

Approved: June 9, 2020

## MINUTES

### TOWN BOARD OF THE TOWN OF POLK

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

Washington County, Wisconsin

Thursday, May 21, 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, Supervisor Robert Roecker, Treasurer Lynette Bartlett and Town Clerk Sandra Rotar.

**D. Moment of Silent Prayer**

**E. Public Comments. (15 minutes)**

- Mr. Andrew Doberstein, 3935 Oak Avenue, spoke against the Town issuing a Short-term Rental license to Cedar Lake Rentals, LLC. He stated that issuing the license would create a public nuisance to the neighborhood. Mr. Doberstein also requested that the Town Board amend the Short-term Rental Ordinance to prohibit the use of properties within residential areas as a short-term rental.

**F. Approval of Minutes**

- **February 11, 2020 – 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.
- **February 25, 2020 (6:15PM) – Special 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.
- **February 25, 2020 (7:00PM) – 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.
- **March 3, 2020 - Special 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.
- **March 10, 2020 - Town Board Meeting:** Chairman Schulteis stated that there was one correction of the minutes, the word “Agenda” should be changed to “Minutes”. A motion to approve the minutes with correction was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.

### **G. Sheriff's Department Report**

- Washington County Sheriff Department activity within the Town of Polk for March and April 2020
- Deputy Sheriff Jeremy Miller was not able to attend the meeting, so the report was held until the June 9, 2020 Town Board meeting.

### **H. Chairman's Report**

- **Staff Commendation regarding response to the COVID-19 public health crisis and impact on Town Operations and the April 7, 2020 election:** Chairman Schulteis recognized the efforts of the Town staff ; Town Clerk Sandra Rotar, Town Treasurer Lynette Bartlett, DPW Manager Roy Wenninger and Zoning Administrator Tracy Groth, for their time and effort to implement an Emergency Declaration for the Town and conduct the April 7, 2020 election in a safe manner.
- **2020 Census – remember to submit survey on-line:** Town Clerk Sandra Rotar stated that the State of Wisconsin had the highest response rate to the on-line survey in the country. She also stated that the Census was important because it was one of the main factors used in the allocation of grants and aid to municipalities. Chairman Schulteis encouraged residents who had not yet completed the survey to do so.

### **I. Treasurer's Report**

- **Review of Town bank account balances**
- **Approval of vouchers/checks issued in March and April 2020** – A motion to approve the payment vouchers from check numbers 11001-11050 for March and 11051- 11093 for April was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.

## **2. Unfinished Business: Review/Action.**

### **A. Discussion to allow Town Highway Department Manager to Post Short-term Weight Limits on Town Roads at his Discretion to Prevent Further Road Damage**

- Town Clerk Sandra Rotar stated that when this item was considered at the February 2020 Town Board meeting, the Board held the item and directed her to discuss with the Town Attorney before moving forward.
- Ms. Rotar stated that the Town Attorney had outlined two options, appointing a superintendent of Highways or approving temporary weight-limits as a Board. An e-mail from the Town Attorney discussing these options was included in their packets.
- A motion to hold this item until the Fall, in preparation for the Spring 2021 thaw, was made by Chairman Schulteis and seconded by Supervisor Roecker. All voted in favor and the motion carried.

## **3. New Business: Review/Action.**

### **A. Short-term Rental License Application – Cedar Lake Rentals, LLC 3943 Oak Avenue, West Bend**

- Chairman Schulteis stated that the Town Board could not retroactively make changes to the Short-term Rental Ordinance, and this application needed to be reviewed under the Ordinance that was in effect at the time of application.
- Town Clerk Rotar stated that the applicant did meet all of the license requirements and had paid the necessary license fee.
- A motion to approve the Short-Term Rental license for Cedar Lake Rentals, LLC was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

**B. Annual Review of Conditional Use Permit for Doug Marquardt and Linda Larson - The Farm on Pioneer Road. 4214 Pioneer Road. Zoned A-1 General Agricultural. Parcel T9-098700C.**

- Discussion ensued with the owners, Doug Marquardt and Linda Larson, regarding how COVID-19 had impacted their business, and how they planned to take precautions to protect guests once they reopened.
- A motion to approve the Conditional Use Permit was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

**C. Review of Proposed Changes to Town Hall Hours and Public Access**

- Monday: 7:30am–12:00PM – Appointment Only
- Tuesday: 2:30– 6:00PM (vs. 7:00PM) – Open to Public
- Wednesday: 7:30am–12:00PM – Appointment Only
- Thursday: 7:30am–12:00PM – Open to Public
- NOTE: Public access to Town Hall will change for In-Person Voting
- Discussion ensued regarding re-opening the Town Hall now that the Stay at Home Order had been lifted. The goal of the proposal was to increase access to Town operations by residents, but also continue to limit staff interaction with the public to reduce COVID-19 exposure.
- Chairman Schulteis stated that the schedule proposed had been suggested and agreed to by himself and Town Office staff.
- A motion to approve the proposed schedule on a temporary basis, and to review again once the COVID-19 public health crisis has fully abated, was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

**D. Request of Town Clerk to Attend UW-Green Bay 2020 Municipal Clerks and Treasurer Institute (Virtually), July 12-17, 2020**

- Town Clerk Rotar stated that due to the COVID-19 health crisis, the 2020 Municipal Clerks and Treasurer Institute would be conducted virtually this year.
- Ms. Rotar also stated that attending the Institute last year had greatly expanded her knowledge as a Clerk, and the classes offered this year would continue her growth in this position. In addition, since the class would be conducted virtually, the cost of the Institute was significantly less than in previous years as lodging and meals would not be required.
- A motion to approve the Town Clerk's attendance at the 2020 Municipal Clerks and Treasurer Institute was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.

**E. Disposition of Computer Equipment No Longer in Use Due to Age and Condition**

- Town Clerk Rotar stated that there were several pieces of computer equipment that were being stored in one of the storage closets. Upon review by the Town's IT Consultant, it was determined that the equipment was old, outdated and beyond its useful life. (An e-mail stating such had been included in the Town Board's meeting packets.) Ms. Rotar requested that the equipment including 2 Personal Computers, 2 monitors, 2 Mouse and 1 keyboard, be disposed of in a safe and appropriate manner.
- A motion to dispose of the computer equipment in a manner chosen by the Town Clerk was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

**F. Resolution 08.2020 Declaring Emergency - Ratification by Town Board**

- Town Clerk Rotar stated that in implementing the Town's Emergency Declaration and related Emergency Operation Plans related to the COVID-19 Stay at Home Order, the Town Board was unable to meet to review and approve the appropriate Resolutions.
- The Town Chairman executed these Resolutions on behalf of the Town Board, but these Resolutions still need to be Ratified by the Town Board.
- Items F, G and H on the agenda are related to this process.
- A motion to Ratify Resolution 08.2020 Declaring Emergency was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

**G. Resolution 09.2020 Amending Emergency Declaration - Ratification by Town Board**

- A motion to Ratify Resolution 09.2020 Amending Emergency Declaration was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

**H. Resolution 10.2020 Amending Emergency Declaration - Ratification by Town Board**

- A motion to Ratify Resolution 10.2020 Amending Emergency Declaration was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

**I. Ordinance No. 08.2020 Weed Control**

- Town Clerk Rotar stated that adoption of a Weed Control Ordinance is mandated by State Statutes. Ordinance 08.2020 reflects the 2020 Noxious Weeds and Invasive Species that must be removed by residents immediately if found on their property. Ms. Rotar stated that the weeds listed in the Ordinance had not changed since adoption of the 2019 Ordinance.
- A motion to approve Ordinance No. 08.2020 was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.

- J. Certified Survey Map Harold Heppie Trust** to create an approximate 8.9 acre lot from an approximately 58.50 acre parcel, 3950 Lily Road, Washington County, Section 14, Zoned A-1 General Agricultural.

- Chairman Schulteis stated that this Certified Survey Map and been reviewed by the Plan Commission and forwarded to the Town Board for approval.
- A motion to approve the Certified Survey Map, Harold Heppe Trust, 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 7:47pm.

Respectfully submitted,

  
Sandra Rotar, Clerk