TOWN OF PORT EDWARDS

MONTHLY BOARD MEETING MINUTES

**Date: November 12th, 2019**

**Call to Order:** Chairman Randy Moody called the Town Board Meeting to order at 6:15 p.m. in the Town Hall. The meeting began immediately after the Special Town Meeting of the Electors who voted on the 2019, payable 2020, town levy.

**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, his assistant John Dupuis, and five people from the public were also in attendance.

**Approval of minutes from October 8th Board Meeting:** Clerk presented the minutes from the previous monthly Board Meeting. The minutes looked accurate and acceptable. Motion was made by Schmidt and seconded by O’Donnell 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 date for next board meeting

Approve 2020 Town budget

Pass new fee schedule

Act on fire contract with the Village of Port Edwards

Amend ATV/UTV ordinance

Act on Records Retention Ordinance

Review correspondence

New business:

Old business:

 Public input

 Adjourn

Motion was made by Schmidt and seconded by O’Donnell 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 Schmidt and motion carried. Total disbursements for the month of October were $34,018.09.

**Treasurer and Clerk Financial Reports:** The Treasurer and Clerk reports were reviewed by the Board. All reports balance. Total Town money as of October 31st, 2019, is $362,154.72. A motion was made by O’Donnell and seconded by Schmidt to accept the financial reports. Motion carried.

**2020 Town Budget:** The town budget for 2020 has been prepared and balances. The total amount of money the Town has to work with in 2020 is $932,153.00. This is a 6.68% decrease from the year before. O’Donnell made a motion to approve the budget as presented and Schmidt seconded. All were in favor and the motion carried.

**Fee Schedule:** The current fee schedule for the Town of Port Edwards was last updated on September 13, 2010. Land use permits were increased to $25 (for home additions and outbuildings) and building permits (for new homes or businesses) were increased to $50. The rest of the fee schedule was also updated, a copy of which can be gotten by contacting the Clerk at 715-886-5540. Schmidt made a motion to accept the newly updated fee schedule. O’Donnell seconded and the motion carried with all in favor.

**Fire Contract:** A fire protection agreement was received from the Village of Port Edwards. It is similar to contracts of years past. The cost for their fire protection services is $13,022.03, and is due by January 31st, 2020. O’Donnell made a motion to sign the fire protection services contract with the Village of Port Edwards. Schmidt seconded and the motion passed with all in favor.

**ATV/UTV Ordinance:** The Town had several requests to amend its ATV/UTV ordinance to match surrounding community’s ordinances. The Town Board made the change to Section 6, subsection E of the ordinance to read: the routes shall be open year-round. Section 6, subsection A was also changed to read: The Town of Port Edwards will comply with the State statute for ATV/UTV signage. Schmidt made a motion to adopt the revised ATV/UTV Ordinance 2017-19A and O’Donnell seconded. Motion carried with all in favor.

**Records Retention Ordinance:** Clerk presented the Town of Port Edwards Ordinance to Adopt the Wisconsin Municipal Records Schedule 2019-02 with a copy of the General Records Schedule attached. The ordinance was taken from the Wisconsin Town’s Association web site and edited for our purposes. O’Donnell made a motion to adopt the Ordinance as presented and Schmidt seconded. The motion passed with all in favor.

**Correspondence:** Clerk received a letter from L. Fuehrer (Town’s building inspector) informing the Board she is retiring. She will stay on thru the end of the year.

A copy of a sanitary permit application for Gary and Linda Goodwin was received.

Chairman received a timber cutting permit for Cranberry Creek Cranberries Inc.

**New Business:** Treasurer Reese attended tax software training at the Wood County Courthouse. The Town will eventually need to have internet access at the Town Hall. Eventually being in two to three years.

**Old Business:** Depending on weather, American Asphalt might have to wait until spring to pave into the remaining driveways on Wilhorn Road.

**Public input:** A question was asked does most of the sand/salt mixture that is applied to the roads blow off? Our salt is mixed with sand at a rate of 5% so the Town is confident most of the sand mixture is staying on the roads and not blowing off.

A comment was made that our Board has done a good job on managing the budget.

**Next Scheduled Board Meeting:** The next regularly scheduled Town Board Meeting is set for Tuesday, December 10th, 2019, at 6 p.m. The meeting will be conducted at the Town Hall.

**Adjourn:** O’Donnell made a motion to adjourn the meeting at 7:08 p.m. and Schmidt seconded. All were in favor and the motion carried.

Respectfully submitted,

Michelle Sorenson, Clerk