-mail update from Mike Koles and news release regarding the multimodal grant applications (1,596 total eligible applications with a total project value of \$1,460,370,391)
16. Copy of review of plan submittal for Crave Brothers Farmstead Cheese LLC from WI Department of Safety & Professional Services, Industry Services Division
17. Information regarding the kickoff of the 2020-2021 local redistricting process in Wisconsin and associated training seminars
18. Request from Jennifer Schmidt (Dodge County Land Resources & Parks Department) to verify the Department's quick reference sheet for the Town
19. Waterloo Fire & Rescue's December EMS training and activity reports.

Sup. Keach reported that he had talked with Glenn Wolff and that needed brushing on Dalman Road would get done in the next few weeks. Keach also stated that he had notified Dodge County Highway personnel of the lack of visibility when entering Highway I from Dalman Road. (Bob Haseleu had expressed concern over that at the Board's December monthly meeting.)

Treasurer Benninger reported that she had spoken with Rachel Geise (F & M State Bank) regarding a municipal savings account which would pay a higher rate of interest than the Town's current money market account. Benninger said that such account would require a minimum \$200.00 balance and would pay a fluctuating interest rate (currently 1.63%). Only six transfers could be made from the account during any particular month. The account would be FDIC insured up to \$250,000.00. Geise wasn't certain whether a service fee would be charged for deposited checks. Benninger will check on that and (following Board direction) will have a municipal savings account set up if everything checks out. Spoke, Benninger, and Thompson will then need to sign the account card.

With no other business needing to be addressed by the Board at the time, motion by Chr. Spoke to adjourn. Sup. Keach seconded that motion and it carried 3-0 on a voice vote at 8:30 P.M.

ADDITIONAL BILLS PAID IN DECEMBER 2019

3776 Kevin Kraus	\$ 576.67
3777 Donald Kiesow	10.00
3778 Whisper Klawitter	68.80
3779 Scott Buss	<u>.48</u>
TOTAL:	\$ 655.95

JANUARY 2020 BILLS APPROVED FOR PAYMENT

3780 Columbus School District	\$ 11,860.21
3781 Waterloo School District	329,518.42
3782 WTA/TAC	273.00
3783 Election Systems & Software, LLC	367.50
3784 We Energies	43.24
3785 Neitzel Auto & Hardware	53.02
3786 Joseph Pantely	399.88
3787 Dodge County Unit of the WTA	25.00
3788 WMCA	65.00
3789 City of Columbus	1,510.40
3790 DPL Maintenance, LLC	38.12
3791 Madison Area Technical College	29,320.09
Direct withdrawal from Dodge County	177,095.95
3792 City of Waterloo	28,409.00
3793 Advanced Disposal	591.51
3794 Carleen Benninger	110.00
3795 Waterloo Utilities	246.03
3796 MR Concrete LLC	5,000.00
3797 Kurt E. Keach, LLC	<u>1,615.00</u>
TOTAL:	\$586,541.37

Nancy L. Thompson, Clerk