

Approved: September 8, 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, August 13, 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, Zoning Administrator Tracy Groth and Town Clerk Sandra Rotar.

D. Moment of Silent Prayer

E. Public Comments

- Mark Bamke, 4744 Highland Road Park Drive, stated he had a concern regarding an erosion of the street impacting Fealy Keeley Drive and Highland Park Drive Streets. Mr. Bamke stated that the Town's DPW department had tried to address the issue several times, but the road was constantly crumbling and impacting his driveway. Mr. Bamke also raised the issues of a Town of Polk resident being a member of the Big Cedar Lake Protection & Rehabilitation District and walk lane accessibility required by the 1933 Kauth Agreement.
- Washington County Board Supervisor Pamela Konrath, 4704 Lakeview Circle, provided an update on recent actions of the Washington County Board and the Big Cedar Lake Protection & Rehabilitation District, of which she is a member. She stated that she would be willing to attend monthly Town Board meetings to provide updates on both organizations.

F. Approval of Meeting Minutes

- **July 9, 2020 – Town Board Meeting:** Supervisor Dennis Sang requested an amendment to the meeting minutes, changing the title of the document from "Agenda" to "Minutes". A motion to approve the minutes, as amended, was made by Supervisor Dennis Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.
- **July 30, 2020 – 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.

- **August 6, 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.

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

- Deputy Jeremy Miller from the Washington County Sheriff’s Department reported that in July of 2020 there were 567 calls for service in the Town of Polk; including 212 property/business checks made, 103 traffic stops, 34 abandoned/false 9-1-1 calls, and 24 traffic accidents, including 1 accident involving hitting deer.
- Deputy Miller also discussed two recent calls involving the use of a drone and 2 fraud/identity theft related to COVID-related programs, i.e., filing for State unemployment benefits.

H. Chairman’s Report

- August 17, 2020 – Anticipated start date for Cedar Creek Road rebuild project
- August 11, 2020 Partisan Primary Election – Chairman Schulteis acknowledged the work of Town Clerk Sandra Rotar, Chief Inspector, Paul Melius and Poll Workers in conducting the Town’s election in conducting a successful election.

I. Treasurer’s Report

- Review of Town bank account balances: Town Treasurer Lynette Bartlett reviewed the largest expenditures in July, including expenditures for road paving and the 2% Fire Dues Program. Town Clerk Sandra Rotar noted the Fire Dues expenses were offset by a State revenue.
- Approval of vouchers/checks issued in July 2020 – A motion to approve the payment vouchers from check numbers 11180-11231 was made 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. Bartender/Operator License for 2020-2021 Licensing Year

- Steven Bahr (RENEWAL) – Kingsheart Farm
 - Heather Gonyo (RENEWAL) – Kingsheart Farm
 - Emily Jahn (NEW) – Sheryl’s Club
- Town Clerk Sandra Rotar stated all Operator/Bartender applicants listed had submitted complete applications, the required documentation and paid the necessary fees. Ms. Rotar also stated background checks had been conducted on all of applicants who were being licensed by the Town as a Bartender/Operator for the first time, and no concerns were found.

- A motion to approve the Operator/Bartender Licenses as presented was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

B. Fireworks Application/Permits

West Bend Mutual Insurance Company for Tuesday, September 22, 2020 at 8:40pm at Washington County Fair Park, 3000 HWY PV, West Bend, WI.

- Town Clerk Sandra Rotar stated this was an event held by the West Bend Mutual Insurance Company for its employees annually, and the applicant had submitted a complete application, the required documentation and paid the necessary fees.
- A motion to approve the West Bend Mutual Fireworks Permit was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.

Hairball Productions, LLC for Saturday, August 22, 2020 at 4:00pm at Washington County Fair Park, 3000 County HWY PV, West Bend, WI.

- Town Clerk Sandra stated this was a Hairball concert event, and the applicant had submitted a complete application and the required documentation. However, the Town had not yet received the \$25.00 permit fee as it was mailed earlier in the week from Minnesota. Town Clerk Rotar recommended that, if the Board were to approve the permit, it be contingent upon payment of the outstanding fee.
- A motion to approve the Hairball Productions, LLC Fireworks Permit, pending payment of the \$25.00 permit fee, was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

John Lorenz “Protect the Package” for Saturday, August 15, 2020 at 1:00 – 1:30pm at Scenic View Country Club, 4415 Club Drive, Slinger, WI.

- Town Clerk Sandra Rotar stated this was a charity event focused on providing education and prevention of male cancers. Ms. Rotar stated the Fireworks Permit was approved by the Board last year, and the applicant had submitted a complete application, the required documentation and paid the necessary fees.
- Supervisor Sang stated he would not vote to approve this Fireworks Permit. Mr. Sang stated there had been complaints made to the Town about the event last year including the fireworks used being dangerously loud, and ~~no~~ not properly notifying neighbors that fireworks would be used during a Saturday afternoon.
- John Lorenz, owner of Protect the Package, stated that the Town had not informed him of the complaints related to last year until the Fireworks Permit was submitted. He stated the Wolverine Fireworks Company followed all required safety protocols and he was willing to change the fireworks used at the event this year from “salutes” to “screamers”.
- A motion to approve the “Protect the Package” Fireworks Permit was made by Supervisor Roecker and seconded by Chairman Schulteis. Supervisor Sang voted against. The motion carried on a 2-1 vote.
- Chairman Schulteis stated if noise complaints were received about the event this year, the Town Board would not approve a 2021 permit.

C. Disposition of a 1993 International Truck, by Sale to Wenninger Auto Sales, for a Purchase Price of \$5,000.00

- Chairman Schulteis stated the Town had received an offer to purchase the 1993 International Truck, by Wenninger Auto Sales. Chairman Schulteis also stated the truck was no longer used by the Town for snow events and that the price offered was fair.
- A motion to approve the sale of the 1993 International Truck to Wenninger Auto Sales for \$5,000.00, to be paid by cash or cashier's check, was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.

D. Application to Rezone by M&K Barton to change the zoning designation of 5.07-acre parcel located at Scenic Road, Lot 10 of CSM 6230 from B-1 Business District to M-1 Industrial District. Section 26. M&K Barton, Property Owner.

- Chairman Schulteis stated the Plan Commission has recommended approval of the M&K Barton rezoning application.
- A motion to approve the Application to Rezone by M&K Barton was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

E. Presentation on Meeting Options for Town of Polk Community Engagement Session.

- Zoning Administrator Tracy Groth stated the Town of Polk Community Engagement Session originally planned for March 31, 2020 had to be postponed because of the COVID-19 Public Health emergency. Ms. Groth stated that there was a big interest in participating in the meeting, the Town had received over 100 RSVPs, and Town residents frequently asked when the meeting would be rescheduled.
- Zoning Administrator Groth stated she had been working with Jeff Sanders of Community Planning & Consulting on options for conducting the meeting in a safe manner for staff and residents. She stated they had evaluated three options: 1) In-person meeting at the Washington County Fair Convention Center as planned., 2) A Zoom, or other video conferencing platform, meeting., and/or 3) A Hybrid of providing access to residents either on-line, via phone and in-person at the Town Hall.
- Zoning Administrator Groth stated it was the recommendation of Mr. Sanders and herself a Hybrid meeting be conducted. However, there were some challenges in conducting the Hybrid option due to the current video conferencing technology available at the Town Hall. It would be difficult for residents to participate in the meeting from the Town Hall.
- Town Clerk Sandra Rotar stated the Town has the ability to utilize Routes to Recovery grant funds to implement video conferencing and other IT improvements to allow virtual and in-person meetings.
- A motion to approve the conducting the Community Engagement Session under the Hybrid option presented, and direct the Town Clerk to seek proposals on improving the Town's video conferencing and IT technology, was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.

F. Draft Petition for Reversal of Zoning. T9-0470, T9-0471, T9-0472, Section 12. Town of Polk

- Zoning Administrator Tracy Groth stated approval of this petition by the Town Board would request the Plan Commission to evaluate reversing the Zoning related to these properties. Ms. Groth stated the Zoning designation was originally changed to allow an 80-acre development with multifamily and commercial properties. The development never came to fruition.
- Ms. Groth stated the property had been sold and the new owners had no interest in pursuing the development, and had requested the Zoning designation be changed back to A-1 Agricultural.
- A motion to approve sending the Petition to the Plan Commission for review was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried.

G. Receipt of the Plan Commission Report from the August 4, 2020 Plan Commission meeting.

- Town Clerk Sandra Rotar stated this is an item that will be added to all future Town Board Agendas where a Staff Report regarding a Plan Commission meeting is received. Ms. Rotar stated the report becomes part of the Town Board meeting file and therefore, it must be properly noticed.
- A motion to receive the Plan Commission report from the August 4, 2020 Plan Commission meeting was made by Supervisor Sang and seconded by Supervisor Roecker. All voted in favor and the motion carried.

4. Motion to adjourn was made by Supervisor Roecker and seconded by Supervisor Sang. All voted in favor and the motion carried. Time of adjournment was 8:15pm.

Respectfully submitted,


Sandra Rotar, Clerk