

TOWN OF PORT WASHINGTON

OFFICE OF THE CLERK

Unofficial Minutes of regular meeting of the
Port Washington Town Board

Monday, October 7, 2019 at 7:30 p.m.

At the Town Hall, 3715 Highland Drive, Port Washington, WI

1. **Roll Call and Pledge of Allegiance.** *Melichar states the agenda was posted timely and correctly, the press was notified and the hall is handicap accessible.*
Present: Jim Melichar, Mike Didier, Gary Schlenvogt, Heather Krueger-Clerk, Mary Sampont-Treasurer, Rick Fellenz- Building Inspector
Absent: none
Residents: 5 Residents, 1 members of the Press
2. **Approval of September Town Board minutes. Motion to approve minutes with changes made to Willow Crest estates, to read: motion contingent on shared driveway agreement approval by town attorney made by Didier, second by Schlenvogt. Motion passed unanimously.**
3. **Public Comments.** Katherine Allen, Terry Lane, would like her ditch looked at prior to winter if possible.
4. **Town Chairman report.** Joel Multerer contacted Melichar regarding putting up an Ag building on his land, Melichar advised him he cannot because of the shoreline zoning. John Lanser would like to know if storage sheds can be put up on the property for sale at 1733 Mink Ranch Rd., which he cannot because storage sheds are not allowed in the Knellsville District zoning. Melichar requested a culvert be put in on Lake Drive, he will work with Dave Bley to get the drainage under control in this area.
5. **Town Supervisor report.** Schlenvogt would like to get High Water signs to put up in areas when needed. Krueger will order 4 from the County.
6. **Town Building Inspector report.**
7. **Town Treasurer report.** Sampont reports the Town has a balance of \$33,290.90 in the checking account, \$557,426.20 in the money market account, \$3.29 in the small business account, and \$61,331.27.
8. **Town Clerk report** Krueger watched the MLS/ Multimodal Local Supplement webinar from the DOT, they will be having two additional webinars, and Krueger advises the board to watch if they would like to apply for any funding. Paul Corson will be here 10/23/19 to reconcile the books, once complete Krueger would like the board to schedule a workshop for the budget, and dates for the annual budget meeting. Krueger advised the board that she received a resignation letter from Ayres & Associates, they no longer want to represent the Town, as they have a heavy work load and the town is too far away from their office. The town will need to find a different firm. Krueger will be applying for a grant from the Wisconsin Elections Commission to update her computer and IT support to comply with Election Security.

9. **Discussion and possible action to approve Certified Survey Map and rezoning from A-2 to R-2 for Willow Crest Estates, K&G Welton Properties, LLC applicant, tax key #07-030-05-005.00; second consideration approved by Plan Commission, Public Hearing held Oct. 7, 2019.** Melichar states a public hearing was held and there were no complaints or concerns. The driveway agreement has been submitted but has not been approved by the Town Attorney yet. **Motion to approve the rezone from A-2 to R-2 made by Didier, second by Schlenvogt. Motion to approve the Certified Survey Map contingent on the approval by the Town Attorney, second by Schlenvogt**
10. **Discussion and possible action to approve proposal from Payne & Dolan for maintenance to Northwoods Lane, Hawthorne Drive, Lake Drive and Mink Ranch Road.** Per Melichar the town is under budget and he would like to keep up with some of the town roads that need repairs. There are a couple items on the proposal that have been completed including the repair to the culvert on Lake Drive, and the installation of the culvert on Hawthorne Dr., Payne & Dolan will only charge for the work completed. **Motion to approve Payne & Dolan proposal for maintenance to town roads with adjustments made by Didier, second by Schlenvogt. Motion passed unanimously.**
11. **Discussion and possible action on changing the Treasurer's position from elected to an appointed position.** Per Melichar this would be a good idea, the position is technical and would be best served with someone who is knowledgeable of their duties. The resolution will be on the November agenda so it can be on the Spring Election ballot.
12. **Discussion and possible action to approve the annual contribution to Port Washington Senior Center in the amount of \$2000.** Melichar feels there are several town residents that use the center, and the town should continue contributing. **Motion made by Didier to approve the \$2000 contribution, second by Schlenvogt. Motion passed unanimously.**
13. **Discussion and possible action to approve clerk to attend the Presidential Election Academy being offered by UWGB November 21 & 22, 2019 in Green Bay.** Krueger noted that the Elections Commission has been offering several webinars and additional training to get clerks ready for the 2020 elections. This training will specifically cover all that is needed to be ready for the presidential election next year. **Motion to approve clerk to attend the UWGB Presidential Academy in November approved by Didier, second by Schlenvogt. Motion passed unanimously.**
14. **Consideration and approval of monthly bills.** Motion made by Didier to pay September bills totaling \$13,767.29, second by Schlenvogt. Motion passed unanimously.
15. **Adjourn.** Motion made by Schlenvogt to adjourn October Town Board meeting, second by Didier. Motion passed unanimously.

Heather Krueger
Clerk