



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
**COMMON COUNCIL MEETING**  
**TUESDAY, JANUARY 16, 2024 AT 6:30 P.M.**  
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074

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**MINUTES**

1. **ROLL CALL-** Mayor Ted Neitzke IV convened the meeting of the Common Council at 6:30 p.m. Members present were Alderpersons Deborah Postl, Paul Neumyer, Mike Gasper, Dan Benning, Jonathan Pleitner, Patrick Tearney, and John Sigwart. Also present was Interim City Administrator/City Clerk Susan Westerbeke, City Attorney Eric Eberhardt, ADA/HR Director Emily Blakeslee, Public Works Director Rob Vanden Noven and Director of Planning and Development Bob Harris.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG-** The Pledge of Allegiance was recited.
3. **SWEARING IN OF POLICE OFFICER ROBERT RUTH-** Police Chief Kevin Hingiss was present and introduced Officer Robert Ruth to the Council. The City Clerk swore in Officer Ruth. Captain Craig Czarnecki was present to recite the Oath of Honor along with Officer Ruth.
4. **CONSENT AGENDA**
  - A. **Approve Minutes of Previous Meeting**
  - B. **Accept Monthly Invoice Report**

MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO APPROVE AND ACCEPT THE CONSENT AGENDA AS PRESENTED. Motion carried unanimously.
5. **MAYOR'S BUSINESS** – The Mayor presented the Proclamation celebrating National Law Enforcement Appreciation Day to Retired Captain Mike Davel. The Mayor reminded the Council to watch for updated referendum guides. The City Administrator search is underway, with potential interviews coming at the end of January.
6. **OFFICERS/STAFF REPORT- Monthly Department Reports-** Reports were distributed in writing.
7. **PUBLIC COMMENTS/APPEARANCES-** None.
8. **FROM STANDING COUNCIL COMMITTEES**
  - A. **GENERAL GOVERNMENT AND FINANCE COMMITTEE**
    1. **Consideration and Possible Action on Original “Class B” Liquor and Class “B” Beer License for Inventors Brewpub LLC (305 E. Washington Street, Cameron Huck-Agent)-**

The City Clerk reviewed the alcohol license information and confirmed all fees have been paid, and background checks were completed and approved by the Police Chief. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE THE CLASS B LIQUOR AND CLASS B BEER LICENSE AS PRESENTED. Motion carried unanimously.
    2. **Consideration and Possible Action on a Software Service Agreement With BSA for a New Financial Management Program-** Finance Director-City Treasurer Mark Emanuelson was present to review the Financial Management Software System RFP selection process and provided feedback on BS&A Software. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO APPROVE THE SELECTION OF BS&A AS THE CITY'S NEW FINANCIAL SOFTWARE VENDER AND AUTHORIZE STAFF TO ENTER INTO A SERVICE CONTRACT CONTINGENT UPON A REVIEW BY THE CITY ATTORNEY AS PRESENTED. Motion carried unanimously.
    3. **Consideration and Possible Action on Proposal for Professional Services – Lead Service Line Inventory and Replacement Plan by CDM Smith/City Water-** Public Works Director Rob Vanden Noven was present to review the financial and budgetary information related to this project. Also present were City Engineer Roger Strohm, Water Utility Superintendent Dan Fisher was present to review the Lead Service Line Inventory and Replacement Plan (LCRR). The Lead Service Line Inventory identifies materials of each public and private service line as lead, non-lead, or galvanized requiring replacement, and lead status unknown. The LCRR requires water systems to provide households with an initial notification of lead, galvanized requiring replacement or lead status unknown within 30 days of the completion of service line inventory, and then on an annual basis after that. Under

consideration is Phase 1, which includes engaging CDM Smith/City Water for professional services, including Task 1, which is not to exceed \$38,500 and Task 2 which is not to exceed \$83,500. It is recommended to reallocate \$75,000 from the CIP currently dedicated for master planning. Master planning will be postponed to the 2025 CIP. The remaining \$47,000 will be paid by the operating budget Outside Services Employed. Superintendent Fisher noted that the September 3, 2024 meeting of the Common Council will include a report on the progress of the inventory, which is due to the DNR by October, 2024. Mr. Bednarski reviewed the communication strategy with residents. MOTION MADE BY ALD. BENNING, SECONDED BY ALD.PLEITNER TO APPROVE THE PROPOSAL FOR PROFESSIONAL SERVICE LINE INVENTORY AND REPLACEMENT PLAN BY CDM SMITH/CITY WATER SUBJECT TO CITY ATTORNEY REVIEW. Motion approved unanimously.

**9. FROM CITY BOARDS/COMMISSIONS**

**A. PLAN COMMISSION**

**1. Ordinance 2024-1: An Ordinance Rezoning Land in the City of Port Washington and Amending the Official Zoning Map - Request to Rezone Approximately 1.3 Acres of Land Located on E. Seven Hills Road, North of Parknoll Lane, South of Interstate Hwy 43, and East of N. Wisconsin Street, From B-2 Local Service Center Business to RM-4 Multi Family Residential; Port Grandview Development LLC and Tom Didier, PGD LLC Managing Member, Applicants - 1<sup>st</sup> Reading-** The Director of Planning and Development reviewed the ordinance. The property is a vacant parcel of land located along a commercial stretch of E. Seven Hills Road at the north end of the city. The land was acquired by the applicants in 2006 with the intention of future commercial development in keeping with its Business zoning. Since that time the property has been vacant despite being marketed by the ownership group who are real estate brokers and realtors. The Plan Commission recommends denial of this rezoning. This Ordinance will appear on the next agenda for further consideration along with a public hearing. Present to address the Council was Tom Didier, owner, stating this property has been for sale under current zoning with no success for many years. This ordinance will be on the next agenda for a second reading.

**10. UNFINISHED BUSINESS-** None.

**11. NEW BUSINESS**

**1. Presentation – Update on Bluff Stabilization Design by Miller Engineering and Scientists-** Representatives from Miller Engineering and Scientists presented a review of the project plan for stabilization including drainage lines, mass grading, traversing pedestrian path and beach nourishment. Discussion followed.

**12. PUBLIC COMMENTS/APPEARANCES-** The Mayor expressed gratitude to Street Superintendent J.D. Hoile and the Street Department Employees for their time and efforts cleaning up after the snowstorm.

**13. ADJOURNMENT-** MOTION BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ADJOURN THE MEETING AT 7:33 P.M. Motion carried unanimously.

Respectfully submitted,  
Susan L. Westerbeke, City Clerk.