

TOWN OF PORTLAND BOARD MEETING MINUTES

Thursday, February 20, 2020

Portland Town Hall

7:30 P.M.

Chairperson Jeffrey Spoke called the Town of Portland Board's regular February monthly meeting to order at 7:31 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 (for at least a portion of the meeting): Sylvester J. Watson, Richard Yelk, Matt Rasmussen, 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 both the Board's January 16, 2020, regular Town Board meeting and the February 13, 2020, special Town Board meeting as printed. Keach's motion carried 3-0 on a voice vote.

During the Public Input section of the meeting, Matt Rasmussen (MR Concrete, LLC) identified a few areas that have been challenging this year as the Town's contracted snow removal operator: a parked vehicle facing the opposite direction on Dalman Road, Lakeview situations which have resulted in his having to use a pickup there rather than a large truck, and lack of turnaround space on Schumacher Lane and Dunn Lane. (The Board responded that it would check during its spring road tour if there is any way to improve Dunn Lane for snow removal purposes.) Clerk Thompson also noted that several anonymous messages regarding the need for ice/snow removal on Sullivan Road had been left on her answering machine. Generally, however, Rasmussen felt that the year has gone well.

Richard Yelk noted that he had not issued any municipal permits since the Board's regular January monthly meeting.

In addressing Unfinished Business, the Board continued the discussion begun at its January meeting regarding the possibility of having General Engineering Company provide additional services to the Town. Chr. Spoke noted that he and Clerk Thompson had met with Dion Okeson (General Engineering inspector) on February 11 to learn more about the variety of services the company could provide and the cost and process for contracting for such. In summary, Spoke said that the company "can do anything we want it to do," though handling zoning issues would take some time to implement. (The company would need a copy of the Town's current zoning ordinances and regulations and its 2020 plan, assist the Town Board in adopting needed ordinances, and eventually codify all Town ordinances.) Spoke felt that the first question the Board needs to answer is whether to contract with

General Engineering to do all required permitting and inspections. He felt that doing so would remove some liability from both the Board and Richard Yelk, but he did acknowledge that some residents might see increased permitting fees. Sup. Crave responded that he assumed that some residents might see decreased fees. Richard Yelk felt that electrical, plumbing, and heating inspections should be required for any addition. Clerk Thompson then read through a listing of possible "projects" for which Town permitting could be required. Following additional discussion, both Sup. Keach and Sup. Crave expressed support for "giving it a try," though Sup. Keach felt that additional discussion was merited on the Town's municipal share. Following that discussion, motion by Sup. Keach, seconded by Sup. Crave, to approve contracting with General Engineering Company for all of the Town's permitting/inspections as of March 1, 2020, with the Town's municipal share being 20%. Keach's motion carried 3-0 on a voice vote.

Next the Board continued discussing options available for addressing needed Town hall siding repair. Sup. Keach reported that he had found no one other than Richard Yelk who was willing to submit a proposal for repairing the siding--noting that persons he had spoken with felt the siding was too brittle to successfully work with. Richard Yelk stated that he had sided the hall in 1991 and believed that he could provide needed repairs for about \$1,000.00. The Board also discussed whether it would be advisable (due to the age of the current siding) to re-side the entire building--rather than only repairing areas. Eventually the Board decided to solicit proposals for re-siding the entire hall from area individuals/contractors for consideration at the Board's March monthly meeting and at that time decide whether repair or replacement is the best option.

In addressing its first item of New Business, motion by Chr. Spoke, seconded by Sup. Crave, to approve a contract with Kurt E. Keach, LLC for 2020 mowing of Town of Portland cemeteries for \$1,400.00. Spoke's motion carried 2-0-1 (Keach) on a voice vote.

The Board then briefly reviewed the draft 2019 Town of Portland Annual Report which Clerk Thompson had e-mailed to each of them. Based on the Board's action earlier in the meeting, Thompson noted that she would need to revise the list of contacts on Page 4, as well as the sections on Page 2 related to building and driveway permits and burning regulations/wood-fired furnaces, and she suggested that the Board might want to consider revising the Town's tire fees at the recycling site due to the costs the Town incurs in disposing of them. Following brief discussion, motion by Chr. Spoke, seconded by Sup. Keach, to approve the 2019 Town of Portland Annual Report following those identified needed revisions and to authorize its printing and distribution. Spoke's motion carried 3-0 on a voice vote.

Board members requested placement of the following items on the agenda for the Board's March monthly meeting: revision of "tire fees" at the recycling site, action on several operator's license applications and a possible kennel license application, establishment of a date for the Town Board's annual road tour, possible action to provide gravel by the recycling site, consideration of proposals for re-siding the town hall, and possible continued discussion regarding utilization of additional services from General Engineering Company in the future. Due to a conflict with the school's FFA Banquet on March 19, 2020, the Board decided to hold its March monthly meeting the following week on Tuesday, March 24, 2020, at the Portland Town Hall beginning at 7:30 P.M.

Treasurer Benninger then reported January receipts of \$601,973.82 and January checking account disbursements of \$409,445.42 plus a money market service charge of \$10.85 and a direct withdrawal from Dodge County of \$177,095.95 for its share of the January tax settlement. With the addition of

February receipts to date of \$215,529.39 and the disbursement of \$687,524.41 for February tax settlements and needed payment of other bills, the balance in the money market/savings account as of February 15, 2020, was \$187,829.04 and the checking account balance was \$1,488.92 for a combined total in both accounts of \$189,317.96. In addition, \$548.41 remains in the Town Computer Savings Account. Benninger added that Dodge County should have withdrawn its share of the February tax settlement (\$219,858.24) that day and that she had collected 67% of the tax roll.

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

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

1. Listing of all 2019 building permit applications submitted to General Engineering Company and notification that the Town had no permit activity January 2020
2. Telephone message from Suzie Fischer expressing concern over snowplowing in the River Oaks subdivision plus two anonymous messages expressing concern over snow/ice on Sullivan Road
3. We Energies - request for updated listing of road restrictions in the Town of Portland
4. Thank you from Kelli Mountford for the Board's 2019 donation to the Karl Junginger Memorial Library for services provided to Town residents
5. Personnel Concepts Compliance Service Department regarding 2020 labor law notices
6. Copy of signed agreement (dated 11/04/2019) from General Engineering Company for municipal plan examination and inspection services (Board action at tonight's meeting will require that a new agreement be signed.)
7. Investment Option Summary, Participant Account Values by Investment Option, and Investment Activity October 1, 2019, to December 31, 2019, from Nationwide Retirement Solutions
8. Request from Nate Olson for the number and value of 2019 Town construction permits issued in various categories
9. Confirmation receipt from Wisconsin Department of Revenue for submitted 2019 1099's
10. Notification from Nationwide Retirement Plans of new Online Withdrawal feature for Plan participants available by the end of March 2020
11. Copy of letter and follow-up corrected letter regarding Department of Revenue Bureau of Equalization staff appraisers traveling throughout the county February-April 2020 viewing selected real estate parcels that sold during 2019 to aid in identifying the market value of Agricultural, Undeveloped, Forest, and Ag Site land in the county
12. Variety of materials/information from Construction Business Group summarizing both state and federal wage and labor laws affecting construction projects
13. Wisconsin Towns Association February 2020
14. Moraine Park Technical College re. "Responsible Beverage and Tobacco Services" Spring 2020 courses
15. Return receipt card from Internal Revenue Service Center for submitted 1099's and 1096 transfer form
16. Copy of January report to Columbus Area EMS District Board members from Chris Orange
17. Expression by Town resident of continued concern regarding unlicensed vehicles, etc. at a residence in Portland

18. Notification of description and quantity of tires picked up by Auburndale Recycling Center, Inc. (Dba Liberty Tire Recycling) from the recycling site.

Chr. Spoke noted that Scott Construction had requested information on possible 2020 Town road projects. Spoke responded that two miles of road might be slurry sealed. No other board members had anything to report at the time.

With no other business needing to be addressed by the Board that evening, motion by Chr. Spoke, seconded by Sup. Crave, to adjourn. Spoke's motion carried 3-0 at 9:00 P.M.

FEBRUARY 2020 BILLS APPROVED FOR PAYMENT

3798 Matt Rassmussen	\$	20.00
3799 Kyle Minnameier		20.00
3800 WTA		200.00
3801 Daniel Schultz		15.00
3802 Dodge County		2,371.86
3803 Waterloo School District		4,602.37
3804 Madison Area Technical College		392.69
3805 We Energies		51.89
3806 USPS		22.00
3807 Dodge County		672.50
3808 Ralph Finkler		15.00
3809 Leslie Hunt		30.00
3810 Waterloo School District		408,691.52
3811 Gardiner Appraisal Service, LLC		230.72
3812 Joseph Pantely		383.26
3813 Columbus School District		14,709.85
3814 Madison Area Technical College		36,364.80
3815 DPL Maintenance LLC		408.04
3816 Kerber Rose Technology Inc.		1,321.60
3817 Advanced Disposal		368.33
3818 Insight FS		2,678.94
3819 Waterloo Utilities		247.81
3820 Kurt E. Keach, LLC		1,980.00
3821 Debra Weihert		72.50
3822 Ruby Kegler		72.50
3823 Patricia Burlew Cox		72.50
3824 Pedro Lozano		5.00
3825 Judy Stippich		75.00
3826 Chris Topel		75.00
3827 Patsy Epstein		75.00
3828 Crosscut Services, LLC		3,350.00
3829 Liberty Tire Services, LLC		402.93
3830 Joseph Pantely		186.45
3831 Columbus Rural Fire Group		3,918.15
3832 MR Concrete LLC		26,734.80

3833 Staples	69.99
Direct Withdrawal by Dodge County	<u>219,858.24</u>

TOTAL:	\$730,766.24
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Nancy L. Thompson, Clerk