

# MINUTES OF TOWN OF PACIFIC BOARD MEETING

---

Tuesday, June 15, 2021 6:00 PM Held at the Pacific Town Hall

**Call to Order:** The meeting was called to order by Chair Devine at 6:00 p.m.

**Roll Call:** Chairman William Devine, Supervisors Irma Brockley, Craig Cawley, and Julie Kayartz were present.

**Others Present:** Clerk Gustafson, Treasurer Zimmerman, Town Attorney John Miller, Town Engineer Robert Roth, Steve Pate, Richard McCutchin, Tomas Toro of Grothman & Associates, Mike Elle, Ben and Monica Neumann, and Cliff Kessler were also present.

**Verification of Public Notice:** Clerk verified public notice was given on June 10, 2021.

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

**Amend Order of Agenda:** Motion by Cawley/Kayartz to amend the order of the agenda to accommodate guests. All in favor by call of roll.

**Public Comments:** Mike Elle from Pacific Ridge Subdivision expressed concern over the talk of the reinstatement of the Homeowner's Association in his subdivision. Chair Devine addressed the issue and noted that further discussion would take place at the next Plan Commission meeting to be held on Tuesday, July 6<sup>th</sup> at 5:30 p.m. Cliff Kessler complained about fly ash being used on the Pacific Ridge subdivision after the recent sealcoating. Supervisor Cawley explained that using fly ash is better than using pea gravel and Pacific Ridge is scheduled to be swept soon. Richard McCutchin made a comment about the flag not being present in the Town Board room. The Clerk explained that the flag was out in the common area and could be moved back into the board room.

**Prior Month's Town Board Minutes:** Motion by Brockley/Kayartz to approve the minutes of May 18, 2021, as presented. All in favor by call of roll.

**Building Permits Report:** Reviewed.

**Road Report:** Supervisor Cawley reported that the County completed weed spraying along Town roads. Complaint received on asphalt edge along N5665 Dunning Road breaking off into yard. Reported to County Highway Dept. and limestone was applied to shoulder. The Town Board asked the Clerk to send a letter to Columbia County Highway Dept. to express the importance of the drivers selecting the individual roads that are receiving service by the County, and not selecting "all roads" from the drop-down menu.

**Cemetery Report:** Supervisor Cawley reported there was one funeral. Donald R. and June M. Miller were buried on May 27, 2021, on Lot 134, Grave 7 in the same urn. There were two lot sales to report. Donald D. Wills and Deborah S. Wills purchased Graves 1 and 2 on Lot 162. The cemetery looked good for Memorial Day, the lawn was mowed, and the weeds were trimmed.

## MINUTES OF TOWN OF PACIFIC BOARD MEETING

---

**Solid Waste & Recycling Center Report:** Supervisor Cawley attended the June meeting and there were no complaints. Minutes were provided for the May meeting.

**Building & Grounds Report:** Supervisor Cawley reported that he reminded Joe DeBoer of Columbia County Highway to stripe the Town Hall parking lot stalls per the agreement entered into earlier this year.

**Sheriff's Report:** There were 133 calls reported for May.

**Correspondence:** None.

**Outside Meeting Attendance Report:** Chair Devine attended a legislative alert teleconference regarding the Payment in Lieu of Taxes program. The Wisconsin Towns Association is advocating for changes to benefit communities. Chair Devine reported that he will be meeting with Alliant Energy next week. Supervisor Brockley reported that she plans to attend the WTA Columbia County Unit meeting on June 17<sup>th</sup>.

**Report from Town Plan Commission:** Draft minutes were provided.

**Treasurer's Report:** Motion by Cawley/Brockley to accept the Treasurer's Report. All in favor by call of roll.

**Payment of Current Bills:** Motion by Cawley/Kayartz to approve payment of current bills with checks numbered 15906 through 15934 and electronic draws 21-34 through 21-37 in the amount of \$91,995.93. All in favor by call of roll.

**Investment Report:** Supervisor Brockley reported that \$250,000.00 comes due on June 17<sup>th</sup>. The investment will be put in CDARS for one year at .40% at F & M Bank. Two other investments come due later in June and will most likely be handled the same way.

**Adoption of Wisconsin Municipal General Records Schedule:** Destruction or transfer of records is not permitted until this form is signed by the Town and signed by the Wisconsin Historical Society and the Public Records Board. Motion by Cawley/Brockley to adopt the General Records Schedule for Wisconsin Municipal and Related Records. All in favor by call of roll.

**Operator License Applications:** Applications were received from the following: Rajan Kumar, Rajan Talwar, Debra Turner, Kathryn Connery, Brigit Flynn, Brooke Johnson, Carri Bryan, Kelsea Dushack, Ashley Fugate, Taylor Hawley, Kristy Hill, Lydia Janutolo, Alyssa Langer, Heather Miller, Lori Neusen, Michelle Thoma, Sara Cullen, Nuan Hagen, Kelly Jahoda, Tricia Kuhn, Gretchen Lambert, Margareta McKinnon, Alexis Schmelzer, Winnifred Schumann, Rachel Seltzner, Daniel Stafford, and Katrina Tews. Motion by Cawley/Kayartz to approve. All in favor by call of roll.

**Alcohol Beverage License Renewals and Agent Appointments:** Applications were received from the following: "Class A" Combination Fermented Malt Beverage & Intoxicating Liquor license for ENR Investment, Inc. dba Portage One Stop, Mohammed Farooqui as Agent, "Class B" Combination Fermented Malt Beverage & Intoxicating Liquor License for Rendezvous at Saddle Ridge, LLC, Margaret Druce as Agent,

## MINUTES OF TOWN OF PACIFIC BOARD MEETING

---

and “Class B” Combination Fermented Malt Beverage & Intoxicating Liquor License for Northstar Tavern. Motion by Cawley/Kayartz to grant and issue. All in favor by call of roll.

**Announcement of Town Board Supervisor Vacancy:** Per Town Policy, Chair Devine officially announced the Supervisor vacancy on the Town Board. The Town Clerk will post notice in the pre-approved three physical locations and on the Town’s website. Motion by Kayartz/Cawley to approve the draft vacancy notice. All in favor by call of roll.

**Bierman CSM/Rezone/Variance Requests:** Motion by Cawley/Brockley to approve the Certified Survey Map Review, Variance Request, and the Zoning Change Request applications subject to the terms and conditions recommended by the Town Engineer and Plan Commission. All in favor by call of roll.

**Approval of Revised Application Packets:** The application packets for an Erosion Control Permit, Site Plan Review, and Stormwater Management Permit were recently updated. Motion by Kayartz/Brockley to approve as presented. All in favor by call of roll.

**Hinkley Variance Application at Columbia County Planning & Zoning Dept.:** James Hinkley, Trustee for Elizabeth R. Hinkley Living Trust, Parcel 11032-12 recently applied at Columbia County Planning & Zoning Dept. for a zoning permit and a variance for a deck. The letter from Planning & Zoning, notifying the town of the applications, was dated May 17, 2021, with a 60-day period for town recommendation to be submitted. The Town has not heard from James Hinkley and no application has been filed with the town as of this date. Motion Kayartz/Cawley to deny the variance request on the basis that James Hinkley has failed to provide an application to the Town and has not provided any information to the Town to support his claim that he meets the criteria for the issuance of a variance. All in favor by call of roll.

**Designation of Authorized Representative to Request Local Fiscal Recovery Funds:** For the purpose of keeping the Town’s registration active with the U.S. Government through the online System for Award Management (SAM), and to meet the requirements to access the American Rescue Plan Act allocation, a designated Entity Administrator/Authorized Representative must be appointed. Motion by Cawley/Kayartz to appoint Town Clerk Gustafson as Entity Administrator/Authorized Representative. All in favor by call of roll.

**Adjourn:** Motion by Cawley/Brockley to adjourn at 7:10 p.m. All in favor by call of roll.

Marlo Gustafson, WCMC  
Town Clerk