

TOWN OF PORTLAND BOARD MEETING MINUTES

Thursday, June 28, 2018

Portland Town Hall

7:30 P.M.

NOTE: Prior to the meeting being called to order, Chr. Spoke issued a fireworks permit for N 728 County Road T to Nicole Hennessy.

Town Chairperson Jeffrey Spoke called the Town of Portland Board's regular June monthly meeting to order at 7:30 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): Chad Yerges, Richard Yelk, Jeff Berres, Joel Schwartz, and Cathy Kozlowicz (Courier correspondent).

Clerk Thompson verified that proper meeting notices had been posted at the three designated locations as required by law, delivered to the Courier office, included in the Municipality Meeting section of the June 22, 2018, edition of the Watertown Daily Times, 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 May 17, 2018, initial meeting of the Town's 2018 Board of Review and the May 17, 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, Dodge County Board Supervisor Jeff Berres requested permission to place a petition at the Town's recycling site. The petition calls on Dodge County to slow down its building projects (jails, highway shops, additions, etc.) and to concentrate more heavily on road maintenance. Berres said that he had obtained over 250 signatures on the petition at the recent dairy breakfast at the Norman Eggert farm and since then has been taking the petition to area towns including Lebanon, Lowell, and Shields for signatures and/or permission for placement in those towns. In response to questions, Berres explained how the county's capital improvement plan is developed and where sales tax revenues go. Following brief discussion, the Board told Berres that he could take the survey to the town's recycling site but that he shouldn't expect the attendant there to gather signatures, since his site responsibilities keep him very busy.

Police liaison Weihert was not present to update the Board on current Town issues/concerns.

Richard Yelk reported that he had issued the following permits since the Board's May monthly meeting:

Kyle Minnameier	Residential driveway	
Northcrest Farms, LLC	Addition (4,160 sq. ft) to existing free stall barn	\$ 70,000.00
Tony Bartels	Pole barn (40x72)	15,000.00

Dan Schey	Shed (24x25) to attach two existing buildings	\$ 5,000.00
Chris & Laura Hauptli	Remodel house plus addition and attached garage	150,000.00
Crave Brothers	3 Nursey barns (each 5,760 sq. ft)	400,000.00.

Yelk also noted that Joel Schwartz had also applied for a building permit but that his planned addition would not comply with the Town's building/zoning regulations.

Motion by Sup. Crave, seconded by Sup. Keach, to deny a building permit to Joel Schwartz because the planned lean-to roof extension at W11719 Taylor Street would not comply with the Town's building/zoning regulations. Crave's motion carried 3-0 on a voice vote. The Board noted that Schwartz could apply to the Town's Board of Appeals for a possible variance, if he so desired--recognizing that application does not guarantee approval, however.

In updating the Board on the Portland Sanitary District, Sup. Keach reported that the Sanitary District Commissioners had decided to have some of the needed work (slipline various sections) done toward fall at a projected cost of \$35,000.00. Work also needs to be done inside the manholes, but the Commissioners will wait to make sure that the first work is successful before allocating money toward another project.

Motion by Sup. Keach, seconded by Sup. Crave, to approve issuance of a Class "B" license to the Waterloo Gun Club for the July 1, 2018, - June 30, 2019, license period. Keach's motion carried 3-0 on a voice vote.

Motion by Chr. Spoke, seconded by Sup. Keach, to approve issuance of a "Class B" combination license to Katherine Zwiég dba Chatty's Pit Stop for the July 1, 2018, to June 30, 2019, license period. Spoke's motion carried 3-0 on a voice vote.

Treasurer Benninger reported that one Town property owner still remains out of compliance with the Town's dog licensing regulations. Benninger said that Police liaison Weihert has gone to the owner's property at least two times and has left a note on the owner's door regarding the non-compliance. Weihert has also verified from that owner's neighbors that there are dogs on the property. Chr. Spoke said that he would talk with Weihert to see what the Town needs to do next in enforcing its dog licensing ordinance regulations.

Board members then reported on the status of the four properties whose owners were notified in December of 2017 that they needed to bring their properties into compliance with the Town's Zoning Ordinance no later than June 15, 2018. Two of the property owners have made some progress, with one requesting (and being granted) an extension of time to complete the project. No progress has been made by the other two property owners. Chr. Spoke will talk to one of the property owners, and Sup. Crave will talk with the other to see their interest in resolving the issue. Without that interest, the Town will initiate enforcement of its ordinance penalties.

Clerk Thompson presented a "Class B" combination license application submitted by Robert and Danielle Fandrey for the August 1, 2018, to June 30, 2019, license period. The required notice was published in the June 28th edition of the Courier, with Board action on the application to be taken at the Board's July monthly meeting.

The Board then reviewed a revised minor land division application from Diana Minnameier for property located in Section 14 at N1608 County Highway BB. The location of the new lot has been moved, with its size also reduced to 1.73 gross acres; 1.50 net acres. Motion by Chr. Spoke, seconded by Sup. Crave, to recommend approval to Dodge County Land Resources and Parks Department of Minnameier's revised minor land division application (Activity # 2018-0310). Spoke's motion carried 3-0 on a voice vote.

Motion by Sup. Keach, seconded by Sup. Crave, to approve needed patching on Torpy Road (approximately 605 x 20) at a cost of \$13,959.00. The work will be done by Wolf Paving at the same time as Sullivan Road is paved. Keach's motion carried 3-0 on a voice vote.

The Board then discussed other possible 2018 highway maintenance projects (crackfilling, brushing, etc.), if budgeted funds are available for such. Motion by Sup. Keach, seconded by Sup. Crave, to approve needed patching on Main Street. Keach's motion carried 3-0 on a voice vote. The Board also agreed to compile a list of additional possible 2018 highway projects for discussion and possible approval at its July monthly meeting.

Possible restriction of truck traffic on Main Street between Highway 19 and County Highway I, as well as on North Street, was then briefly discussed. Motion by Chr. Spoke, seconded by Sup. Crave, to put up weight restriction signs on both Main Street and North Street. Spoke's motion carried 3-0 on a voice vote.

Agenda items requested for the Board's July monthly meeting included determination of possible additional 2018 road projects, action on Fandrey's license application, and update/action on dog licensing and undesirable object ordinance violations.

The Board agreed to hold its July monthly meeting at the Portland Town Hall on Thursday, July 19, 2018, beginning at 7:30 P.M.

Treasurer Benninger then reported May receipts of \$6,055.28 and May checking account disbursements of \$33,497.28. With the addition of June receipts to June 22, 2018, of \$1,291.00 and a June transfer of \$3,800.00 from the money market account to the checking account, the balance on June 22, 2018, in the money market account was \$150,928.42, and the balance in the checking account was \$663.43 for a combined total in both accounts of \$151,591.85. In addition, \$526.66 remains in the Town Computer Savings Account.

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

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

1. "Buildings, HVAC, Compliance Statement" from Williams Architects LLC for Crave Brothers project at W11555 Torpy Road

2. Conditional use permit application and associated materials for non-metallic mineral extraction submitted by Michels Materials
3. Notification of the June 4th meeting of the Town Group Fire District
4. Copy of renewal service agreement with Advanced Disposal
5. Copy of revised minor land division letter of intent submitted to Dodge County Land Resources and Parks Department by Diana Minnameier
6. Receipt from Wisconsin Towns Association for the Town's payment of its 2018-2019 membership dues, individual membership cards, and introductory letter regarding the WTA's exclusively -endorsed town government website provider, JB Systems
7. Wisconsin Towns Association June 2018
8. Notification from Gardiner Appraisal Service, LLC that the land acreage purchased by the Town last year on Weihert Road has been shifted to exempt classification resulting in a net assessment change of negative \$100.00
9. Special assessment letter requests from Title Consultants, Inc. regarding DADDAD LLC property at W11699 Second Street, as well as property at N855 County Road T owned by Gary R. Loeffler
10. May 2018 Lifestar report as prepared by Chris Orange
11. May EMS/fire training report and Waterloo Fire Department activity and call report
12. Monthly Columbus Fire Department report from Randy Koehn
13. Notification from Wisconsin Department of Revenue of the Town's 2018 full value manufacturing real estate and personal property totals as of January 1, 2018: \$2,183,200 (real estate) and \$1,286,100 (personal property) for a manufacturing total of \$3,469,300
14. Listing from General Engineering Company of the Town's 2018 building permit applications thus far
15. Quarterly contribution report for completion and submission to the Department of Workforce Development
16. Notification from Dodge County Land Resources and Parks Department that Northcrest's livestock expansion application has been deemed complete
17. Renewal insurance proposal from the Horton Group.

Chr. Spoke reported that he continues to get "badgered" by a River Oaks resident.

With no further business needing to be addressed at the time, motion by Chr. Spoke, seconded by Sup. Crave, to adjourn. Spoke's motion carried 3-0 on a voice vote at 8:55 P.M.

JUNE BILLS APPROVED FOR PAYMENT

3391 Cabellas	\$ 230.00
3392 We Energies	11.11
3393 USPS	20.00
3394 General Engineering	1,410.08
3395 Dodge County Clerk	634.50
3396 Steve Battenberg	46.17
3397 Clayton Weihert	34.17
3398 Angela Byers-Krantz	52.64
3399 Joseph Pantely	406.35
3400 Gardiner Appraisal Service, LLC	6,422.34
3401 Hometown News Limited Partnership	149.66

3402 Advanced Disposal	928.61
3403 Waterloo Utilities	\$ 235.78
3404 Carleen Benninger	1,617.93
3405 Nationwide Retirement Solutions	1,545.41
3406 Kurt Keach	2,209.69
3407 City of Waterloo	120.00
3408 Nancy L. Thompson	1,784.64
3409 John's Fire Protection, LLC	46.91
3410 Jeffrey Spoke	1,123.02
3411 Thomas Crave	475.37
3412 Country Carpenter, LLC	<u>143.17</u>
 TOTAL:	 \$19,647.55

Nancy L. Thompson, Clerk