



# Town of Port Washington Winter/Tax Collection Newsletter 2013

As 2013 comes to a close there are always many items to wrap up before the New Year. You'll find in this newsletter pertinent information regarding your property tax payments, dog licenses, garbage & recycling info, and other timely topics.

## FROM THE CLERK'S DESK

### Town Hall-Office Hours

Monday & Wednesday

8:30AM –4:00PM

& by appointment

Jennifer Schlenvogt- Town Clerk

**Phone:** 262-284-5235

**Email:** [townofport@sbcglobal.net](mailto:townofport@sbcglobal.net)

**Web:** [www.co.ozaukee.wi.us/TownPort](http://www.co.ozaukee.wi.us/TownPort)

*Enjoy the Christmas Season with  
your Families !!!  
~~~~ Jenny Schlenvogt, Clerk*

### Visit our WEBSITE

for information on:

- Building permits
- Zoning code
- Meeting Agenda's
- Meeting Minutes
- Election info.
- Zoning Map
- Contact Info.
- 2035 Comprehensive Plan

### Voting Information

Contact the Town Clerk

for information regarding:

- New voter registration applications
- Change of address or name
- Military or overseas ballots
- Absentee ballots

These forms can also be downloaded from the Government Accountability Board website:

**[gab.wi.gov/Forms](http://gab.wi.gov/Forms)**

Voter ID is not currently required to vote in Wisconsin.



Look for us, and "LIKE" us on **Facebook!** Town Facts, Historical Photos & the latest news in the Town. Look for the "Town of Port Washington" Page and start following us today!

Would you prefer to receive your Newsletter via email?

**YES-** email your Name & mailing address to : [townofport@sbcglobal.net](mailto:townofport@sbcglobal.net). Your future newsletters will be emailed instead of sent through the mail.

**NO-** You WILL continue to receive your newsletter by mail, unless you notify us otherwise. We realize the internet is not convenient for everyone.

*Our goal is to make the information available to you in the most effective format. Additional copies of the newsletter are available in the clerk's office or at the Town website: [www.co.ozaukee.wi.us/TownPort](http://www.co.ozaukee.wi.us/TownPort)*



2014 Election Dates:

**February 18th -**  
Spring Primary

**April 1st -**  
Spring General Election

**August 12th -**  
Partisan Primary

**November 4th -**  
Fall General Election

## FROM THE TOWN BOARD

- The Town of Port Washington has contracted with Dave's Excavation & Grading for snow removal on Town Roads for 2014-2016.
- Jim's Maintenance is under contract to perform ditch-mowing in 2014 & 2015.
- Lone Wolf Tree Service performs Tree Removal and trimming at the request of the Town Board.
- If you have comments or compliments on these services, please contact a member of the Town Board or Town Clerk at (262) 284-5235.
- Exploration of the removal of the Highland Drive Bridge over the Interurban Bike Trail continues. In the long-run, this will be the least expensive option, while increase safety for all whose drive this stretch of Highland.
- There are also a number of other road projects being explored for the next few years. Northwoods Road, Towhee Trail, Dynna Drive and Norport Drive are all in need of some repair.
- Resurfacing and striping of Green Bay Road, to improve safety, is also being considered for 2014 or 2015.
- Town Board Meetings are the first Monday of each month at the Town Hall. See the schedule below for upcoming meeting dates.

## FROM THE PLAN COMMISSION

- Amendments to the acreage requirements of the Agriculture-zoned districts is currently being reviewed by the Plan Commission and Town Planner.
- Work continues on attracting new business to the Knellsville area, with possible amendments to the strict standards on new development.
- Plan Commission Meetings are the second Wednesday of each month at the Town Hall. See the schedule below for upcoming meeting dates.



## UPCOMING MEETINGS



### ALL MEETINGS ARE OPEN TO THE PUBLIC.

Have a question, concern or idea on how to make the Town better? Your input is welcome at any upcoming meeting.

Agenda's are posted at the Town Hall, Nisleit's Country Inn, Town Disposal Site & on our website,

[www.co.ozaukee.wi.us/TownPort](http://www.co.ozaukee.wi.us/TownPort)

3- 4 days before each meeting.

**Town Board** – 1<sup>st</sup> Monday of each month @ 7:30 pm

Jan 6, Feb 3, March 3, April 7 and May 5, 2014

**Plan Commission**- 2<sup>nd</sup> Wednesday of each month @7:30pm

Jan 8, Feb 12, March 12, April 9 and May 14, 2014

**Annual Meeting**- Tuesday, April 15, 2014

**Open Book with the Assessor** – late April 2014

**Board of Review** – mid May 2014

### PERMITS

Building , Electrical , HVAC & Plumbing Permits

These all can be obtained at the Town Hall or by calling the

Building Inspector Richard Fellenz at **262-284-0509**.

All the Town's permits and planning project applications can be printed from our website at:

**[www.co.ozaukee.wi.us/TownPort](http://www.co.ozaukee.wi.us/TownPort)**

Permits can be returned to the Building Inspector, or the Town Hall during open office hours, or by mail.

## **GARBAGE & RECYCLING**

- The Drop-Off Site at 3715 Highland Drive is open for Town of Port residents during the hours of:  
**THURSDAYS: 4:00PM – 6:00PM**  
**SATURDAYS: 8:00AM – NOON**
- Please respect the hours as posted. The Attendant needs time to close and open the site, and coming early and late does make his job a little difficult.
- All garbage must be bagged.
- To improve traffic flow, we require all cars to enter from Highland Drive, on the south side of the building. This allows for a drive-thru flow of traffic, to eliminate congestion.
- Please pull to the side if you plan to socialize, so as to accommodate your neighbors in a hurry.
- You may continue to use your current residency card to prove residency, when necessary. You may also provide a drivers license with your current Town of Port Washington address. Our attendant tends to recognize most Town of Port Washington residents, but it's a good idea to have the card with you, if necessary.
- What does the Drop Off site cost Town tax payers? The following includes disposal costs, site improvements and wages over the last few years:  
2011: \$ **52,382**, 2012: \$ **45,340**, 2013: \$ **32,310** (estimate)
- Check the information box at the Drop-Off site. It regularly contains info regarding recycling opportunities you may not have been aware of.

## **Do I really need a Building Permit?**

**By Rick Fellenz, Building Inspector**

Many people ask this question, thinking a building permit is just a formality. I'd like to shed some light on why it may be more important than you think.

The Town of Port Washington requires building permits for new homes and outbuildings, structural changes to existing structures, electrical, plumbing, heating and cooling projects. For the homeowner's protection most of these projects must be performed by licensed contractors. It's the building inspector's role to confirm that the work conforms to local and State building codes. These codes were developed to ensure quality workmanship, and building safety.

In a worst-case scenario, consider a fire caused by a wiring problem, or a basement flood from faulty plumbing connections. Insurance companies may request to see the building permit file before paying on a claim. The building permit fee is a cheap insurance policy to ensure the work done in your home was completed safely, and inspected by an impartial party.

Building permit forms can be downloaded from the Town Website, or by contacting the Building Inspector or Town Clerk. If you're not sure if your project requires a permit, feel free to contact the Town. We're here to help.

# 2014 PROPERTY TAX PAYMENTS

**BY MAIL:** Include a tear-off stub with your check made out to Town of Port Washington-Treasurer, and mail to:

**Town of Port Washington-Treasurer**  
**2354 Willow Road**  
**Port Washington, WI 53074.**

**DO NOT mail back the actual bill.**

\*If you would like a receipt, please include a self-addressed, stamped envelope with your payment.

**LOCAL BANK:** You may make payments during lobby hours at:

PWSB— Port branch OR Harris Bank- Port branch. If you have a refund coming, payment at the banks is suggested. Refunds can only be made after the entire tax bill has been paid.

**IN-PERSON:** Payments may be made at the Town Hall during these hours:

Friday, December 20 & 27th – 6 - 8 PM

Saturday, January 18 & 25th – 9AM - NOON

Saturday, December 21 & 28th – 9AM - NOON

Friday, January 24th - 6 - 8 PM

Tuesday, December 31st - 9AM - NOON

Friday, January 31st - 9AM - NOON

## All About The Annual Town Meeting

**By Mike Didier, Town Supervisor**

Towns, unlike village, city, county, and state governments, are the only form of government in Wisconsin (as well as most of the world) where residents have the ability to self-govern to the degree of directly voting for their own property tax rate, among other things. The Annual Town Meeting should not be confused with monthly meetings of the "Town Board" where the day-to-day administrative issues of the town and are handled by your elected town officials. April of each year is the Annual Town Meeting of Electors, and this meeting provides the means for town electors to exercise their statutory authority over governance of the town.

The powers that may be exercised by the people at the annual town meeting, and that are binding on the town, are enumerated in *Wis. Stat. § 60.10* and the list is lengthy. It could be said that the most important power of the town meeting of electors is the ability to levy taxes to be spent by the town. The meeting may levy a dollar amount- say \$50,000, or set a tax rates, like a dollar/ \$1000 on the taxable property in the town.

Some other powers of the electors are:

- Fix compensation for town offices.
- Combine certain town offices, such as clerk with treasurer or clerk with assessor.
- Establish or abolish the office of constable.
- Establish election of town board members by means of numbered seats.

The electors can also grant certain authority to the Town Board such as authorize the Town Board to purchase or sell land, approve highway and bridge expenditures, and authorize the Town Board to appropriate money in the next annual budget. Again, the complete list can be found in *Wis. Stat. § 60.10*.

This summary should not make any town residents feel that the business of town meetings is too complicated for them to become comfortably involved. Every year, thousands of town residents across Wisconsin actively participate in annual and special town meetings. Although all aspects of the meetings should be handled in conformance with the statutes, regular citizens who are not lawyers have run and participated in our annual meeting for over 150 years, and the town has prospered. We will continue to prosper if citizens of the Town of Port continue to do their important part in town government.

**Hope to see you at the next Annual Town Meeting on April 15, 2014.**



**DID YOU KNOW:** The Town of Port Washington used to have 5 one-room school houses? Only two remain, one being the Town Hall.

# Dog Licenses

**Mary Sampont, Town Treasurer**

All dogs over the age of 6 months must be licensed. Please complete and return this dog license application to the Town Treasurer with the appropriate fee, and a copy of the current rabies certificate. Dog Licenses are due April 1st each year, or within 2 weeks of acquiring a new dog.

- All dogs must be licensed in the Town of Port Washington.
- If you own a dog/s, please complete the application below and send it along with your tax payment.
- At this time Dog Licenses cannot be accepted at the banks, but must be sent to the Town Treasurer.
- Please do not include the dog license fees on the same check as your property tax payment.
- **You will need to send along verification of rabies vaccination.**

Please send a self-addressed, stamped envelope along for your return dog tag, license and any vaccination records sent.

**Make Check Payable To:** TOWN OF PORT WASHINGTON

**Mail Application, Vaccination and Check To:** MARY SAMPONT, TREASURER

2354 WILLOW ROAD

PORT WASHINGTON, WI 53074

**FEE'S:**

SPAYED OR NEUTERED DOGS: \$3.00 EACH

FEMALE OR MALE DOGS: \$8.00 EACH (NOT SPAYED OR NEUTERED)

## **APPLICATION FOR DOG LICENSE (PLEASE PRINT)**

**OWNER'S NAME:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_

**OWNER'S ADDRESS:** \_\_\_\_\_

**1) NAME OF DOG:** \_\_\_\_\_ **BREED:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_

**SEX: MALE      FEMALE      SPAYED      NEUTERED (CIRCLE ONE)**

**LICENSE FEE:      \$3.00      \$8.00 (CIRLCE ONE)**

**2) NAME OF DOG:** \_\_\_\_\_ **BREED:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_

**SEX: MALE      FEMALE      SPAYED      NEUTERED (CIRCLE ONE)**

**LICENSE FEE:      \$3.00      \$8.00 (CIRLCE ONE)**

**3) NAME OF DOG:** \_\_\_\_\_ **BREED:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_

**SEX: MALE      FEMALE      SPAYED      NEUTERED (CIRCLE ONE)**

**LICENSE FEE:      \$3.00      \$8.00 (CIRLCE ONE)**

# Town Road Right-of-Ways

By Jim Rychtik, Town Supervisor

When Town Roads are platted, their total width is measured as 66' feet. This overall width includes 20-24' of paved surface, a 2' gravel shoulder, and a grass ditch to provide drainage. Maintaining this ditch is vital in keeping the pavement and roadbed in good condition. Standing water and tree roots can undermine the base of a road, weakening it, and causing premature settling and cracking.

Regular mowing of these ditches keeps the water flowing where there is pitch to do so, and prevents trees and shrubs from overgrowing the road edge. Additionally, mowing before winter can help prevent drifting and keeps wildlife back from the road edge. Mowing is an important aspect of road maintenance in extending road life and increasing safety.

Is your property encroaching on the road right-of-way? An easy way to tell is to measure from the centerline of a Town Road. In most cases, your property begins 33' from the Town Road centerline. Landscaping, fencing, structures or culvert surrounds may be removed if placed in this right-of-way, if future road construction or maintenance requires. Often, utility easements are also run along road edges, which are dug up upon occasion.

To extend the life of Town Roads, and to prevent dangerously overgrown roads, please respect the right-of-way for the Town Road in front of your home. At a minimum, this includes the bottom of the ditch, and an additional 5' towards your home.

Remember, the Town-owned roads are the "named" roads, like Mink Ranch Road, Northwoods Road and Highland Drive. County-owned roads like Hwy LL or Hwy KW often have wider Right-of-way's, up to 100' wide in places. Consult an Ozaukee County plat map to determine the ROW width in front of your home.

If questions or concerns arise, please feel free to contact me at (262) 689-7852. Open communication equates to efficient solutions.

## HOW TO CONTACT THE TOWN

|                                                           |                  |              |
|-----------------------------------------------------------|------------------|--------------|
| <b>CHAIRMAN:</b>                                          | Jim Melichar     | 262-206-1731 |
| <b>SUPERVISORS:</b>                                       | Mike Didier      | 268-1225     |
|                                                           | Jim Rychtik, Jr. | 262-689-7852 |
| <b>CLERK:</b>                                             | Jenny Schlenvogt | 284-5235     |
| <b>TREASURER:</b>                                         | Mary Sampont     | 284-5394     |
| <b>BUILDING INSPECTOR &amp;<br/>ZONING ADMINISTRATOR:</b> | Richard Fellenz  | 284-0509     |

### PLAN COMMISSION MEMBERS:

|                  |              |
|------------------|--------------|
| Jim Melichar     | 262-206-1731 |
| Mike Didier      | 268-1225     |
| Jim Rychtik, Jr. | 262-689-7852 |
| Chuck Baranek    | 284-3869     |
| Dave Murphy      | 284-7208     |
| Dale Noll        | 262-335-6002 |
| Randy Noll       | 268-7574     |

Town Board Members are elected by the voters to 2-year terms in April of odd-numbered years.

They are all Town residents, your neighbors and responsible for pursuing the Town's best interest for ALL residents. They are available to hear your comments by phone or at an upcoming Town Board meeting.

Plan Commission members are appointed to 2- and 3-year terms by the Town Board. It is also required that they be Town residents. Plan Commission members advise the Town Board on Zoning and Development of the Town.