

## TOWN OF PORT EDWARDS MONTHLY BOARD MEETING MINUTES

**Date:** June 10<sup>th</sup>, 2019

**Call to Order:** Chairman Randy Moody called the Town Board Meeting to order at 6:00p.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, Supervisors Tim Schmidt and Jeff O'Donnell, Treasurer Kathy Reese, Clerk Michelle Sorenson. Road Superintendent Al Goodness and a couple people from the public were also in attendance.

**Approval of minutes from May 13<sup>th</sup> Board Meeting:** Clerk presented the minutes from the previous monthly Board Meeting. They looked accurate and acceptable. Motion was made by O'Donnell and seconded by Schmidt to accept the minutes as printed. Motion carried.

**Agenda:**

- Approve the agenda
- Scott Construction presentation
- Approve previous meeting's minutes
- Approve payment of bills
- Treasurer and Clerk monthly financial reports
- Set date for next board meeting
- Review correspondence
- Draft records retention ordinance
- Act on beer and liquor licenses
- New business:
- Old business:
- Public input
- Adjourn

Motion was made by O'Donnell and seconded by Schmidt to approve the agenda. Motion carried.

**Scott Construction:** Chase Brockman represented Scott Construction. They were requested by the Ho-Chunk Nation for some work over there so Chase gave us an estimate seems they will be in the area. The quote was for \$24,000 and that was for chip sealing Kimball Avenue from Creamery to County Highway AA. They would use 3/8" stone (a sample of which was brought in for the Board to see) and the project would take a couple hours to complete. They would plan on completing the project towards late July. The Board requested Chase give us an updated quote using local materials. The Board is also still waiting on information to come back from the County on Wilhorn Road so could not make any decisions with regards to chipsealing.

**Bills:** Schmidt made a motion to approve payment of the bills listed by the Clerk. Motion was seconded by O'Donnell and motion carried. Total disbursements for the month of May were \$29,270.40.

**Treasurer and Clerk Financial Reports:** The Treasurer and Clerk reports were reviewed by the Board. All reports balance. Total Town money as of May 31<sup>st</sup>, 2019, is \$372,662.84. Motion was made by O'Donnell and seconded by Schmidt to accept the financial reports. Motion carried.

**Correspondence:** Mailing was received of Upcoming Local Government Programs. Most of the programs happened at the very beginning of June.

A 2018 Annual Report was received from the North Central Wisconsin Regional Planning Commission.

A copy of a sanitary permit application for William Wolfe and a copy of an application for a Wood County Floodplain Zoning Permit for Dustin and Samantha Sievers were received. No action was required.

**Records Retention Ordinance:** The Board first has to adopt a Records Retention Policy

before drafting an ordinance. The Wisconsin Towns Association has a sample ordinance we can use as a foundation once a policy is approved.

**Beer, Liquor, Operator and Tobacco Licenses:** The clerk distributed a list of all Beer, Liquor, Operator, and Tobacco license holders to the Board. Still waiting on payment for Whitetail Crossing – Nekoosa and the Nekoosa Conservation League. O'Donnell made a motion to approve the listed licenses contingent on payments and Schmidt seconded. Motion carried.

**New Business:** There is a residence on Kimball Avenue that appears to be running a business out of their home. They are in need of both a sign permit and a conditional use permit.

**Old Business:** Chairman talked with Joel Ortman from the Wood County Highway Department. To redo Wilhorn Road from the city limits to Swiggum Lane will cost \$110,000.00 and to do Wilhorn Road from Kimball to County Highway G will cost \$96,500.00. O'Donnell made a motion to put the Wilhorn Road project out for bids and Schmidt seconded it. All were in favor and motion carried.

**Public input:** There was none.

**Next Scheduled Board Meeting:** The next regularly scheduled Town Board Meeting is set for Tuesday, July 9<sup>th</sup>, 2019, at 6p.m. The meeting will be conducted at the Town Hall.

**Adjourn:** Schmidt made a motion to adjourn the meeting at 7:47p.m. and O'Donnell seconded. All were in favor and the motion carried.

Respectfully submitted,  
Michelle Sorenson, Clerk