

Approved: May 21, 2020

AGENDA MINUTES

TOWN BOARD OF THE TOWN OF POLK

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

Washington County, Wisconsin

Tuesday, March 10, 2020 at 7:00 p.m.

1. Meeting was called to order at 7:00pm.

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, Treasurer Lynette Bartlette and Town Clerk Sandra Rotar. Excused: Supervisor Robert Roecker.

D. Moment of Silent Prayer

E. Public Comments. (15 minutes):

- Mr. Rod Bartlow, appeared before the Town Board to introduce himself as a candidate for District 15 County Supervisor. Mr. Bartlow stated he was a 50-year resident of the Town of Polk, and discussed his background, his reasons for running for County Supervisor, and his view of the biggest challenges facing Washington County.

F. Approval of Minutes -none.

G. Washington County Sherriff Department activity within the Town of Polk for February 2020.

- Deputy Jeremy Miller from the Washington County Sheriff's Department reported that in February of 2020 there were 582 calls for service in the Town of Polk; including 235 property/business checks made, 137 traffic stops, and 38 traffic accidents, including 19 accidents during snow events and 3 accidents involving hitting deer. There was one response to a grass fire and he reminded residents to be mindful of conditions when conducting burns on their property.
- Deputy Miller also stated that the Sherriff's Office provides "Active Shooter", property security assessments and other emergency safety training to municipalities free of charge. He encouraged the Town to schedule an assessment and/or safety training for staff and election personnel.
- Deputy Miller reported there had been numerous incidents (131) in the County where road signs had either been stolen or damaged. He stated that it was important for DPW staff to "keep an eye out" for stolen or vandalized signs, and report any incidents to the Sherriff's Office immediately.

H. Chairman's Report

- Debate of candidates for Washington County Executive – Two debates will occur, the first is on March 18th at the Slinger Performing Arts Center from 5:30-7:30PM followed by a debate at the Washington County Fair Park on March 26 from 6:00PM-7:30PM. All are invited to debates and Town residents are encouraged to attend.
- Town of Polk Strategic Planning Session is March 31 at the Washington County Fair Park at 6:30PM. ALL RESIDENTS ARE INVITED!
- The Presidential Preference Spring Primary is April 7. Exercise your rights and vote!

I. Treasurer's Report

- **Review of Town bank account balances**
- **Approval of vouchers/checks issued in February 2020** – A motion to approve the payment vouchers from check numbers 10923 to 11001 was made by Supervisor Sang and seconded by Chairman Schulteis. 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

Kelli S. Ritter – Kenicky's Public House

Steven R. Bahr – Kingsheart Farm

- Town Clerk Sandra Rotar stated that completed applications had been received and fees paid for both applicants. Background checks were also clear.
- A motion to approve the Operator/Bartender license for Ms. Ritter and Mr. Bahr was made by Supervisor Sang and seconded by Chairman Schulteis. All voted in favor and the motion carried.

B. Washington County Highway Department – Pavement Markings

Discussion of Town of Polk projects

- Chairman Schulteis stated that the Town of Polk follows a 5-year Maintenance Schedule for Road Pavement Markings. The plan schedules approximately 7-10 miles to be marked each year at an estimated cost of \$1,000.00 per mile.
- DPW Manager Roy Wenninger had developed a 2020 schedule for the Town Roads most in need of pavement markings.
- A motion to approve Washington County to proceed with pavement markings, per the DPW schedule, to an amount not to exceed \$10,000.00 was made by Supervisor Sang and seconded by Chairman Schulteis. All voted in favor and the motion carried.

C. Resolution 06.2020 Resolution Delegating Supervision of Town Employees

- Town Clerk Sandra Rotar stated that if the Town Board does not adopt legislation delegating a Town Officer or a Board member to supervise and address employee human resource (HR) issues, the entire Board would need to convene a meeting to address them.

- Adopting such a resolution is the recommendation of the Wisconsin Towns Association to quickly address HR issues without a Board Meeting needing to be called.
- Ms. Rotar explained that Resolution 06.2020 would delegate supervision and HR issue management to the Town Board Chair.
- A motion to approve Resolution 06.2020 Resolution Delegating Supervision of Town Employees was made by Supervisor Sang and seconded by Chairman Schulteis. All voted in favor and the motion passed.

D. Resolution 2020-07 Resolution to Amend Town of Polk Fee Schedule

- Chairman Schulteis stated that the need for this amendment was due to recent changes in the Town's building inspection services. Building permits, HVAC, Plumbing and Electrical fees are amended to reflect the current contract with Lake Country Inspections, LLC and to match the fees that are listed on the Permit applications.
- A motion to approve Resolution 07.2020 Resolution to Amend Town of Polk Fees Schedule was made by Supervisor Sang and seconded by Chairman Schulteis. All voted in favor and the motion passed.

E. Discussion to allow our Highway Dept. to Post short term weight limits on Town Roads at his discretion to prevent further road damage

- Chairman Schulteis explained that there were a number of roads within the Town that need to be addressed before significant damage occurs. Posting weight limits on these roads would prevent further breakdown until the roads could be repaired.
- Discussion ensued regarding if the Town Board had the authority to designate this authority to the DPW Manager through a motion, or if additional legislative action was needed. It was decided that the Town should consult the Town Attorney before making a decision.
- A motion to direct the Town Clerk to consult with the Town Attorney regarding the best manner in which to proceed, to be reported at the next Town Board meeting, was made by Supervisor Sang and seconded by Chairman Schulteis. All voted in favor and the motion passed.

4. Motion to adjourn was made by Supervisor Sang and seconded by Chairman Schulteis. All voted in favor and the motion carried. Time of adjournment was 7:32pm.

Respectfully submitted,


Sandra Rotar, Clerk