

TOWN OF PORTLAND BOARD MEETING MINUTES

Thursday, January 17, 2019

Portland Town Hall

7:30 P.M.

Town 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: Town Chairperson Jeffrey Spoke, Supervisor Kurt Keach, Supervisor Thomas Crave, Treasurer Carleen Benninger, and Clerk Nancy L. Thompson.

Others Present (for at least part of the meeting): Richard Yelk, Mitchell Drunasky, Laura Planer (sp?), and Diane Graff, Courier editor.

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

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 December 12, 2018, regular Town Board meeting as printed. Keach's motion carried 3-0 on a voice vote.

During the Public Input section of the meeting, Mitchell Drunasky noted that he and his fiancé had recently purchased land on the corner of Austin and Highway BB and were looking to build a home there. Drunasky added that he had been told by the land's previous owner that the parcel had been set up as a buildable lot but he wanted Board confirmation of that, as well as information on what he needed to do to build a home there. He said that a driveway currently exists on the property.

After checking the Town's zoning map, Chr. Spoke confirmed that the property is zoned A-2 and told Drunasky that he just needs to get a conditional use permit to begin the building process, and that process (beginning with the Town's Plan Commission) was then explained.

Richard Yelk reported that he had issued one building permit since the Board's regular December monthly meeting:

Norman Eggert	Grain bin/wet bin and 28X20 shed	\$70,000.00.
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Yelk also reported that he had gone out to the River Oaks area to check on a situation in which one resident thought his neighbor was putting up a fence on the resident's property. Yelk determined that the fence was three feet from the resident's property line. Yelk also gave Clerk Thompson a listing of three property owners that he felt Thompson should share with the Town's assessor. Yelk wasn't certain that those property owners had ever gotten building permits for projects completed on their properties. Yelk also noted that Peter Medenwaldt had inquired about a building permit in the middle of summer and had been told that he needed to get that from General Engineering. According to Yelk,

Medenwaldt never called the company and has already "roughed up" a house in the River Oaks area, with a former foundation on the site already covered with concrete. General Engineering and Dodge County are looking into that situation. and are hoping for cooperation from Medenwaldt.

In introducing the Board's first item of Unfinished Business, Chr. Spoke said that he had spoken with Attorney Strohschein regarding properties on Hubbleton Road and Yelk Lane--the owner of which had been previously notified of his non-compliance with Sections 2.11 (8) and 2.15 of the Town's Zoning Code. Strohschein had also sent a letter to the property owner indicating that Strohschein planned to check by January 12, 2019, on progress made by the property owner to bring those properties into compliance. Strohschein reported to Spoke that even though some minor work had been done, Strohschein was not satisfied with the progress made. Based on the Board's discussion at its December monthly meeting, Spoke then told Strohschein that the Board was ready for him to take action, so Strohschein will pursue taking the property owner to court and will notify Spoke if any further Board action is needed.

Chr. Spoke also reported that he had driven by N2353 County Road BB and had seen a "lot of junk," as well as a lot of equipment, unlicensed vehicles, refrigerators and freezers, etc. lying around there. Following brief discussion, the Board directed Clerk Thompson to notify the property owner of his non-compliance with the Town's Zoning Code (including sending him the pertinent sections of that code) and of the Board's decision to give him until June 1, 2019, to bring his property into compliance. The Board also requested that the letter indicate that the property owner needs to get a burning permit, if he wants to continue burning on his property.

Motion by Sup. Keach, seconded by Sup. Crave, to approve the following salary/wage changes effective January 1, 2019:

- Increase in pollworker salary from \$8.00 to \$10.00 an hour

- Increase in the recycling site attendant's monthly salary from \$350.00 to \$425.00

- Increase in the amount paid to Richard Yelk per building permit (other than for outdoor wood-fired furnace permits for which the amount paid will remain \$42.00) from \$42.00 to \$60.00.

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

The Board then reviewed the draft "Mailbox Damage Caused by the Town's Contracted Snowplower" policy prepared by Clerk Thompson and approved that policy on a motion by Sup. Crave, seconded by Sup. Keach, and carried 3-0 on a roll call vote.

Sup. Keach reported that he had called a couple "contractors" regarding the proposed Town hall gutter work and that several of those contractors did not return his call. Watertown Siding did return his call and indicated an estimated \$425.00 cost for the gutter and down spout. Richard Yelk would do the "snow defenders" at an estimated cost of \$400.00. Following brief discussion, motion by Chr. Spoke, seconded by Sup. Crave, to have the gutter and ice protectors installed on the west side of the Town hall for an approximate cost of \$800.00. Spoke's motion carried 3-0 on a voice vote.

Richard Yelk had no proposed building permit application revisions ready for the Board's review.

As its first item of New Business, the Board discussed a minor land division letter of intent submitted by Eggert Acres, LLC for property in Section 23 on County Highway BB currently owned by Mary J. Schoen.

Since the entire parcel contains 212 acres, Spoke noted that the Town's density standards would allow for four splits. Three lots were noted on the letter of intent, with Lot 1 containing 2.4 acres, Lot 2 containing 1.2 acres, and Lot 3 containing 5.1 acres. Since the Town's density standards (Section 6.6 of the Town Zoning Ordinance) specify that lots created under the density standard provision for nonfarm residential use shall not be less than 1.5 acres in lot area or exceed five acres in lot area, Spoke said that he had talked with Mr. Eggert who told him that enlarging Lot 2 wouldn't be a problem, since a larger lot was needed for the drain field there. Following Board discussion, motion by Sup. Crave, seconded by Sup. Keach, to recommend to Dodge County Land Resources and Parks Department approval of the Eggert requested minor land division letter of intent (Activity No. 180949) contingent on Lot 2 containing at least 1.5 acres and Lot 3 containing no more than 5 acres. Crave's motion carried 3-0 on a voice vote.

Motion by Sup. Keach, seconded by Sup. Crave, to approve the Town's continued membership in the Wisconsin Towns Association's Town Advocacy Council at the cost of \$171.75 (\$.25 per population). Keach's motion carried 3-0 on a voice vote.

Motion by Chr. Spoke, seconded by Sup. Keach, to adopt Budget Resolution 2019-1 reflecting the actual January 1, 2019, cash balance of \$37,289.01 and specifying a corresponding needed decrease in the budgeted Highway Maintenance and Construction expenditure account from \$201,094.00 to \$175,528.18. Spoke's motion carried 3-0 on a voice vote.

Motion by Sup. Spoke, seconded by Sup. Keach, to have Ben Zechzer do needed brushing work on Hubbleton Road, Speller Lane, Faltersack Lane, Schumacher Lane, Austin Road, and Hughes Road. Spoke's motion carried 3-0 on a voice vote.

Clerk Thompson noted that no operator's license applications had been submitted to her prior to the Board's meeting for Board approval.

Treasurer Benninger reported that 129 surveys received thus far show Town property owners' preference for the Town's recycling site to remain open weekly rather than for the Town to go to curbside pickup. Benninger also shared some of the survey comments and questions. She will present a final report on survey results at the Board's February monthly meeting.

Items noted for placement on the agenda for the Board's February monthly meeting included report on survey results regarding curbside pickup, action on both a conditional use permit application and a rezoning application submitted by Charles Eggert for property on County Highway BB, possible action on both a cemetery mowing contract and a roadside mowing contract for 2019, and approval of the Town's annual report for publication and distribution.

Due to a conflict with the normal meeting date, the Board agreed to hold its February monthly meeting one day earlier than usual--on Wednesday, February 20, 2019, at the Portland Town Hall beginning at 7:30 P.M.

Treasurer Benninger then reported December receipts of \$621,018.64 and December checking account disbursements of \$38,515.41. With the addition of January receipts to January 15, 2019, of \$264,920.92 and January tax settlement payments of \$533,109.83, the balance in the money market account as of January 15, 2019, was \$383,711.00 and the balance in the checking account was \$737.62 for a combined total in both accounts of \$384,448.62. In addition, \$536.16 remains in the Town Computer

Savings Account. Benninger said that 32% of the tax roll had been collected as of December 31, 2018. She also noted several properties for which the names on the tax roll are not the names of the current owners.

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 Sup. Keach, seconded by Sup. Crave, to authorize Clerk Thompson to pay all of the January bills presented for payment. Keach'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 from Dane County Planning & Development of a public hearing on an amendment to the Dane County Comprehensive Plan which would incorporate recently-adopted changes to the Town of Verona's Comprehensive Plan
2. Copy of general building permit application for commercial electric submitted to General Engineering Company by Michels Materials (finished project value of \$174,755.00)
3. Copy of letter dated December 13, 2018, from Attorney Alan Strohschein to Gordon Yelk following Strohschein's meeting with Yelk
4. December EMS and Department training reports from Waterloo Fire Department
5. Natural gas pipeline safety information, as well as information on cross bores and avoidance of serious accidents, from We Energies
6. Notification of the January 7th meeting of the Town Group Fire District
7. Copy of minor land division letter of intent submitted to Dodge County Land Resources and Parks Department by Eggert Acres, LLC for property currently owned by Mary J. and Ann M. Schoen
8. Notification from Dodge County Land Resources and Parks Department that the Dodge County Board had voted on December 18, 2018, to approve the Town's resolution to rezone land owned by Patrick and Tonya Buchanan from A-1 Farmland Preservation to A-2 General Ag Zoning District
9. 4th quarter unemployment insurance contribution report from Department of Workforce Development for completion and submission
10. Christmas card from General Engineering Company with notation that the company would be making donations to local food pantries on the Town's behalf
11. Notification from Karen Gibson of the 2019 IRS standard mileage rate: \$.58
12. Proposed highway improvement notice for Clarkson Road to Avalon Road project with associated attachments from Jeffry Orr
13. Certificate of liability insurance for Waste Management Holdings, Inc. and all affiliated, related & subsidiary companies including Waste Management of Wisconsin from Lockton Companies, Inc.
14. Information regarding Town Advocacy Council membership from Wisconsin Towns Association
15. Certificate of liability insurance for Crack Filling Service Corp. from HUB International Limited
16. Wisconsin Towns Association January 2019
17. Request from Wisconsin Public Finance for information needed regarding Waterloo School District's upcoming building program
18. Notification of the Town's 2019 assessment for the Columbus Rural Fire Group (\$3,799.86) due March 1, 2019
19. Request from Dodge County Land Resources and Parks Department to verify Town information
20. Request from State of Wisconsin Department of Health Services for a listing of retailers currently licensed to sell tobacco products in the Town

21. Annual rezone report for completion and submission to DATCP for all lands zoned out of the certified farmland preservation district in 2018
22. Monthly Columbus Fire Department report from Randall Koehn
23. Copy of self-certification report submitted by Reeseville Fire Chief Nick Gay for 2% fire dues
24. 2018 injury and illness report for completion and submission to Wisconsin Department of Safety and Professional Services
25. Special assessments form regarding property currently owned by Jakob H. Heiman on County Road I for completion and submission to Schmitt Title, LLC
26. Listing from General Engineering Company of all of the Town's submitted 2018 building permit applications
27. Poster notification from Karen Boyd of a survey of Dodge County residents (one part of the county's efforts to address transportation to employment issues/barriers to employment)
28. Copy of Wisconsin Uniform Building Permit application submitted to General Engineering Company for Patrick Buchanan (\$280,000.00 estimated building cost without land)
29. Unaudited Investment Activity report October 1, 2018, to December 31, 2018, from Nationwide Retirement Solutions
30. Copy of Chris Orange's December report to Columbus Area EMS District Board members
31. Information from Joe Meagher regarding updating of the Countywide Hazard Mitigation Plan.

During Board member reports, Chr. Spoke noted 1) that he has received calls regarding potholes in need of repair and that Sup. Keach will be addressing those situations and 2) that a culvert is sinking on Dalman Road and that he and Randy Dunneisen would be looking into that. Sup. Crave noted that he had received a call from Martha Gay several days earlier regarding a car in the ditch just before the drainage ditch on Giese and Sullivan. Crave said that the police came 45 minutes later and looked around and found no one but that the car was smashed on both its side and back. Sup. Keach reported that he would need to purchase some cold mix to use for repairing the potholes.

With no further business needing to be addressed, motion by Chr. Spoke, seconded by Sup. Crave, to adjourn. Spoke's motion carried 3-0 on a voice vote at 8:45 P.M.

JANUARY BILLS APPROVED FOR PAYMENT

3549 Bill Farrey	\$ 65.52
3550 We Energies	51.21
3551 Void	
3552 WMCA	65.00
3553 Columbus School District	12,333.57
3554 Waterloo School District	309,944.67
3555 Madison Area Technical College	29,562.94
3556 Advanced Disposal	861.85
3557 General Engineering Company	132.00
3558 City of Columbus	1,524.80
3559 Waterloo Utilities	269.18
3560 Portland Sanitary District	61.65
3561 Waterloo Utilities	72.95
3562 USPS	300.00
3563 Joseph Pantely	568.23

3564 City of Waterloo	29,344.33
3565 Lange Enterprises, Inc.	1,651.93
3566 MR Concrete, LLC	5,000.00
3567 WTA/TAC	271.75
Direct Withdrawal from Dodge County for January tax settlement	<u>181,268.65</u>

TOTAL:	\$573,350.23
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Nancy L. Thompson, Clerk