

TOWN OF PORTLAND BOARD MEETING

Thursday, July 15, 2021

Portland Town Hall

7:30 P.M.

Town Chairperson Jeffrey Spoke called the Town of Portland Board's July monthly meeting to order at 7:30 P.M., and all persons present joined in the Pledge of Allegiance.

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

Others Present (for only a portion or the entire meeting): Dale Kitelinger, Nancy Kitelinger, Joe Jaehnke, Deb Gay, Fred Gay, Joel Schwartz, unidentified gentleman, 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 the June 17, 2021, regular Town Board meeting as distributed. Keach's motion carried 3-0 on a voice vote.

The following individuals then addressed the Board during the Public Input section of the meeting. Fred and Deb Gay briefly explained their "backup plan" following the Board of Appeals' denial of their requested variance. They now plan to reduce the size of the minor land division application presented to the Board in June from fifteen acres to ten acres and then use the remaining five-acre split available to them for a new building site. Since there is no house on those five acres at this time, they intend to have that acreage remain zoned A-1 and will return to the Town's Plan Commission in August to have its April 7, 2021, action "corrected" to reflect a recommendation to rezone only ten acres from A-1 to A-2. (Clerk Thompson did note that the County Board had already approved rezoning all fifteen acres from A-1 to A-2.) The Gays also acknowledged that they would need to have a final survey done as well.

Dale Kitelinger questioned whether he needed to replace a culvert which he said hasn't worked for the past fifteen years in his Dalman Road driveway. According to him, only about 250 feet south of that culvert actually drains into it. (Sup. Crave noted that the land to the south of that area is all grass/sod.) The Kitelinger's plan to redo their driveway and therefore wanted to know whether they needed to put in another culvert. The Board said that the decision was theirs. In response to another question from the Kitelinger's, the Board noted that no building permit would be needed to replace their driveway.

Joel Schwartz showed Board members plans for an addition (including an L-shaped garage around his home) to his property across from the Town Hall following the recent fire there. Schwartz wasn't

certain what the required setbacks were or whether a variance might be needed. Noting that the biggest issue facing him might be the required road setback, the Board encouraged him to talk with Dion Okeson of General Engineering.

Clerk Thompson then reported that since the Board's June meeting, General Engineering had issued a building permit to Vince Leo for an addition to his detached garage on East Street at an estimated value of \$6,300.00. Thompson also noted that the Town's Board of Appeals had denied the variance application from F-AN-D LLC.

Addressing Unfinished Business, Chr. Spoke noted that he had been texting Ben Gorder to set up a meeting to check on the status of the tires on his property but that Gorder has not responded. As a result, Spoke said that he would call the Town's attorney to see what he should do next.

Treasurer Benninger reported that all persons who had been identified as being out of compliance with the Town's dog licensing regulations have finally come into compliance.

Moving onto New Business, the Board took no action to authorize "power" at the Town's recycling site but asked for that agenda item to be placed on the Board's August meeting agenda.

After brief discussion regarding the cost and purpose for an additional dumpster at the recycling site, motion by Sup. Keach, seconded by Sup. Crave, to authorize an additional dumpster for furniture when needed as requested by recycling site attendant Joe Pantely. Keach's motion carried 3-0 on a voice vote.

Upcoming snow removal at the Town's recycling site was also briefly discussed. Sup. Keach noted that the Town's current road snow removal operator is now interested/available to also provide snow removal services at the recycling site. No definitive decision was made at this time, though the Board expressed its support for having one contractor provide all needed snow removal services in the Town. Chr. Spoke said that he would talk with Rasmussen prior to the Board's next meeting. Board members also noted that they probably should begin discussion with Rasmussen in September or October regarding a new contract going forth, since his current contract expires in March of 2022.

Items identified for inclusion on the agenda for the Board's August monthly meeting included update/possible action regarding Gorder's River Oaks tire situation, action to authorize "power" at the Town's recycling site and to approve the pumping of the porta potty there, discussion and possible action regarding installation of the new Town hall sign, and action on the Gay's revised rezoning application, a minor land division application from NC Enterprises LLC, and an amendment to the Town's 2021 budget due to higher than budgeted insurance expenses.

Due to the normal date of the Board's August monthly meeting falling during the Dodge County Fair, Board members decided to hold their August monthly meeting the following week on Monday, August 23, 2021, at the Portland Town Hall beginning at 7:30 P.M.

Treasurer Benninger then presented her monthly financial report showing June receipts of \$57,607.92 and June checking account disbursements of \$21,328.77. With the addition of July receipts to July 9th of \$29,696.54, the balance in the savings account as of that date was \$203,498.12 and the balance in the checking account was \$907.01 for a combined balance in both accounts of \$204,405.13. In addition, \$553.69 remains in the Town Computer Savings Account.

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

Motion by Chr. Spoke, seconded by Sup. Keach, to authorize payment of all of the monthly bills presented by Clerk Thompson, as well as an insurance bill which she anticipates receiving in the next week or two. Spoke's motion carried 3-0 on a voice vote.

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

1. Variance Administrative Report from Kory Anderson regarding the F-AN-D, LLC requested variance, along with a copy of the state statutes regarding Board of Appeals membership, roles and responsibilities, etc.
2. Listing from General Engineering Company of 2021 January-May Town building permit applications
3. Notification from Dodge County Land Resources and Parks Department that the Dodge County Board of Supervisors had voted on June 22nd to approve the Town's resolution to rezone approximately 15 acres at N2073 County Road II from A-1 to A-2 as requested by F-AN-D LLC
4. Notification from Debbie Harmeling (Horton) of the Town's insurance coverage and costs if approved for binding
5. Special Assessment form for the Halver and Sandra Becken Trust property on Port Road to be purchased by NC Enterprises LLC
6. Copy of building permit application submitted to General Engineering Company by Vincent Leo for an addition to his detached garage at N191 East Street
7. Notification from the Wisconsin Towns Association of the July 21st meeting of the Dodge County Unit
8. Monthly Columbus Fire Department report from Chief Randall Koehn plus notification that Scott Hazeltine is scheduled to become the new Columbus Fire Chief effective July 31st
9. Lifestar monthly report
10. E-mail from Russ Kottke regarding Dodge County's strategic planning process and a related survey
11. Wisconsin Towns Association July 2021
12. Confirmation from Nationwide of contributions received and invested on 6-30-21
13. Copy of minor land division letter of intent (3.3 acres at W10654 Port Road) submitted to Dodge County Land Resources and Parks Department.

In his report, Chr. Spoke noted that Mo Hansen had contacted both him and Clerk Thompson regarding possible use of federal ARPA funds for the digital radio updates needed by the Waterloo Fire Department. Hansen's plan would be to bill all the municipalities receiving service from the fire department for their portion of the total bill rather than the City having to take a loan out for that purchase. Though no specific numbers were known at this time, Spoke felt that the Town's portion would probably take about half of its total ARPA funding. Spoke said that Hansen still had one more municipality to speak with. Spoke added that he had also encouraged Hansen to set up a meeting at which all parties involved could discuss and take action on his proposal. Spoke also noted that all planned major road work for the year had been completed and that he really likes the cold patch system that the Town has been using. He believes doing so enables the Town to do a lot more road work for the money available.

Sup. Crave reported that he had issued a few burning permits since the lifting of the state burning ban. Chr. Spoke added that he'd like to institute an online burning permit process in the Town.

Sup. Keach reported receipt of a number of calls from persons interested in securing internet services following the installation of the tower at the recycling site. Chr. Spoke responded that interested persons could potentially call Jim Bertram at 920-980-4693 for information.

With no other business needing to be conducted at the time, motion by Sup. Keach, seconded by Sup. Crave, to adjourn. Keach's motion carried 3-0 on a voice vote at 8:19 P.M.

JULY 2021 BILLS APPROVED FOR PAYMENT

4168 General Engineering Company	\$ 2,190.00
4169 We Energies	12.62
4170 Debra Weihert	70.00
4171 Patsy Epstein	70.00
4172 Ruby Kegler	70.00
4173 City of Columbus	1,447.68
4174 APG of Southern Wisconsin	38.61
4175 Joe Pantely	461.45
4176 United States Treasury	485.34
4177 Gardiner Appraisal Service, LLC	6,971.45
4178 Ricky Gentz	34.17
4179 Andrew Benninger	34.17
4180 Robert Haseleu	34.17
4181 Ryan Powers	34.17
4182 Kevin Dorn	46.17
4183 Angela Byers-Krantz	52.64
4184 GFL Environmental	436.30
4185 Kurt E. Keach LLC	466.67
4186 Waterloo Utilities	270.48
4187 Dunneisen Excavating LLC	681.89
4188 Chris Topel	70.00
4189 Mindy Crave	70.00
4190 Judy Stippich	70.00
4191 Kurt E. Keach, LLC	1,915.00
4192 Bitco Insurance Companies	<u>986.00</u>

TOTAL: \$17,018.98

Nancy L. Thompson, Clerk