

# **TOWN OF PORTLAND BOARD MEETING MINUTES**

**Thursday, December 19, 2019**

**Portland Town Hall**

**7:30 P.M.**

Chairperson Jeffrey Spoke called the Town of Portland Board's regular December monthly meeting to order at 7:35P.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, Dion Okeson, Kristine Snow, Amber Otto, Bobby Haseleu, 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. Crave, seconded by Sup. Keach, to approve the minutes of both the November 21, 2019, regular Town Board meeting and the November 26, 2019, public budget hearing and Special Town Meeting of the Electors as printed. Crave's motion carried 3-0 on a voice vote.

During the Public Input section of the meeting, Bobby Haseleu expressed the following three concerns: 1) He desires to have the Board consider lowering the speed limit on all Town roads--especially Dalman Road. He said that some manure trucks on that road are probably going the legal limit but couldn't stop quickly enough if they needed to even if they were traveling 45 MPH. According to Haseleu, all town roads in the Towns of Medina and Waterloo are posted for 45 MPH. 2) He noted the lack of visibility on Dalman Road from his home to the south and when entering onto Highway I due to overgrown vegetation. As a result, he said that drivers have to pull out to see traffic coming south on Highway I. 3) He and others are concerned about stray shots from the Waterloo Gun Club. Chr. Spoke responded that the Board had lowered the speed limit on a section of Sullivan Road to 45 MPH and would discuss possible lowering of the speed limit on additional Town roads at its January monthly meeting, and Sup. Crave noted that he had attended a meeting on that Tuesday at the Gun Club where stray shots had been discussed. Plans are being made to improve the rifle range there by increasing the height of the berm in an effort to avoid stray shots onto others' property. Board members noted that the overgrown vegetation on Highway I is Dodge County's responsibility.

Kristine Snow, candidate for the Dodge County Circuit Court Judge seat which will be on the April 2020 election, then introduced herself and discussed her candidacy. Snow said that she has twenty-seven years experience practicing law. For the last fourteen years, she has served as an attorney in Waupun where she has primarily focused on family law and bankruptcy, but she said that she also works on wills and probate, adoption, CHIPS, etc. Stating that she has a very broad background and that she believes that "experience makes a difference," Snow then provided examples of several cases she recently

worked on to illustrate her varied experience. She also briefly explained her background leading up to her present position (graduating from Columbus High School as valedictorian, earning business and law degrees from the University of Wisconsin-Madison, and serving as Clerk for the Court of Appeals in Waukesha. She noted that three of the four judges she has worked for have endorsed her candidacy. She also identified her guiding principles and goals as follows: 1) to be firm and fair in her decisions, stating that she has represented all kinds of people and has experience looking at issues from differing points of view 2) to apply the law as written, since a circuit court judge "does not make new laws," 3) to address drug and alcohol abuse in treatment court and new solutions in family law, and 4) to re-implement veterans' court (perhaps partnering with Dane County) as an alternative to incarceration. In closing, Snow stated that she has practiced in over 25 counties in Wisconsin and in all three levels in the court system and again stressed that she has received many endorsements.

Richard Yelk had no new building, driveway, outdoor furnace, or culvert permits to report.

With no Unfinished Business to address, the Board began its discussion of New Business--services provided by General Engineering Company. Dion Okeson, certified building inspector with General Engineering Company, stated that GEC currently issues permits for new one and two-family dwellings in the Town (the state requires such dwellings to be inspected by a Town employee, a company such as GEC, or the state itself), along with electrical service upgrades for residential and commercial. Nothing else is currently state-required. Okeson said that the permits the Town currently issues are not true building permits but rather Town or municipal permits, since Mr. Yelk is not a certified inspector. As of January 1, 2020, the state will require permitting and inspection of any new or addition to existing commercial electrical work. Installations requiring inspection will include farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks or wharves, and recreational vehicle parks. Mr. Okeson distributed several handouts related to the upcoming change in state law and answered questions from Board members regarding the company's ability to handle all building projects in the Town, as well as zoning questions, etc. At its January monthly meeting, the Board will continue discussing whether or not to expand General Engineering's work in the Town. Another meeting with Mr. Okeson might also be scheduled.

A proposal from DPL Maintenance LLC (Tim Yelk) for snow removal services at the Town's recycling site (\$110.00 an hour) was then briefly discussed. Motion by Sup. Keach, seconded by Sup. Crave, to accept DPL's proposal, with the understanding that a workers comp. "fee" would be deducted from any invoice due to Yelk not carrying workers comp. insurance. Keach's motion carried 3-0 on a voice vote.

The Board briefly discussed continued membership in the Town Advocacy Council, the advocacy arm of the Wisconsin Towns Association. Motion by Sup. Keach, seconded by Sup. Crave, to renew the Town's membership for 2020 at a cost of \$273.00. Keach's motion carried 3-0 on a voice vote.

Motion by Sup. Crave, seconded by Sup. Keach, to approve Budget Resolution 2019-5 which changed the Town's 2019 budget as follows:

Increased Other Tax revenues from \$950.00 to \$2,500.00

Decreased license and permit revenue from \$12,500.00 to \$9,600.00

Increased General Government revenue from \$150.00 to \$440.00

Increased Interest revenue from \$500.00 to \$560.00

Increased Miscellaneous Revenue from \$4,000.00 to \$5,470.00

Increased Board, Legal, Assessment, & Elections expenditures from \$46,000.00 to \$46,450.00

Decreased Town Hall expenditures from \$3,200.00 to \$2,900.00  
Decreased Insurance expenditures from \$6,700.00 to \$6,550.00  
Decreased Public Safety expenditures from \$122,000.00 to \$119,700.00  
Increased Snow Removal expenditures from \$60,000.00 to \$64,250.00  
Increased Highway Maintenance expenditures from \$179,018.18 to \$179,250.00  
Decreased Street Lighting expenditures from \$2,500.00 to \$2,100.00  
Decreased Solid Waste Disposal expenditures from \$6,000.00 to \$5,400.00  
Decreased Recycling expenditures from \$9,500.00 to \$8,950.00  
Increased Culture & Recreation expenditures from \$2,650.00 to \$2,850.00  
Decreased Conservation and Development expenditures from \$3,000.00 to \$1,700.00  
Decreased Other Financing Uses from \$4,000.00 to \$225.00

AND

Increased estimated year-end balance from \$10,700.01 to \$15,413.19.

Crave's motion carried on a roll call vote 3-0, with Chr. Spoke, Supervisor Keach, and Sup. Crave all voting "Yes" to approve Budget Resolution 2019-5.

Motion by Sup. Crave, seconded by Sup. Keach, to adopt the 2020 Town of Portland budget as presented at the Public Budget Hearing on November 26, 2019. Crave's motion carried 3-0 on a voice vote.

Motion by Sup. Crave, seconded by Sup. Keach, to confirm the appointment of Angela Byers-Kranz to the Town's Plan Commission January 1, 2020, through December 31, 2022. Crave's motion carried 3-0 on a voice vote.

Motion by Chr. Spoke, seconded by Sup. Keach, to confirm the appointment of Bob Haseleu and Ricky Gentz to the Town's Board of Appeals January 1, 2020, through December 31, 2022. Spoke's motion carried 3-0 on a voice vote.

On the recommendation of Clerk Thompson, motion by Chr. Spoke, seconded by Sup. Keach, to appoint the following persons as Town of Portland pollworkers January 1, 2020, through December 31, 2021:

Debra Weihert	Chris Topel	Judy Stippich	Patricia Burlew Cox
Mindalyn Crave	Terry Wermuth	Ruby Kegler	Roxanna Weiner
Diane Dolan	Patsy Epstein		

Spoke's motion carried 3-0 on a voice vote.

Items identified for placement on the Board's agenda for its January monthly meeting included continued discussion regarding services to be provided by General Engineering Company, discussion regarding possible lowering of the speed limit on Town roads, approval of the Town's Election Day Contingency Plan, and discussion/possible action on proposals to repair the Town hall siding.

The Board agreed to hold its January monthly meeting at the Portland Town Hall on Thursday, January 16, 2020, beginning at 7:30 P.M.

Treasurer Benninger then reported November receipts of \$24,468.87 and November checking account disbursements of \$9,282.11. With no December receipts to date, the balance in the money market account as of December 13, 2019, was \$38,877.35, and the balance in the checking account was

\$1,002.73 for a combined total in both accounts of \$39,880.08. In addition, \$545.87 remains in the Town Computer Savings Account.

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

Motion by Chr. Spoke, seconded by Sup. Keach, to authorize Clerk Thompson to pay all of the December bills presented. Spoke's motion carried 3-0 on a voice vote.

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

1. Mill rate worksheet from State of Wisconsin Department of Natural Resources for calculating the 2019 PILT amount due the Town for lands acquired in fee by the DNR between January 1, 1992, and December 31, 2018
2. Copy of electrical service permit application submitted to General Engineering Company by Matt Rasmussen
3. Wisconsin Towns Association December 2019
4. Email from Mike Koles regarding upcoming hearing on an Assembly bill aimed at creating a registration and fee system for animal-drawn vehicles other than recreational or agricultural vehicles
5. Request from Jefferson County Health Department for Waterloo Gun Club contact information so that required water sampling can be done
6. Monthly Columbus Fire Department report from Randall Koehn
7. Information from Alan Strohschein related to pending litigation
8. Listing of building and electrical permit applications submitted to General Engineering Company by Town residents throughout the year
9. 2019 Municipal Assessment Reports and Market Drive discs and instructions for installing such from Gardiner Appraisal Service, LLC
10. Copy of land use permit issued by Dodge County Land Resources and Parks Department to James S. Greevers for a new 8x10 shed on River Oaks Road
11. Information from Emily Lockwood about Wisconsin's Deferred Compensation Program
12. State of Wisconsin 2019-2020 Wisconsin Blue Book
13. Certificate of liability insurance from Willis Towers Watson Midwest, Inc. for Fahrner Asphalt Sealers, LLC
14. April 2018-March 2019 Dodge County Crime Prevention Funding Board annual report from Sheriff Dale J. Schmidt.

Chr. Spoke reported that he had completed and submitted the Town's Multi Modal 90/10 grant for the River Oaks Road project.

Neither Sup. Crave nor Sup. Keach had anything to report.

Motion by Chr. Spoke, seconded by Sup. Keach, to go into Closed Session pursuant to Wisconsin Statutes 19.85 (1) (g) to discuss pending litigation involving the Town of Portland. Spoke's motion was seconded by Sup. Keach, and the motion passed 3-0 on a roll call vote at 9:08 P.M. with Spoke, Keach, and Crave all voting "Yes."

Chr. Spoke moved to return to Open Session at 10:00 P.M. Sup. Keach seconded that motion, and it carried 3-0 on a roll call vote with Spoke, Crave, and Keach all voting "Yes."

Motion by Sup. Crave, seconded by Sup. Keach, to adjourn. Crave's motion carried 3-0 at 10:01 P.M.

## **DECEMBER 2019 BILLS APPROVED FOR PAYMENT**

3750 We Energies	\$ 30.52
3751 The O'Brion Agency, LLC	67.00
3752 Gardiner Appraisal Service, LLC	200.00
3753 Steve Battenberg	46.17
3754 Angela Byers-Krantz	52.64
3755 Bob Topel	34.17
3756 Clayton Weihert	34.17
3757 Neitzel Auto & Hardware, LLC	29.95
3758 Advanced Disposal	589.08
3759 Joseph Pantely	383.26
3760 Kurt Keach	1,068.56
3761 GCS Software	330.00
3762 Wolff Paving & Excavating of Madison, Inc.	201.52
3763 Insight FS	2,771.19
3764 Waterloo Utilities	247.57
3765 Country Carpenter, LLC	61.94
3766 Richard Yelk	592.89
3767 MR Concrete, LLC	5,000.00
3768 Nancy L. Thompson	2,232.06
3769 Nationwide Retirement Solutions	1,839.64
3770 United States Treasury	721.38
3771 Carleen Benninger	2,425.69
3772 Thomas Crave	471.77
3773 General Engineering Company	330.00
3774 K J Memorial Library	2,500.00
3775 Jeffrey Spoke	817.30
Direct withdrawal from Farmers & Merchants State Bank	<u>15.00</u>
TOTAL:	\$ 23,093.47

Nancy L. Thompson, Clerk

