

# TOWN OF PORT WASHINGTON

## OFFICE OF THE CLERK

**Unofficial** Minutes of regular meeting of the Port Washington Town Board  
Monday, July 6, 2020 at 7:30 p.m.  
At the Town Hall, 3715 Highland Drive, Port Washington, WI

- 1. Roll Call and Pledge of Allegiance.** *Didier states the agenda was posted timely and correctly, the press was notified, and the hall is handicap accessible.*  
Present: Mike Didier, Gary Schlenvogt, Greg Welton, Heather Krueger-Clerk, Mary Sampont-Treasurer, Rick Fellenz  
Absent: none  
Residents: 5 Residents, 1 member of the Press
- 2. Approval of June Public Hearing Town Board minutes. Motion to approve minutes as presented made by Welton, second by Schlenvogt. Motion passed unanimously.**
- 3. Public Comments.** Katherine Allen thanked the board for taking care of her ditch issue.
- 4. Town Chairman report.** Didier reported that the culvert on Mink Ranch has not been replaced, and it is getting worse. There was a complaint made to the Sheriff by a resident of illegal dumping on the towns parcel off of Groeschel Rd. A redi mix truck dumped some cement and stone on the land. The cement company was contacted and they cleaned it up. Didier contacted John Crane from the City to verify the town's parcel was not being annexed to the City, it is not. Didier reported on a hot tub dumped illegally, Schlenvogt and Welton said they would pick it up and dispose of it.
- 5. Town Supervisor report.** Per Schlenvogt there is a TV in the ditch on Willow Road that needs to be picked up as well.
- 6. Town Building Inspector report.** Fellenz needs to get address markers for roads and will be doing an inventory and placing an order with the County.
- 7. Town Treasurer report.** Sampont reports the Town has a balance of \$76,824.52 in the checking account, \$578,404.47 in the money market account, \$1.90 in the small business account, and \$61,969.60 in the Escrow account. Sampont set up an account at the Newberg State Bank for the Dixie Highlands Escrow account, the balance is \$100,000. The Town received the Recycling Grant from the State of WI for \$5730.53 and a grant from the WI Election Commission for \$1361.60.
- 8. Town Clerk report.** Krueger reports she has gotten several calls asking where to dump yard debris and branches. Krueger received two complaints regarding the condition of the driveway at the drop-off center, it is unsafe and has large puddles of water. Magnan assessments had a full schedule for Open Book. John Zausch, Forever Green Landscaping is doing ditch mowing now and should be complete within a week. The Town received 3 permits for fireworks on the 4<sup>th</sup> of July. Jim & Jennie Greisch called and said there is still a drainage issue in their area. Didier said he ordered a new manhole cover and feels this should help with the drain problem. Krueger reports a summer newsletter went out last week. Krueger will be notifying residents on Norport, Towhee, Keelson Cove and Groeschel when the road construction is scheduled once Payne & Dolan notify the town. Krueger will be attending the UWGB Clerks Institute next week, which is all online. Most classes will be live on zoom and attendance will be taken.
- 9. Discussion and possible action regarding the Cares Grant from WI Election Commission and the Road to Recovery Grant from the WI Dept. of Administration.** Krueger explained that the Town has received the funds for the WEC Cares Grant in the amount of \$1361.60. This amount needs to be expensed and sent in the Commission, if it is not used on election expenses relating to the COVID virus, it will need to be returned. Krueger has enough expenses from the April election to cover the amount, although we have until November 30, 2020. The other grant available is the

Routes to Recovery Grant. The town is eligible for \$26,727.00 This amount needs to be spent and then will be reimbursed. It is only to be used for items 1. Unbudgeted for 2. Necessary response to the COVID public health emergency 3. Incurred on or after March 1 to November 6, 2020. Krueger will be submitting expense reports that are in one of those categories. She would like the board to let her know if they think of any other expenses to submit. Krueger would also like to be compensated for her time spend during the April election. The August election and especially the General Election in November will also incur hours above and beyond what is normally expected for elections.

- 10. Discussion and possible action to approve Biever Tree Removal bid.** This is the service the town has used in the last couple years under a new name. The amounts are much more expensive, Didier would like to clarify with the owner. Item tabled until August.
- 11. Discussion and possible action to approve Certified Survey Map for Paul Gantner, 2550 Hillcrest Dr.** Per Didier this has been approved by the Plan Commission. **Motion to approve the CSM as presented for Paul Gantner made by Didier, second by Welton. Motion approved unanimously.**
- 12. Discussion and possible action for a boundary agreement with the Town of Grafton to transfer one parcel, tax key 06-003-005-004.00, 0.11 acres, from the Town of Grafton to the Town of Port Washington.** Per Didier this was tabled from June and a more extensive legal description has been submitted by DeMaster, Town Planner. **Motion to approve the Resolution 2020-4, the boundary agreement to transfer a parcel owned by Mark Nelson in the Town of Grafton to the Town of Port Washington with changes to the legal description and an updated survey made by Schlenvogt second by Welton. Motion passed unanimously.**
- 13. Discussion and possible action to seek bids on a new building for the drop off site expansion project located at the property next to the town hall.** The board discussed what the site should be equipped with as well as the size and placement. Jim VanHoogen added important concerns for residents and the drop off site operator in what the building should be equipped with as well. Welton and Didier will discuss with some builders to move forward with the designing and then the town can seek bids.
- 14. Discussion and possible action for maintenance and/or construction on Hawthorne Drive.** Didier drove town roads with Jeff Bond, Payne & Dolan. Bond had a signed bid from Melichar, for maintenance work to be done on Northwoods Lane that Didier was not aware of. Didier said the town will honor the bid, as P&D was not able to complete it last year because of the weather. Didier also spoke with Bond about beginning Hawthorne Dr this year and finishing it next year. Bond said it would be like driving on a gravel road until it was complete and does not see any advantage to doing it this way. Didier will see if they can start on the road this year and bill us next year, otherwise it will all have to wait until 2021. The culvert will be replaced once it is dry enough, which will be a large expense.
- 15. Discussion and possible action to amend the 2020 budget for road construction.** Per Didier there are funds in the town's fund balance that should be used for road maintenance this year, as the town has a lot of projects. The Norport Drive project will be \$114,877, Northwoods Lane \$23,845, Crack Filling Services \$20,000. There are also culvert maintenance repairs that need to be done on Hawthorne and Mink Ranch Road. **Motion made by Didier to move \$40,000 from the Town's fund balance to Road Improvements, second by Schlenvogt. Motion passed unanimously.**
- 16. Consideration and approval of monthly bills.** **Motion made by Didier to pay the June bills in the amount of \$20,424.16 second by Welton. Motion passed unanimously.**
- 17. Adjourn.** **Motion to adjourn July Town Board meeting made by Schlenvogt, second by Welton.**

Heather Krueger  
Clerk