TOWN OF PORT EDWARDS

MONTHLY BOARD MEETING MINUTES

**Date: February 11th, 2020**

**Call to Order:** Chairman Randy Moody called the Town Board Meeting to order at 6:00 p.m. in the Town Hall. The meeting began with the Pledge of Allegiance.

**Meeting Certification:** This meeting has been properly posted (on the Town’s three posting boards, and on the Town Hall door) as well as published on our website and in the Daily Tribune, to notify the public of date, place, time, and agenda.

**Attendance:** Chairman Randy Moody, Supervisor Jeff O’Donnell, Treasurer Kathy Reese, Clerk Michelle Sorenson and Constable Louis Hamel. Absent was Supervisor Tim Schmidt. Four people from the public were also in attendance.

**Approval of minutes from January 13th Board Meeting:** Clerk presented the minutes from the previous monthly Board Meeting. The minutes looked accurate and acceptable. Motion was made by O’Donnell and seconded by Moody to accept the minutes as printed. Motion carried.

**Agenda:**

 Approve the agenda

Approve previous meeting’s minutes

Approve payment of bills

Treasurer and Clerk monthly financial reports

 Set dates for next two month’s board meetings

Review correspondence

New business:

 Discuss Lynn Hill Road project

Old business:

 Discuss with possible action on Dan & Sandra Kellnhofer’s conditional use permit

 Public input

 Adjourn

Motion was made by O’Donnell and seconded by Moody to approve the agenda. Motion carried.

**Bills:** O’Donnell made a motion to approve payment of the bills listed by the Clerk. Motion was seconded by Moody and motion carried. Total disbursements for the month of January were $605,893.47 with total revenues being $696,978.15.

**Treasurer and Clerk Financial Reports:** The Treasurer and Clerk reports were reviewed by the Board. All reports balance. Total Town money as of January 31st, 2020, is $207,928.39. A motion was made by O’Donnell and seconded by Moody to accept the financial reports. Motion carried.

**Correspondence:** Treasurer received a nice note in a tax payment from the Woodwards expressing their gratitude for the good job the highway guys do on plowing snow from our roads.

Chairman received a Certificate of Liability Insurance from Charter Communications Inc. He gave it to the clerk for filing.

Chairman also received a packet from the Wood County Emergency Management Department on how to go about documenting disaster damages and what to do in the event of a disaster.

**New Business:** Chairman Moody met with the Wood County Parks and Forestry Department regarding the County forest that is in our Town. They discussed what needs to be done to maintain roads like Beaver Lane when trees from the County forest fall into the right of way.

**Lynn Hill Rd**: Bids for the project will be going out at the beginning of March for opening at our April meeting. The road will be 22 feet wide when completed. The road will be redone from County Road AA to County Road G. There will be a clause in the contract that charges the contractor $1,000 per day for non-completion. Start date is expected to be June 15 and will run 55 days to August 28 for a completion date. Joel will be coming to the Town’s annual meeting on April 21st, 2020, to give an update on the project and answer any questions.

**Old Business (Kellnhofer):** Town’s attorney recommended pulling Kellnhofer’s conditional use permit. Dan and Sandra appeared in person and delivered to the Chairman copies of all of their licensed vehicles. There was a total of 16 licensed vehicle titles. Dan estimates there to be approximately five unlicensed autos and 15 customer vehicles. Dan would like to have only 6 customer vehicles at a time on his property. The Kellnhofer’s have started purchasing fencing material. The Town Board will meet with Dan in the beginning of March to verify the auto licenses. No action was taken at this meeting and the Kellnhofer’s will be added to next month’s agenda.

**Public input:** The question was asked what, if anything, can be done to prevent the flooding on Kimball Avenue so it doesn’t get like it did last year? The Board knew of nothing that could be done.

**Next Scheduled Board Meeting:** The next regularly scheduled Town Board Meeting is set for Monday, March 9th, 2020, at 6 p.m. The meeting will be conducted at the Town Hall. The Board also set April’s monthly meeting date to be Tuesday, April 14th, 2020, at 6p.m. in the Town Hall. A reminder of the Town’s annual meeting on Tuesday, April 21st, 2020, at 7p.m. was made. The Board of Review was also scheduled and that is set for Tuesday, May 5th, 2020, to run from 10a.m. until 12p.m. in the Town Hall, with the Open Book taking place at least seven days prior to that.

**Adjourn:** O’Donnell made a motion to adjourn the meeting at 6:51 p.m. and Moody seconded. All were in favor and the motion carried.

Respectfully submitted,

Michelle Sorenson, Clerk