

TOWN OF PORTLAND BOARD MEETING MINUTES

Thursday, December 15, 2022

Portland Town Hall

7:00 P.M.

In the absence of Town Chairman Jeffrey Spoke, Supervisor Thomas Crave called the Town of Portland Board's December monthly meeting to order at 7:00 P.M., and all persons present joined in the Pledge of Allegiance.

Town Board Members Present: Supervisor Kurt Keach, Supervisor Thomas Crave, and Clerk Nancy L. Thompson.

Other persons present during a portion of the meeting: Lawrence and Donna Jean Stilen.

Clerk Thompson verified that proper meeting notices had been posted at the three designated locations as required by law, as well as posted on the Town's website.

Sup. Keach requested deletion of Unfinished Business B (Review and possible approval of proposed contract from him for 2023 cemetery mowing), since he intends to present a three-year proposal for consideration at the Board's January monthly meeting. Hearing no other requested revisions to the posted agenda, motion by Sup. Crave, seconded by Sup. Keach, to approve the evening's agenda following deletion of Unfinished Business item B. Crave's motion carried 2-0 on a voice vote.

Motion by Sup. Crave, seconded by Sup. Keach, to approve the minutes of the November 17, 2022, monthly Town Board meeting, the November 22, 2022, public budget hearing, the November 22, 2022, special meeting of the Town electors, and the November 22, 2022, special Town Board meeting as distributed. Crave's motion carried 2-0 on a voice vote.

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

Clerk Thompson announced that General Engineering had issued the following permits since the Board's November monthly meeting:

Rick Abendroth	AG shed at N363 Hubbleton Road
	Service upgrade at N1272 Dalman
Michels Road & Stone, Inc.	Driveway at W11184 Hubbleton
Christopher Raeder	Field driveway at N1544 County BB.

Under Unfinished Business, Clerk Thompson reported that she had recently met with Jeff Kreuger at the town hall to discuss possible remodeling projects. She will meet with him again in the near future prior to his submitting a proposal for Town Board consideration.

Lawrence and Donna Jean Stilen then explained their desire to combine two lots which they've purchased in River Oaks. (A copy of the unrecorded certified survey map of the properties had been provided previously to Board members.) Combined, the two lots will comprise 4.123 acres. The Stilens plan to build a new home there and would like its location to be on the current lot line between those two lots—thus their desire to combine the two lots into one parcel.

Following a few questions and brief Board discussion, motion by Sup. Keach, seconded by Sup. Crave, to approve the Stilen's desire to combine their two lots in River Oaks into one parcel. Keach's motion carried 2-0 on a voice vote. Clerk Thompson will contact the Stilen's surveyor at Land Tech to determine the next step in the process.

Motion by Sup. Crave, seconded by Sup. Keach, to approve Resolution 2022-4 amending the Town of Portland's 2022 budget as follows:

Increasing Licenses & Permits Revenue from \$24,000.00 to \$24,600.00
Increasing Interest Revenue from \$2,600.00 to \$2,900.00
Increasing Town Hall Expenditures from \$2,100.00 to \$2,150.00
Increasing Public Safety Expenditures from \$177,000.00 to \$177,950.00
Decreasing Highway Maintenance & Construction Expenditures from \$160,650.00 to \$158,900.00
Increasing Snow Removal Expenditures from \$59,000.00 to \$62,000.00
Increasing Solid Waste Disposal Expenditures from \$8,900.00 to \$9,450.00
Decreasing Recycling Expenditures from \$13,000.00 to \$11,000.00
Decreasing Conservation & Development Expenditures from \$6,000.00 to \$5,750.00
and
Increasing End-of-Year Reserves from \$120,805.79 to \$123,505.79.

Crave's motion carried 2-0 on a roll call vote with both Sup. Crave and Sup. Keach voting "Yes."

Motion by Sup. Keach, seconded by Sup. Crave, to adopt the Town of Portland's 2023 budget. Keach's motion carried 2-0 on a voice vote.

Motion by Sup. Keach, seconded by Sup. Crave, to increase the hourly salary for the Town's recycling site attendant \$1.00 effective January 1, 2023. Doing so will equate to a basic monthly salary of \$506.00, with \$126.50 designated as a solid waste expenditure and \$379.50 designated as a recycling expenditure. Keach's motion carried 2-0 on a voice vote.

Motion by Sup. Keach, seconded by Sup. Crave, to renew the Town's membership in the Wisconsin Town's Association Advocacy Council (TAC) January 1, 2023-December 31, 2023 at the annual cost of \$271.75. Keach's motion carried 2-0 on a voice vote.

Due to Chr. Spoke's absence and no recommendation having been given by him, no appointments were made to the Town's Board of Appeals for positions currently held by Ricki Gentz and Robert Haseleu.

Sup. Keach reported that brushing is needed on sections of the following roads: Port Road, Yerges Road, Burr Oak Road, Lakeview Drive, Witt Lane, and Spur Road. He will solicit hourly rates for such work from a number of area "vendors," with action on such to be taken at the Board's January monthly meeting.

Items identified for inclusion on the agenda for the Board's January monthly meeting included an update and possible action to approve proposed Town hall remodeling, action on a cemetery mowing contract, appointment of members to the Town's Board of Appeals, and action on needed brushing. That meeting will be held at the Portland Town Hall on January 19, 2023, beginning at 7:00 P.M.

Due to Treasurer Benninger's absence, Clerk Thompson briefly reviewed a financial report Benninger had sent Thompson showing November receipts of \$21,402.89 and November expenditures of \$8,482.40. With the addition of December receipts to December 3rd of \$737.00 and a transfer from the savings account to the checking account of \$2,700.00 to pay bills, the balance in the savings account as of December 3, 2022, was \$222,659.33 of which \$14,587.84 are "tower" funds and \$110,425.32 are ARPA funds leaving \$95,683.17 available for 2022 Town budget expenditures. In addition, \$557.89 remains in the computer savings account.

Motion by Sup. Crave, seconded by Sup. Keach, to approve the Town's monthly financial report. Crave's motion carried 2-0 on a voice vote.

Motion by Sup, Keach, seconded by Sup. Crave, to authorize Clerk Thompson to pay all of the monthly bills presented, as well as refunds of tax overpayments received during the month. Keach's motion carried 2-0 on a voice vote.

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

1. Notification from Columbia County Planning & Zoning Department that the Columbia County Board of Supervisors had approved on November 15, 2022, specified amendments to the Columbia County Comprehensive Plan 2030
2. Phone calls and e-mails regarding a planned DOT purchase of Smith property on the corner of Highway 89

3. Copy of unaudited Investment Activity Report for July 1, 2022, to September 30, 2022, from Nationwide
4. Mill rate worksheet related to the Town's 2023 PILT distributions for completion and return
5. Notification of the Town's November 2022 Shared Revenue distribution: \$19,710.68
6. Wisconsin Towns Association December 2022
7. Copy of building permit applications submitted to General Engineering Company from Rick Abendroth, Michels Road and Stone, Inc., and Christopher Raeder, as well as for a service upgrade at N1272 Dalman Road
8. Listing of Town building permit applications received by General Engineering Company January-November, 2022
9. E-mails regarding Lawrence and Donna Jean Stilen's interest in combining two lots in River Oaks
10. Request from Josh Barnhart for a letter needed for him to complete his small business loan application
11. Notice of the December 6th meeting of the CLR Fire Commission for posting
12. Phone calls and e-mails from Chief Wes Benisch regarding a proposed fire and EMS contract and planned December 15 meeting which ended up being cancelled
13. E-mails and associated information from the Green Lake Area Animal Shelter regarding its need for a contract as of January 1, 2023, before accepting any stray pet from outside Green Lake County
14. Copy of bridge inspection report(s) completed for the Town in 2022
15. Waterloo Fire and Rescue monthly report from Jason Butzine
16. Notification of two vacancies on Dodge County Land Resources & Parks Department's Board of Adjustment for immediate filling
17. November Lifestar report
18. Signed Joint Powers Agreement with the Dodge County Sheriff's office
19. Christmas card, 2023 calendar, and date book from General Engineering Company.

With no Board members having anything else to report and no additional business needing to be addressed, motion by Sup. Keach, seconded by Sup. Crave to adjourn. Keach's motion carried 2-0 on a voice vote at 7:50 P.M.

DECEMBER BILLS APPROVED FOR PAYMENT

4511 We Energies	\$ 64.75
4512 General Engineering Company	1,595.00
4513 GFL Environmental	1,114.26
4514 City of Waterloo	45,046.61
4515 Karl Junginger Memorial Library	2,500.00
4516 Thomas Crave	357.24
4517 Joseph Pantely	439.29
4518 Carleen Benninger	2,320.43

4519 Kurt Keach	\$ 551.17
4520 Steve Battenberg	46.17
4521 Chad Yerges	34.17
4522 Clayton Weihert	34.17
4523 Nicole Toay	34.17
4524 Axel's Tree & Stump Removal	625.00
4525 Nationwide Retirement Solutions	1,944.97
4526 Carleen Benninger	29.55
4527 Nancy L. Thompson	2,449.52
4528 United States Treasury	594.14
4529 APG of Southern Wisconsin	31.08
4530 Katherine Zwieg	20.00
4531 MR Concrete LLC	38,963.97
4532 Jeffrey Spoke	778.51
4533 Waterloo Utilities	336.10
4534 Lange Enterprises, Inc.	387.24
4535 Joseph Pantely	21.09
4536 General Engineering Company	225.00
Direct withdrawal from F & M State Bank	<u>15.00</u>

TOTAL: \$100,558.60

Nancy L. Thompson, Clerk