

TOWN OF PORT WASHINGTON

OFFICE OF THE CLERK

Official Minutes of regular meeting of the
Port Washington Town Board

Tuesday, September 3, 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: 2 Residents, 0 members of the Press
2. **Approval of August Town Board & Special Town Board minutes. Motion to approve minutes made by Schlenvogt, second by Didier. Motion passed unanimously.**
 1. **Public Comments.** Pete Didier would like to know if a certified survey is needed for rezoning a parcel. He has looked in the zoning and can't find anything stating this is a requirement. Melichar requested we contact DeMaster to find out why she is requesting, and where the requirement is located in the zoning. Greg Welton would like to know when the language will be changed for the Knellsville Overlay District regarding building standards and site standards. Melichar requested an update from DeMaster.
3. **Town Chairman report.** None
4. **Town Supervisor report.** None
5. **Town Building Inspector report.** The Creamery will be ready to put in footings for their building by next week. The old barn has been taken down. A permit has been submitted for a lot in Plier Farms.
6. **Town Treasurer report.** Sampont reports the Town has a balance of \$39,509.29 in the checking account, \$645,836.31 in the money market account, \$3.29 in the small business account, and \$61,213.87 in the escrow account. Sampont collected delinquent Personal Property tax, and also received the August tax settlement from the County.
7. **Town Clerk report.** Krueger reported that she attended the WMCA annual conference and it was excellent this year. The WEC attended and had updates and trainings available. The FBI and Homeland Security also presented some very helpful information. Krueger received notice from the City regarding lots on Grant Street that will be rezoned. A third letter was sent to Wroblewski on Birch regarding a fence that needs to be removed, if he does not remove it, the contractor will be taking it down at his expense. Krueger has received several calls regarding regulating hunting times and locations in the town, she has referred the callers to the DNR as the town does not regulate. Krueger had questions on reporting personal property tax and got most questions answered by Magnan Assessments. Krueger did ask the board to notify her if they become aware of any new business that should be reported to the assessor. Sampont is requesting the board consider having the position of the treasurer be an appointed position rather than elected. Krueger would like this to be on

the Spring Ballot if this is something the board would like to pursue. A referendum is needed, and deadlines to publish the notice are in December of 2019. Krueger and Sampont will be attending the WI Towns Association workshop on Sept 18.

- 8. 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 July 10, 2019 by Plan Commission.**
Melichar states that Welton had submitted an extension request in August. The shared driveway agreement has not been submitted, Welton submitted it to his attorney, and they will forward once complete. The driveway agreement will need to be approved by DeMaster and the Town Attorney prior to approval. **Motion to approve the Certified Survey Map contingent of the shared driveway agreement approval by Town Attorney, made by Didier, second by Schlenvogt. Motion to approve the rezoning from A-2 to R-2 made by Schlenvogt, second by Didier. Motions passed unanimously.**
- 9. Consideration and approval of monthly bills. Motion made by Didier to pay July bills totaling \$30,020.01, second by Schlenvogt. Motion passed unanimously.**
- 10. Adjourn. Motion made by Schlenvogt to adjourn August Town Board meeting, second by Didier. Motion passed unanimously.**

Heather Krueger
Clerk