

TOWN OF PORT WASHINGTON

OFFICE OF THE CLERK

Official minutes of the regular meeting of the Port Washington Town Board
Monday, December 4, 2023, at 7:30 p.m.
At the Town Hall, 3715 Highland Drive, Port Washington, WI

1. Roll Call and Pledge of Allegiance.

Present: Mike Didier, Gary Schlenvogt, Heather Krueger-Clerk, Mary Sampont-Treasurer, Roger Kison – Building Inspector.
Excused: Greg Welton
Press: 1, Public: 5

2. Approval of November Town Board and Special Town Board minutes. Schlenvogt moved to approve the November Town Board and Special Town Board minutes, seconded by Didier. Motion passed unanimously.

3. Public Comments. Nancy Holley, 1292 Towhee Trail, would like to see the renewal of the Board of Appeals members on the January agenda, and to have these appointments staggered to rotate the member's terms.

4. Town Chairman report.

Didier reported that the Zoning Board of Appeals met for the first time in over a decade. The meeting went well. Didier filled potholes on Mink Ranch Road.

Town Supervisor report. None

Town Building Inspector report. A new home permit for a house on Dixie Rd was submitted.

Town Treasurer report. Sampont reports the Town has a balance of \$272,884.66 in the money market account, \$68,226.02 in the checking account, \$33.43 in the small business account, the LGIP account balance is \$172,525.12. The town received Shared Revenue Aid from the State of WI in the amount of \$20,778.28.

Town Clerk report. 1) Krueger sent out a third notice to a resident who owes for a culvert permit, if payment is not received soon we may have to have the town attorney send them a letter. 2) Dave Bley sent a proposal to plow, shovel, and salt the town hall and drop-off site parking lots for the 2024 season. 3) The .GOV email is now up and running for the clerk, Krueger is trying to get the website set up as well. 4) Krueger submitted a grant application with the WI Election Commission for the .GOV domain, we are expected to receive \$600, which is the maximum amount. 5) The Zoning Board of Appeals hearing went very well; Didier appointed Nancy Holley to be the Chairperson and she did an excellent job leading the members of this board.

5. Discussion and possible action to approve the Operator License application for Bridget Collins and Yvonne Najar-Stojovic to serve at the Shipyard. Schlenvogt moved to approve the Operator License to Collins and Najar-Stojovic, seconded by Didier. Motion passed unanimously.

6. Update regarding St Simon the Fisherman Church, 3448 Green Bay Road request for town involvement in their neighbor's water issue. Per Didier, St Simon has been requesting assistance from the town for continued water issues at the church. The town Engineer, Dave Brose with EMCS visited the site and confirmed the pond at Open Door Bible Church is discharging water ineffectively. He would like to get elevations on the drainage pond and talk to Open Door Bible Church. Kelvin Larson would like some resolution this winter and if there is any action to be taken it should happen before the spring thaw. Per Didier, once elevations are taken, we will have a better idea of what action needs to take place. No action needs to be taken yet.

7. Discussion and possible action to approve the Chairman nominees to appoint the Town of Port Washington Election Inspectors for the 2024-2025 term. Renewal of Election Inspectors:

Ellyn Potokar, Doris Feider-Schlenvogt, Christa Christiansen, Liz Fischer, Nancy Holley, Thomas Holley, Lyndie Krueger, Erin Myers, Justin Myers, Jackie Oleson, Ed Potokar, Gary Schlenvogt, Leah Van Minsel, Kay Verley, John Wozniak, Jeff Witt and new Election Inspectors: Mary Buser, Sherri Michalowski, Marjorie Sontag, Leila Wilder. **Didier moved to approve the Election Inspectors for the 2024-2025 term to serve in the Town of Port Washington, seconded by Schlenvogt. Motion passed unanimously.**

8. Discussion and possible action to approve Resolution 2023-05 Updating the Fee Schedule for the Town of Port Washington to include: Operator License Fee \$15, Assessment Letters \$20, Zoning Board of Appeals application fee \$200, and \$1,000 escrow. **Schlenvogt moved to approve Resolution 2023-05 Updating the Town of Port Washington Fee Schedule, seconded by Didier. Motion passed unanimously.**
9. Discussion and possible action to approve Resolution 2023-06 Establish Pay for Part-Time Employees. **Schlenvogt moved to approve Resolution 2023-06 to Establish Pay for Part-Time Employees, seconded by Didier. Motion passed unanimously.**
10. Discussion and possible action to approve Resolution 2023-07 Reappointment of Mary Sampont as Town Treasurer. **Schlenvogt moved to approve Resolution 2023-07 to reappoint Mary Sampont as Town Treasurer for one year, seconded by Didier. Motion passed unanimously.**
11. Discussion and possible action to approve Resolution 2023-08 Reappointment of Heather Kreuger as Town Clerk. **Schlenvogt moved to approve Resolution 2023-08 to reappoint Heather Kreuger including the salary and election pay for one year, seconded by Didier. Motion passed unanimously.**
12. Consideration of monthly bills. **Schlenvogt moved to pay the November bills in the amount of \$61,868.10, second by Dider, Motion passed unanimously.**

Didier moved to adjourn the December town board meeting at 8:08 PM.

Heather Krueger,
Clerk