

MINUTES OF TOWN OF PACIFIC BOARD MEETING

February 28, 2017 6:00 PM Held at the Pacific Town Hall

Call to Order: The meeting was called to order by Chairman Devine at 6:00 PM.

Roll Call: Chairman William Devine, Supervisors Irma Brockley, Craig Cawley, and Ethel Smith were present. George Beasley was absent.

Others Present: Treasurer Mark Zimmerman, Clerk Marlo Gustafson, Deputy Clerk Linda Koch, Attorney John Miller, Town Engineer Robert Roth, Scott Hewitt, Chris Schutz, Bill DeMars, and Jeanette Vick.

Verification of Public Notice: Clerk verified that public notice was posted on February 23, 2017 at the Town Hall and published on town's website. The Portage Daily Register also received notice of the meeting.

Town Agenda: Motion by Brockley/Cawley to approve the agenda as posted. All in favor by call of roll.

Prior Month's Board Minutes:

Motion by Cawley/Brockley to approve the minutes of January 17, 2017 as presented. All in favor by call of roll.

Amend Order of Agenda:

Motion by Cawley/Brockley to amend the order of the agenda to accommodate those present. All in favor by call of roll.

Comprehensive Plan Amendment: Motion by Cawley/Smith to approve the Comprehensive Plan Amendment changing Lot 2 of Parcel 435 from A-1 to R-1 to allow for a single family residential lot (live-in storage building). Lots 1 and 3 will remain A-1 with an added A-4 overlay. All in favor by call of roll.

Rezone: Motion by Cawley/Brockley to approve rezoning Lot 2 of Parcel 435 from A-1 to R-1 to provide for a single family residential lot. All in favor by call of roll.

Certified Survey Map: Motion by Cawley/Smith to approve the 3-lot Certified Survey Map of Parcel 435 subject to the following changes/additions:

- Show both Ag Driveways on face of CSM, both 40 feet wide, and incorporate same into the final draft of the Declaration of Covenants, Conditions, Restrictions and Easements.
- Update Declaration of Covenants, Conditions, Restrictions and Easements to reflect storm water easement as a drainage easement.
- Update the Topographic Site Plan to show the new proposed location of the structure and driveway.
- Prepare contour map showing positive drainage to the retention basin over the area of the drainage easement and then attach the contour map to the Declaration of Covenants, Conditions, Restrictions and Easements.
- Add note to the face of the CSM referring to approved Declaration of Covenants, Conditions, Restrictions and Easements.

All in favor by call of roll.

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Building Permits Report: Permit list was reviewed. It was requested that the prior year permit inspection list will be included in packet in the future.

Road Report: Nothing to report.

Cemetery Report: Sexton Cawley reported that there were no recent lot sales or funerals.

Recycling Center Report: Supervisor Cawley reported that the Solid Waste/Recycling Committee did not meet in February.

Sheriff's Report: January report was reviewed.

Town Hall Report: Supervisor Beasley submitted a written report regarding the septic odor dissipating and outside LED replacement on one pillar.

Correspondence: The Town received a copy of the Annexing Ordinance from the City of Portage regarding the CRABS Enterprises, LLC parcel. The Town received a letter of gratitude for continuing to make a co-sponsorship payment to the Portage Park and Recreation Department. The Town received a letter from ATC (American Transmission Company) to notify of periodic maintenance of the transmission line right-of-way to manage the trees, brush and woody vegetation to help ensure that vegetation does not compromise public safety or the reliability of the transmission system and equipment. Rob Roth will follow up with ATC to ensure that they receive proper permits if necessary. A public nuisance complaint was made by a resident on North Shore Drive describing concerns with inconsiderate usage of the golf cart path which runs concurrent with the property. The golf cart path is private property that the Township has no control over. Supervisor Beasley will contact the property owner and direct her to the Saddle Ridge Condo Association. Another public nuisance complaint was recently made regarding unsightly debris all over a property on Star Branch Road. Kenneth Thiele, Columbia County Zoning & Sanitary Specialist has contacted the property owner and plans another on-site inspection within the coming weeks.

Outside Meeting Attendance: Supervisor Cawley attended the Pardeeville Fire Protection District meeting on February 22, 2017. The next meeting is in May.

Town Plan Commission Report: Draft minutes from the February 7, 2017 meeting were provided for information.

Public Comments: None.

Treasurer's Report: Treasurer's report was reviewed. Motion by Smith/Cawley to accept the Treasurer's Report. All in favor by call of roll.

Payment of Current Bills: Motion by Brockley/Cawley to approve payment of current bills with checks numbered 14178 through 14237 and electronic draws 17-06 through 17-10 in the amount of \$995,293.13. All in favor by call of roll.

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Investments Report: Supervisor Brockley gave verbal report of the Park Fund CD (\$5323.01). The full amount was left at Summit Credit Union at 1.25% for 24 months.

General Code Supplement No. 4 Price Estimate: The estimated cost to codify Ordinances 2016-1 through 2016-6 and 2017-1 through 2017-5, including revisions to the Disposition List and Index will be between \$2,805 and \$3,090, which includes shipping and handling. Motion by Cawley/Brockley to approve signing the estimate agreement. All in favor by call of roll.

Solid Waste Permit Application: The last expected application came in from Advanced Disposal-Waunakee Transfer. Motion by Cawley/Smith to approve as presented. All in favor by call of roll.

Operator License Applications: Motion by Cawley/Brockley to grant and issue Operator Licenses for Leah Oppelt and Samantha Vander Heiden. All in favor by call of roll.

Sign Delegation of Authority Form: 2015 Act 211 requires that each municipality send into the State a digital building form for any new one and two-family dwellings constructed within the municipality. General Engineering Co., as our contracted agency for building inspection services, will implement this process once given permission via a signed "Delegation of Authority Form". The new system will begin in 2018 and GEC will submit a copy of the required permits to the State for the Town of Pacific. Motion by Cawley/Smith to approve signing the Delegation of Authority Form as presented. All in favor by call of roll.

Adoption of Ordinance 2017-6 to Provide for Commercial Building Permitting/Inspections: The purpose of this ordinance is to promote the general health, safety and welfare by enforcing the adopted codes regarding commercial buildings. Motion by Cawley/Brockley to approve Ordinance 2017-6 as presented. All in favor by call of roll.

Policies & Procedures regarding Submittals: The Town of Pacific has a comprehensive set of applications and procedures for doing business in the Town. In the past, the Town has observed that changing/updating documents during the approval process can be difficult to track and can result in delays in the approval process. This Policy is intended to be utilized as a guide for Applicants and Agents working on behalf of an Applicant. Motion by Cawley/Brockley to approve as presented with one minor addition in verbiage related to the size of hard-copy submittals. All in favor by call of roll.

Haz-Mat Agreement: The Town of Pacific enters this Agreement for HAZ-MAT Response Services between the City of Portage and County of Columbia. Motion by Brockley/Cawley to approve and sign as presented. All in favor by call of roll.

2017 Mobile Home Verification: Columbia County Planning & Zoning annually reviews the location of all mobile homes in the county to ensure their compliance with the Zoning Ordinance. The Town must verify their existence on each property and report any changes. Motion by Cawley/Smith to approve the Mobile Home Inventory for 2017 and sign as presented. All in favor by call of roll.

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Adjourn: Motion by Cawley/Brockley to adjourn at 7:33 p.m. All in favor by call of roll.

Marlo Gustafson, WCMC
Town Clerk