

Approved: February 11, 2020

## MINUTES

### TOWN BOARD OF THE TOWN OF POLK

Town of Polk Town Hall \* 3680 State HWY 60\* Slinger, WI 53086

Washington County, Wisconsin

Tuesday, January 14, 2020 at 7:00 p.m.

1. **1. Meeting was called** to order at 7:00 pm.
- A. **Pledge of Allegiance-** was recited
- B. **Verification of Official Meeting Notice.** Notice was given to the West Bend Daily News, Hartford Times Press, Milwaukee Journal Sentinel, and WBKV/WTKM radio station. Notice was posted at Cedar Lake Hills Subdivision, Roskopf's RV Center, the Town Hall, and on the Town website.
- C. **Roll Call:** Present: Chairman Albert Schulteis, Supervisor Dennis Sang, Supervisor Robert Roecker, Treasurer Lynette Bartlett and Town Clerk Sandra Rotar.
- D. **Moment of Silent Prayer**
- E. **Public Comments.** (15 minutes)
  - Washington County Board Chair Donald Kriefall appeared before the Town Board to introduce Ms. Pamela Konrath, a candidate for District 15 County Supervisor. Ms. Konrath discussed her background, reasons for running for County Supervisor, and her view of the biggest challenges facing Washington County.
  - Chairman Schulteis recognized Ms. Margaret Wilbur, Village Administrator for the Village of Slinger. Ms. Wilbur introduced herself and stated she was looking forward to working with the Town on future issues. Chairman Schulteis stated that one of the issues the Town and Village was working together on was addressing the condition of the Arthur Road Bridge, an issue covered under agenda item D.
- F. Approval of Minutes:
  - **December 5, 2019 – Town Board Meeting:** A motion to approve the minutes was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.
  - **December 19, 2019 – Special Town Board Meeting:** A motion to approve the minutes was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.
- G. **Washington County Sherriff Department activity within the Town of Polk for December 2019.**
  - Deputy Jeremy Miller from the Washington County Sheriff's Department reported that in December of 2019 there were 600 calls for service in the Town of Polk; including 213 property/business checks made, 175 traffic stops, 28 disabled vehicle calls, 22 abandoned/false 9-1-1 calls, and 32 traffic accidents, including 9 accidents involving hitting deer, 12 accidents resulting in property damage and 5 vehicles in the ditch.
  - Deputy Miller also presented the results of a 5-year accident study conducted by Washington County. He distributed a map that depicted the number, location and severity of accidents. Deputy Miller stated that there were 8 fatal accidents that occurred within the Town of Polk over the 5-year period, 6 occurring on Highway 41. He stated that the Town Board could consider using the map to develop future strategies to reduce fatalities including reviewing Town road conditions and reducing the speed limit on highly traveled roads.

## H. Chairman's Report:

- **WI Towns Association District Training meetings – schedule:**
  - Chairman Schuteis stated that the Board of Review (BOR) training certifications would expire this year, and that one member of the BOR would need to attend a certification class. The schedule of upcoming WI Towns Association Districts meetings was reviewed, and it was agreed that Chairman Schuteis would attend the February 14, 2020 training session.
- **Town membership to Town's Advocacy Council:** Chairman Schulteis stated that the Town of Polk had joined the WI Towns Association Advocacy Council. The cost was 0.25 cents per resident, approximately \$1,000.00. Funding was included in the 2020 Annual Town Budget.
- **Delivery of 2004 International Snowplow/Truck – successful bid in Washington County Highway Department auction:** Chairman Schulteis stated that the Town was successful in submitting the winning bid for the 2004 International Snowplow/Truck from the Washington County Highway Department auction. The winning bid, \$23,750 was well below the \$40,000.00 bid ceiling approved by the Town Board in December 2020. The Town had taken ownership of the Snowplow and the DPW Manager was working to ensure that it was ready for the next snow event.
- **Delivery of 400 tons of salt January 2 & 3, 2020** – Chairman Schulteis reported that salt was ordered and received to support Town snow operations
- **Washington County Humane Society (WCHS)** – Chairman Schulteis stated that the WCHS was holding an Open House event on Saturday, January 18, 2020 to present expansion plans to the public.

## I. Treasurer's Report

- **Review of Town bank account balances**
- **Approval of vouchers/checks issued in December 2019** – A motion to approve the payment vouchers from check numbers 10740 to 10855 was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.

## 2. Unfinished Business: Review/Action – none.

## 3. New Business: Review/Action.

### A. Operator/Bartender Licensing for the 2019/2020 Fiscal Year:

Mary Meucci – Kenicky's Public House

- Ms. Meucci appeared before the Town Board, was sworn in by Town Clerk Sandra Rotar and answered questions regarding incidents noted on her background check.
- A motion to approve the Operator/Bartender license for Ms. Meucci was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

### B. Return of Unused Development Retainer to Thomas H. Timblin Related to the Humble Homes Project:

- Town Clerk Sandra Rotar stated that Mr. Tom Timblin provided a \$5,000.00 Development Retainer for the Humble Homes project in 2017. Unfortunately, the development never came to fruition, and the retainer, minus Town of Polk expenses, needed to be returned to the Developer. Ms. Rotar stated that the Town had incurred \$3,331.38 in expenses related to the project, leaving a balance of \$1,668.62 to be returned to the Mr. Timblin.
- A motion to return the Development Retainer balance of \$1,668.62 to Mr. Thomas Timblin was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

**C. Transfer of Town of Polk Truck Savings Account Funds to Town Checking Account to Fund the Recent Purchase of 2004 International Snowplow/Truck:**

- Town Clerk Sandra Rotar stated that the balance of the Town of Polk Truck Savings Account was \$23,211.03 as of December 31, 2019. The recent purchase of the 2004 International Snowplow/Truck was funded by the Town Checking Account, but the Checking Account would need to be reimbursed by funds in the Truck Savings account.
- Clerk Rotar also stated that, per Commerce State Bank, the minimum amount that needed to remain in the Truck Savings account to keep it active was \$50.00.
- A motion to direct the Town Treasurer to transfer all funds, minus \$500.00, from the Truck Savings Account to the Town Checking Account was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.

**D. Resolution 01-02-2020: Resolution Requesting Canadian National to Make the Necessary Repairs to the Arthur Road Bridge in the Town of Polk:**

- Chairman Schuteis stated that the Town had been working with the Village of Slinger in an attempt to address the current condition of the Arthur Road bridge. He further stated that the Town's ability to repair the bridge was limited since it was owned by Canadian National Railroad.
- Ms. Margaret Wilbur, Village Administrator of the Village of Slinger, stated that once both bodies adopted the resolution, it would be sent to Canadian National Railroad and the Wisconsin Commissioner of Railroads. She also stated that she had reached out to contacts at the State level to assist in addressing the condition of the bridge.
- A motion to approve Resolution 01-02-2020: Resolution Requesting Canadian National to Make the Necessary Repairs to the Arthur Road Bridge in the Town of Polk was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

**E. Resolution 02.2020: Town of Polk Election Day Emergency Response Plan:**

- Town Clerk Sandra Rotar stated that one of the requirements of the State of Wisconsin Election Security Subgrant was that municipalities either update current or write new Election Day Emergency Response Plans. Ms. Rotar stated that the Town of Polk did adopt an Election Contingency Plan in 2011, but she found no proof that it had been updated since it was adopted.
- Town Clerk Rotar stated that Resolution 02.2020 would rescind the earlier Election Contingency Plan and replace it with the Election Day Emergency Response Plan attached to the Resolution. She also stated that the Plan presented was based upon a template and guidelines established by the Wisconsin Election Commission.
- A motion to approve Resolution 02.2020: Town of Polk Election Day Emergency Response Plan was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.

**F. Ordinance 01.2020 Ordinance Adopting SPS-316 State of Wisconsin Electrical Code:**

- Town Clerk Sandra Rotar reported that the Wisconsin Department of Safety and Professional Services (DSPS) had implemented a process for municipalities to receive a Commercial Electrical Municipal Designation, allowing the municipality to conduct Commercial Electrical inspections. One of the requirements of obtaining the Certification is amending the municipality's Electrical Code to fully adopt Wisconsin Administrative Code § SPS 316.011(1) via an Ordinance.
- Ms. Rotar stated that Ordinance 13.2019 adopted by the Town Board at the December Town Board meeting was rejected by the State as being incomplete. She stated that she had been working with a DSPS representative to ensure that the Ordinance presented would meet the State's requirements.
- A motion to adopt Ordinance 01.2020 Ordinance Adopting SPS-316 State of Wisconsin Administrative Electrical Code was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

**G. Petition 08.2019 To Amend the text of Chapter 17 Town of Polk Zoning Code:**

- Town Clerk Town Clerk Sandra Rotar stated that at the December Town Board meeting, the Town Board voted to send Petition 08.2019 to the Plan Commission for review and to determine amendments to the Town of Polk Zoning Code. Ms. Rotar stated that the Plan Commission had

recommended several changes to the Zoning Code which were codified in Ordinance 02.2020 Ordinance Adopting Amendments to the Town of Polk Chapter 17 Zoning Ordinance included in the Town Board packet.

- A motion to adopt Ordinance 02.2020 Ordinance Adopting Amendments to the Town of Polk Chapter 17 Zoning Ordinance was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.

**H. Petition 01.2020 Chapter 17 Zoning Code Amendment to Section 3.08(2)**

- Chairman Schulteis stated that this Petition was related to updating the Town of Polk Zoning Ordinance to reflect Adult-orientated Establishments. The Plan Commission would hold a Public Hearing, and develop amendments to the Ordinance which will be considered by the Town Board in February 2020.
- A motion to send Petition 02.2020 to the Plan Commission was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.

**4. Motion to adjourn** was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried. Time of adjournment was 7:55pm.

Respectfully submitted,

  
Sandra Rotar, Clerk