

TOWN OF PORT WASHINGTON

OFFICE OF THE CLERK

Official Minutes of the regular meeting of the Port Washington Town Board
Monday, February 5, 2024, at 7:00 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 January Town Board minutes. Schlenvogt moved to approve the January Town Board minutes, seconded by Didier. Motion passed unanimously.

3. Public Comments – Nicholas Dudley, 3978 County Road LL, would like to know if residents are made aware of rezoning in the town, he was not aware of the Pitbull Towing request. Didier explained that yes, a resident would need to request this from the town board, but this request was not for rezoning it was for a Conditional Use Permit as a new owner was requesting a different business be operated on the site at 4145 County Road LL. The Plan Commission heard the request and issued a conditional use permit for his operation. Per Krueger, a notice of the public hearing was posted at the town hall and on the town website and published in the Ozaukee Press on Oct 26 and November 2, 2023.

4. Town Chairman report.

1) Didier reported that he received a couple of snow plowing-related complaints, which he expected due to Ozaukee County taking over the roads. 2) Didier spoke to the Town of Saukville Chairman to see if our road agreement on Northwoods Rd is still equitable because more than half of this road is now in the Village, and Saukville has not been treating their side as their road at all. 3) There is legislation in Madison regarding the extraterritorial plat approval process, this probably will not affect us as it is generally for towns over 5,000 in population.

Town Supervisor report. None

Town Building Inspector report. Permits were taken out for Afterglow Farms for a maintenance building, and a garden building, and a deck permit was taken out for a home on Weiler's Way.

Town Treasurer report. Sampont reports the Town has a balance of \$250,379.73 in the money market account, \$28,594.99 in the checking account, \$1,089,803.07 in the small business account, the LGIP account balance is \$173,289.63. The town received the first quarter General Transportation Aid of \$16,014.40 and paid the January Tax Settlement to: Ozaukee County of \$201,204.43, Port Washington School District of \$954,477.36, and MATC of \$110,838.78.

Town Clerk: 1) Krueger is reporting for Jim Van Hoogen, he is very concerned about the roof on the drop-off building and that the snow could come down into the driveway during drop-off hours. A snow guard is missing and should be investigated. Freezer doors were approved at a town board meeting, is there an update on the doors? 2) The town received an amendment to our insurance policy and one item states that steel/metal roofs will not be covered for any type of damage, including hail. Krueger called to find out if this can be added for an extra fee but has not gotten an answer yet. 3) the resident on CTH KK who owes the town for culvert work done through Ozaukee Co. has been contacted and he responded that he will make payments towards the culvert throughout the year. 4) The town received the preliminary annual fire contract from the City, and it is about \$20,000 less than last year.

5. Update regarding St Simon the Fisherman Church, 3448 Green Bay Road request for town involvement in their neighbor's water issue. Per Didier, the town engineer EMCS surveyed the site, and the pond at Open Door Bible was not built to the design, [in summary] meaning the spillover outlet is at a higher elevation than the highest part of the raised edge of the pond, which means that

the emergency outlet will never work. This appears to be from a site construction error. That however does not currently have any effect on the current discharge concerns. Currently, all the water is going through the pipe that discharges at Green Bay Rd. The engineer did not understand why they did not have a pipe in a different or possibly an additional direction. He will contact the engineer for Open Door to find out why. Open Door was presented with this information, and they also were unsure why the pipe was placed as it is, but he thought it possible they were prohibited from draining toward CTH LL for some reason. Since then, Open Door has put a cap on the discharge pipe stopping the discharge to Green Bay RD. The engineer also commented that the culvert on St Simon's south side should be lowered, and re-ditched, which is something that would fall under the town's responsibility as the drainpipe goes under Green Bay Rd.

6. **Update on ordinance violation of property located at 4192 CTH LL, Port Washington.** Per Didier, Mr. Tholl called the day after the January town board meeting, and he concurred and agreed that it looks bad and that he has to get working on it. He plans on getting another dumpster as the first dumpster was removed. Didier offered to assist. The weather got cold and snowy after that so Didier will wait to follow up with Tholl. Didier states that the last time he was confronted he cleaned it up, so doesn't think there is a reason why he wouldn't this time.
7. **Discussion regarding the 6-20 ft Bridge Inventory & Assessment Program.** The State of WI is funding Towns to inventory and assess their nonlegal bridges, which are 20 feet and under. By April 15th, towns should determine how they will inventory their culverts 6-20'. Towns will submit this information to Ozaukee County, and they report to the State. With that, the State will reimburse the town \$100 per culvert for costs related to inventorying each 6–20-foot culvert or bridge. Anyone can do the inventory, Didier looked at the reporting guidelines and there are 16 to 17 data points required. The most complex is they are asking for the latitude and longitude; all other points are common sense. The County is willing to do this for the towns if requested. The second step of this project is to have all inventoried culverts inspected by a bridge inspector and the State will reimburse the town \$350 per culvert. Ozaukee County does not have a bridge inspector, so Didier would like to see what other towns in the County are planning and maybe we can coordinate with other municipalities. He will discuss this at the WI Towns Association unit meeting on March 14, 2024.
8. **Operator license for Barbara Sparr and Amanda Dieringer to serve at the Shipyard, February 5, 2024 – June 30, 2024.** No concerns with background checks on either applicant. **Didier moved to approve the Operator License for Barbara Sparr and Amanda Dieringer, seconded by Schlenvogt. Motion passed unanimously.**
9. **Certified Survey Map (CSM) to create four lots and a commercial site plan for Lot 4 of the proposed CSM, Harbor City Holdings Owner, Nick Suddendorf Agent.** DeMaster has given her approval, as all the requested changes have been addressed. **Didier moved to approve the Certified Survey Map, seconded by Schlenvogt. Motion passed unanimously.**
10. **Occupancy permitting in the Knellsville Overlay District.** Didier, this is a discussion only. The town's zoning has an occupancy permit requirement in §340-148. Didier feels this is only for new construction. Kison states this covers everything including residential and commercial, if someone is requesting an occupancy that is not listed under permitted uses, the business would request a Conditional Use Permit. The Plan Commission was concerned that there would be no control over what types of businesses were occupying the Business Barns, this is a tool to have some control. They have a list of approved uses, and the building inspector and the fire Chief would inspect the business before the tenant moves in. Kison states an occupancy permit is a common practice for municipalities. Didier feels this would be difficult for the town to enforce, the list could be modified but the code is already in existence so it wouldn't need to be rewritten, but we could check with the town attorney.
11. **Consideration of monthly bills.** The monthly bills include the January Tax Settlement. **Schlenvogt moved to pay the January bills in the amount of \$1,296,112.90, seconded by Didier, Motion passed unanimously.**

Didier moved to adjourn the January town board meeting at 8:07 PM.

Heather Krueger,
Clerk