

TOWN OF PORT WASHINGTON

OFFICE OF THE CLERK

Official minutes of the regular meeting of the Port Washington Town Board
Monday, September 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, Greg Welton, Heather Krueger-Clerk, Mary Sampont-Treasurer, Roger Kison, Building Inspector.
Press: 1, Public: 2

2. Approval of July Town Board and Board of Review minutes. **Welton moved to approve the July town board minutes, second by Schlenvogt. Motion passed unanimously.**

3. Public Comments. None

4. Town Chairman report.

- 1) Didier received a call from a government official informing him that a request was made by the clerk requesting a .gov account. Didier confirmed this was correct.
- 2) Didier submitted an application to the DNR to replace a culvert on Woodland Rd. The application was very detailed and difficult, and they returned it asking for further information that Didier doesn't know. He will contact EMCS for their advice on how to move forward with this application, as the culvert needs to be replaced and the DNR needs to be notified because it is considered navigable waters.
- 3) Didier received an email and a letter from St. Simon Church. They are having issues with water on the foundation of their building and believe it is coming from the drainage pond of Open-Door Bible Church. Didier does not feel the town needs to get involved at this time as this is between private property owners.
- 4) Oz. County Highway Dept would like to meet with Didier regarding snow plowing and any circumstances the County needs to know about.
- 5) Didier has found the legal description of Lange Road from Ozaukee Co. Highway Dept. He has sent the information to the surveyor to use.
- 6) Kletzien Nursery will be working on submitting a proposal for landscaping at the town hall.
- 7) Didier put the signs up at the Drop-off site.
- 8) .

Town Supervisor report. Schlenvogt fixed the Hawthorne Rd & Hwy LL Road sign which was loose and spinning.

Town Building Inspector report. Several new homes have started on Applewood, two new homes will be going up on Dixie and Northwoods Road has been plotted for new homes as well.

Town Treasurer report. Sampont reports the Town has a balance of \$334,587.99 in the money market account, \$67,894.75 in the checking account, \$33.34 in the small business account, the LGIP account balance is \$170,222.61. The town received the August Tax Settlement from Ozaukee Co \$120,930.30, and the Absentee Ballot Subgrant \$158.75.

Town Clerk report. 1) Krueger submitted the Recycling Grant for 2023.

2) Oz Co Hwy Dept billed the town for private ordered culverts on Hwy KK, Krueger has sent the invoice to the residents so they can reimburse the town, as agreed upon.

3) Krueger requested a new ward map and address map to display at the town hall.

4) Krueger will be sending the owners at 4881 Dixie Ct a letter for the unpaid building permit regarding contacting the town attorney for recommendations on how to collect.

5) Krueger will be attending the WTA workshop on August 25 in Fond du Lac.

5. Open submitted Request For Proposal (RFP) for asphalt/concrete work at the Town Drop-Off site. Discussion and possible action to approve a submitted RFP.

The town received two concrete bids:

Full Pull Construction	\$42,000.00
Joseph Rychtik Construction	\$35,360.00

The town received four asphalt bids:

Merit Asphalt	\$15,612.00
Pave Black Asphalt, Inc.	\$22,442.00
Poblocki Paving	\$12,869.00

Discussion: Per Didier, the asphalt bids are for the binder course only, another course will need to be applied in the next year or two and that would cost a little less than the initial price. There will also be costs to upkeep the asphalt. Didier feels the concrete looks nicer and would last longer. Schlenvogt agrees, he has a partial asphalt driveway and there is a lot of maintenance. Welton agrees that concrete may be less expensive in the long run, the quotes between concrete and asphalt aren't too far off from each other. The longevity of concrete is appealing. Per Didier, the two concrete bids received are for the same result, Rychtik is the most affordable for the town. **Didier moved to approve the proposal submitted by Joseph Rychtik Construction for \$35,360.00, and the work to be completed in 2023, seconded by Schlenvogt. The motion passed unanimously.**

6. **Open submitted Request for Proposal (RFP) for dumpster service at Town Drop-Off Site. Discussion and possible action to approve a submitted RFP.** Per Didier, the only request submitted was from Harter's, the cost of the compactor rental is quoted at \$620 per month per unit. We are currently paying \$111 from Waste Management. The cost per pull and tonnage is comparable. The town currently has a month-to-month agreement with Waste Management. The town will not be giving Waste Management notice of termination based on the proposals submitted. No action will be taken at this time.
7. **Discussion and possible action to approve Resolution 2023-03 to approve the Jurisdictional Transfer of County Trunk Highway (CTH) P to the Town of Port Washington.** Didier explained that this road will no longer be a County Road, it will be a shared road between the Towns of Port Washington and Belgium. The towns can add it to the DOT total road mileage for reimbursement and will be responsible for the maintenance of the road. **Welton moved to approve Resolution 2023-03 to accept the jurisdictional transfer of CTH P, second by Schlenvogt. Motion passed unanimously.**
8. **Discussion and possible action to approve Ordinance 2023-01, To Amend Chapter 340 Zoning and Subdivision Code.** A Public hearing was held prior to the town board meeting. **Didier moved to approve the text change in Chapter 340 Zoning and Subdivision Code, Ordinance 2023-01, seconded by Welton. Motion passed unanimously.**
9. **Discussion and possible action to approve the rezoning of Drop-off site lot 07-016-15-005.00 from B-2 Business to (I) Institutional, public hearing held prior to the town board meeting. Didier moved to approve the rezoning of parcel 07-015-15-005.00 from BP-2 to Institutional, seconded by Schlenvogt. Motion passed unanimously.**
10. **Discussion and possible action to approve IT Service proposal from DigiCorp for email migrations to a .wi.gov or .gov email address.** Didier and Krueger met with DigiCorp for an explanation of the process and security of the government email. Didier feels this is expensive but

understands the necessity. **Didier moved to approve the DigiCorp proposal with two government email accounts, seconded by Welton. Motion passed unanimously.**

11. Discussion and possible action regarding work that needs to be completed at the town Drop-off site, including paving of driveway, landscaping, and signage. Per Welton, he is working on getting a quote for the “freezer doors”. This can be on the October agenda for approval. Per VanHoogen, a “Do Not Enter” sign is needed on the north side of the driveway as people are still entering the wrong way. Didier: Everything else is complete, the signs are up, and the driveway will be poured later this year. The landscape company will give us an estimate of the work that is needed.

12. Consideration of monthly bills. Welton moved to pay the August bills in the amount of \$12,686.64, second by Schlenvogt. Motion passed unanimously.

Adjourn. Didier moved to adjourn the September meeting at 8:35 PM.

Heather Krueger,
Clerk