



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

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**AGENDA**

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **OATH OF OFFICE FOR MAYOR AND ALDERPERSONS OF THE 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> ALDERMANIC DISTRICTS**
4. **CONSENT AGENDA**  
*All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed and considered at this point on the agenda.*
  - A. **Approve Minutes of Previous Meeting**
  - B. **Accept Monthly Invoice Report**
5. **MAYOR'S BUSINESS**
  - A. **Appointment to Boards, Committees and Commissions**
  - B. **Arbor Day Proclamation**
  - C. **Ewig Bros Fish Company Proclamation**
  - D. **Mayor's Updates**
6. **OFFICERS/STAFF REPORT**
  - A. **Election of Council President**
  - B. **Approve Official City Newspaper (Ozaukee Press)**
  - C. **Designate Official City Depositories (Port Washington State Bank, BMO Harris Bank, Ehlers Investment Management, Local Government Investment Pool)**
  - D. **Department Monthly Reports**
7. **PUBLIC COMMENTS/APPEARANCES**  
*Your comments are welcome. Please limit comments to three (3) minutes. If you need more time, contact the City Administrator, and ask that your topic be placed on a Common Council Agenda.*
8. **FROM STANDING COUNCIL COMMITTEES**
  - A. **GENERAL GOVERNMENT AND FINANCE COMMITTEE**
    1. **Consideration and Possible Action to Approve a Joint Powers Agreement Between the Ozaukee County Sheriff's Office and the City of Port Washington**
    2. **Consideration and Possible Action on Appointment of Successor Agent for Retail License (Moonlight Tavern LLC, 101 E. Main Street)**

3. **Consideration and Possible Action on a Three Party Design Services Contract between Toole Design Group, LLC and the Wisconsin Department of Transportation for Bicycle and Pedestrian Study**
4. **Consideration and Possible Action on Approval of Amendment Number 4 to the Thomas Drive Water Tower Lease Agreement with AT&T**

**9. FROM CITY BOARDS/COMMISSIONS**

**A. PLAN COMMISSION**

1. **Public Hearing to Amend Section 485-153 of the Zoning Code to Allow Ambulance Services in the R-1 Single Family Detached Residence District**
2. **Ordinance 2024-4: Amending and/or Creating Zoning Ordinances to Allow and Regulate Private Ambulance Services as a Conditional Use in the R-1 Single Family Detached Residence District (Harbor Village LLC, Applicant)–  
2<sup>nd</sup> Reading**
3. **Public Hearing to Consider a Conditional Use Grant Request for a Proposed Recording Studio Located on the East Side of S. Park Street South of Schmitz Drive**
4. **Consideration and Possible Action on a Proposed Conditional Use Grant and Land Covenant for a Recording Studio Facility Located on the East Side of the 600-Block of S. Park Street and East of Schmitz Drive (TCG Holdings 116 LLC, Applicant)**

**10. UNFINISHED BUSINESS**

**11. NEW BUSINESS**

**12. PUBLIC COMMENTS/APPEARANCES**

**13. ADJOURNMENT**

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**Special Accommodations:** *Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk's Office at (262) 284-7224. Every effort will be made to arrange accommodations for all meetings, please provide notice at least one (1) business day prior to a meeting.*

**Notice of Possible Quorum:** *Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]*

**NOTE:** *To help protect public health, persons desiring to monitor this meeting remotely by telephone conference, rather than in person, may call (262) 268-4270, and then dial the Pass/Access Code of 9801 when prompted to do so.*

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CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
**COMMON COUNCIL MEETING**  
**WEDNESDAY, APRIL 3, 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 City Administrator Melissa Pingel, City Clerk Susan Westerbeke, City Attorney Eric Eberhardt, ADA/HR Director Emily Blakeslee, Public Works Director Rob Vanden Noven, Director of Planning and Development Bob Harris.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG-** The Pledge of Allegiance was recited.
3. **CONSENT AGENDA**
  - A. **Approve Minutes of Previous Meeting-** MOTION MADE BY ALD. NEUMYER, SECONDED BY ALD. POSTL TO APPROVE THE CONSENT AGENDA AS PRESENTED. Motion carried unanimously.
4. **MAYOR'S BUSINESS**
  - A. **Mayor's Updates-** The Mayor reminded community members to contact him if they are interested in sitting on one of the city's boards, committees, or commissions. He thanked the community for their support of the Fire/EMS Referendum. Mercantile Plaza hosted the State of Wisconsin SCORE Chapter award celebration for the small business mentorship program.
5. **OFFICERS/STAFF REPORT-** None.
6. **PUBLIC COMMENTS/APPEARANCES-** None.
7. **FROM STANDING COUNCIL COMMITTEES**
  - A. **GENERAL GOVERNMENT AND FINANCE COMMITTEE**
    1. **Resolution 2024-2: Resolution Authorizing the Issuance and Sale of up to \$21,505,374 Taxable Water System Revenue Bonds, Series 2024, and Providing for Other Details and Covenants with Respect Thereto-** Finance Director-Treasurer Mark Emanuelson and Wisconsin Public Finance Professionals, LLC Municipal Advisor Carol Wirth were present to discuss Resolution 2024-2. As an outcome of its 2018 sanitary survey, the WDNR required the city to raise the floor of the clear well tanks above groundwater level and to provide emergency backup power. The city subsequently evaluated the plant for additional needs. As a result of the WDNR's requirements and the study on the plant needs, the city prepared plans for improvements, conducted a rate study, obtained construction authorization from the PSC, obtained plan approval from the WDNR and solicited bids for the project. To pay for the plant design and construction, the city has opted to obtain a loan from the WDNR through its Safe Drinking Water Loan Fund. The Safe Drinking Water Loan Fund provides a long-term loan (20 years) at a reduced interest rate (55 percent of market rate) to finance drinking water projects. The current advertised rate is 2.145 percent for our loan. The loan amount is \$21,505,374. This amount includes design costs \$960,000, construction administration \$1,200,000, construction costs \$18,200,000, contingency \$910,000, and \$220,000 of miscellaneous and closing costs. The General Government and Finance Committee reviewed Resolution 2024-2 and recommends approval. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE RESOLUTION 2024-2: RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF UP TO \$21,505,374 TAXABLE WATER SYSTEM REVENUE BONDS, SERIES 2024, AND PROVIDING FOR OTHER DETAILS AND COVENANTS WITH THERETO AS PRESENTED. Motion carried unanimously.

**2. Consideration and Possible Action on Scope of Engagement with Quarles and Brady LLP for the \$12,800,000 Clean Water Loan Fund for the City of Port Washington, WI-** The Finance Director-Treasurer reviewed the Scope of Engagement with Quarles and Brady LLP. The attached engagement letter allows Quarles and Brady to serve as the City's bond counsel for the \$12,800,000 Clean Water Fund Loan for the City of Port Washington, Wisconsin Wastewater treatment plant project. The letter identifies what the role of bond counsel is in this transaction. The estimated fee to complete these services is \$26,000. The General Government and Finance Committee reviewed this agreement and recommends approval. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE THE SCOPE OF ENGAGEMENT WITH QUARLES AND BRADY LLP FOR THE \$12,800,000 CLEAN WATER LOAN FUND FOR THE CITY OF PORT WASHINGTON, WI AS PRESENTED. Motion carried unanimously.

**3. Consideration and Possible Action on a Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC for the \$12,800,000 Clean Water Fund Loan-** The Finance Director-Treasurer reviewed the Municipal Advisory Agreement. The attached Municipal Advisory Agreement from Ms. Wirth of Wisconsin Public Finance Professionals, LLC is an engagement letter to serve as the City's municipal advisor for the \$12,800,000 Clean Water Fund Loan for the Wastewater treatment plant project. The letter identifies what the role of municipal advisor will be for this transaction. The Municipal Advisor fees for these services are \$7,500. The General Government and Finance Committee reviewed this agreement and recommends approval. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE THE MUNICIPAL ADVISORY AGREEMENT WITH WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC FOR THE \$12,800,000 CLEAN WATER FUND LOAN AS PRESENTED. Motion carried unanimously.

**4. Consideration and Possible Action for a One-Day Alcohol Premise Extension for Sir James Pub, 316 N. Franklin Street for May 26, 2024-** The City Clerk reviewed this one-day extension of alcohol license request, which has been requested in prior years. The designated alcohol extension area directly abuts their property to the east and is owned by Port Washington State Bank, who have submitted a letter of approval for its use. Sir James Pub has also provided a copy of their business certificate of liability insurance. There have been no issues with any of their previously held annual events, therefore there are no immediate concerns about their proposed event for this year. The General Government and Finance Committee reviewed this One-Day Alcohol Premise Extension and recommends approval. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE A ONE-DAY ALCOHOL PREMISE EXTENSION FOR SIR JAMES PUB, 316 N. FRANKLIN STREET FOR MAY 26, 2024. Motion carried unanimously.

**5. Consideration and Possible Action on a Revised Developer's Agreement for Hidden Hills North Subdivision (Bielinski Homes, Inc)-** The Public Works Director discussed the revised developer's agreement. On June 21, 2022, the Common Council approved a Developer's Agreement with Bielinski homes for the development of the Hidden Hills North subdivision. The approved developer's agreement was never executed by the City because the developer did not provide all the required attachments and decided to delay construction until 2024. In the past two years, recodification has changed the code references in the agreement so those have been updated, and the language regarding impact fees for park development has replaced the previous language which required the developer to pay those fees upfront. Bielinski Homes, Inc. Representative John Donovan was present to answer questions confirming the development would be ready for home construction in early 2025. Ald. Pleitner requested a list of three major contractors. The General Government and Finance Committee reviewed the revisions to page 4, section 1.g. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. NEUMYER TO APPROVE THE REVISED DEVELOPER'S AGREEMENT FOR HIDDEN HILLS NORTH SUBDIVISION WITH THE RECOMMENDED REVISIONS AS SPECIFIED IN DISCUSSIONS. Motion carried unanimously.

**8. FROM CITY BOARDS/COMMISSIONS**

**A. PLAN COMMISSION**

**1. Ordinance 2024-3: Amending and/or Creating Zoning Ordinances to Allow and Regulate Accessory Dwelling Units in Certain Residential Zoning Districts and in the CCM Multiple Family (Central City Mixed) Zoning District- 1<sup>st</sup> Reading-** The Director of Planning and Development discussed Ordinance 2024-3. In 2022 the City of Port Washington approved a zoning text change to allow for home office and recreational room spaces in the upper/attic portion of residential detached garages – but the use of bathrooms or living quarters were specifically prohibited. During that discussion related issues arose which staff, the Plan Commission, and Common Council determined should be re-visited at a future date. Specifically, those related issues were consideration of allowing accessory dwelling units in certain residential areas and the question of acceptable garage size and heights for accessory garages given the special exception process. The Plan Commission discussed this matter during multiple meetings in 2023 and identified issues and standards for consideration which staff presented to the Plan Commission and at its December 2023 meeting. At its February 6, 2024 meeting, staff reviewed this matter with the Common Council to seek further direction prior to drafting of an ordinance for final consideration. Discussion was held and Council recommendation was to review this ordinance at a future meeting when it is accompanied by a citywide short-term rental ordinance. The Director of Planning was also asked to cancel the public hearing which was scheduled for April 16<sup>th</sup>.

**2. Ordinance 2024-4: Amending and/or Creating Zoning Ordinances to Allow and Regulate Private Ambulance Services as a Conditional Use in the R-1 Single Family Detached Residence District - 1<sup>st</sup> Reading-** The Director of Planning and Development discussed Ordinance 2024-4. Capri Harbor Campus is proposing to use an existing ambulance bay at its campus to house a private ambulance service. To do so will require amending the City's zoning code to add Private Ambulance Services (including crew quarters space) as a conditional use in the residential districts. The use is not intended as standalone use but only when operating within a senior care or senior residence facility to limit such uses within residential neighborhoods. There are no objections from the Port Washington Fire Dept. Discussion was held. This is the first reading of Ordinance 2024-4. A Public Hearing and second reading of the ordinance will be held on April 16.

**9. UNFINISHED BUSINESS-** None.

**10. NEW BUSINESS-** None.

**11. PUBLIC COMMENTS/APPEARANCES-** None.

**12. ADJOURNMENT-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ADJOURN THE MEETING AT 7:25 P.M. Motion carried unanimously.

Respectfully submitted,  
Susan L. Westerbeke, City Clerk

Report Criteria:  
Detail report type printed

Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
5 CORNERS DODGE INC	140889	017954110370	SWAY BAR	02/16/2024	364.10	255574	03/08/2024
Total 1067:					364.10		
ABT MAILCOM	48069	040457340370	BILL PROCESSING	03/07/2024	1,533.94	255643	03/15/2024
	48069	060690300000	BILL PROCESSING	03/07/2024	1,533.95	255643	03/15/2024
Total 1080:					3,067.89		
ACC BUSINESS	240489806	016052100340	PHONE LINES	02/27/2024	931.49	255575	03/08/2024
	240759730	015751710340	PHONE LINES	03/27/2024	289.97	255750	03/28/2024
	240759730	040454620340	PHONE LINES	03/27/2024	173.99	255750	03/28/2024
	240759730	232355110340	PHONE LINES	03/27/2024	115.99	255750	03/28/2024
	240759730	019355210340	PHONE LINES	03/27/2024	139.19	255750	03/28/2024
	240759730	017954120340	PHONE LINES	03/27/2024	57.99	255750	03/28/2024
	240759730	019055130340	PHONE LINES	03/27/2024	92.79	255750	03/28/2024
	240759730	060692100000	PHONE LINES	03/27/2024	115.99	255750	03/28/2024
	240759730	017552550340	PHONE LINES	03/27/2024	57.99	255750	03/28/2024
	240759730	017052300340	PHONE LINES	03/27/2024	115.99	255750	03/28/2024
Total 4379:					2,091.38		
ADVANCE AUTO PARTS	2049-475561	017954110370	SUPPLIES	02/21/2024	5.97	255576	03/08/2024
	2049-475738	017954110370	SUPPLIES	02/26/2024	28.88	255576	03/08/2024
	2049-476043	017954110370	SUPPLIES	03/05/2024	131.98	255644	03/15/2024
	2049-476126	017954110370	SUPPLIES	03/07/2024	4.79	255644	03/15/2024
Total 1092:					171.62		
ADVANCED WILDLIFE CONTRO	519933	019355310630	COMMERCIAL PEST PLAN	03/19/2024	85.00	255695	03/22/2024
Total 1097:					85.00		
AIRGAS USA LLC	5505885294	017552550370	OXYGEN	02/29/2024	169.36	255645	03/15/2024
Total 1107:					169.36		
ALL CITY TOWING	129123	016052100400	TOW FEE	03/05/2024	199.00	255646	03/15/2024
Total 5023:					199.00		
AMERICAN CITY BUSINESS JO	0507007536 M	019656700510	NEWS SUBSCRIPTION	03/07/2024	170.00	255577	03/08/2024
Total 2650:					170.00		
ANDRES MEDICAL BILLING LTD	032024PWWI	017552550380	AMBULANCE COLLECTIONS	02/29/2024	4,041.75	255578	03/08/2024
Total 4150:					4,041.75		
ANSAY & ASSOCIATES	26005	014051940910	CYBER LIABILITY INSURANCE	12/27/2023	7,027.69	255696	03/22/2024
Total 1446:					7,027.69		
ANTOINE HOEFT & EBERHARD	301283	015551610380	NON ROUTINE	03/15/2024	3,163.36	255697	03/22/2024

Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
	301284	015551610380	NON ROUTINE	03/15/2024	950.00	255697	03/22/2024
	301299	015551610380	RETAINER	03/20/2024	12,500.00	255697	03/22/2024
	301300	015551610380	RETAINER	03/20/2024	12,500.00	255697	03/22/2024
Total 1187:					29,113.36		
APHE WISCONSIN LLC	2467	017552550590	CPR INSTRUCTOR COURSE	03/21/2024	790.00	255751	03/28/2024
Total 5028:					790.00		
ARENDR, DAVID	022224	060692600500	REIMBURSEMENT	02/22/2024	519.10	255579	03/08/2024
	022224	060692600500	REIMBURSEMENT	02/22/2024	118.00	255579	03/08/2024
Total 4889:					637.10		
ASCENSION COLUMBIA ST MA	022924-12	017552550370	SUPPLIES	02/29/2024	159.16	255647	03/15/2024
Total 4639:					159.16		
ASCENSION WI EMP SOLUTION	416669	017552550390	PRE EMPLOYMENT PHYSICAL	02/29/2024	398.00	255580	03/08/2024
Total 1210:					398.00		
ASSOCIATED APPRAISAL CON	173166	015351520380	PROFESSIONAL SERVICES	03/01/2024	5,691.15	255581	03/08/2024
Total 1217:					5,691.15		
AT&T	262 268-8016 4	040454620340	EMERGENCY LINE	02/22/2024	115.63	255582	03/08/2024
	262 284 1615 1	040454610340	REMOTE SITE	02/22/2024	69.23	255582	03/08/2024
	287327243939	060666200000	AMI ROUTER	02/12/2024	71.00	255698	03/22/2024
Total 1221:					255.86		
ATLAS COPCO COMPRESSORS	1124015123	040454620360	O RINGS BLOWER	02/09/2024	127.34	255583	03/08/2024
Total 1229:					127.34		
AURORA QUICK CARE LLC	238-CI0000457	015051330380	OCT 23 SERVICES	11/15/2023	1,446.36	255699	03/22/2024
	238-CI0000482	015051330380	NOV 23 SERVICES	12/07/2023	1,522.50	255699	03/22/2024
	238-CI0000502	015051330380	DEC 23 SERVICES	01/15/2024	1,935.36	255699	03/22/2024
	238-CI0000540	015051330380	FEB 23 SERVICES	03/14/2024	1,611.50	255699	03/22/2024
Total 4757:					6,515.72		
AUTOMOTIVE SOLUTIONS LLC	20228	017552550550	SERVICE TO M455	02/20/2024	477.33	255648	03/15/2024
	20230	017552550550	OIL CHANGE	02/20/2024	192.49	255648	03/15/2024
	20231	017552550550	OIL CHANGE	02/20/2024	303.16	255648	03/15/2024
	20232	017052300550	OIL CHANGE	02/20/2024	200.64	255648	03/15/2024
	20243	017052300550	OIL CHANGE	02/20/2024	1,662.30	255648	03/15/2024
	20294	017552550550	REPAIR TO M455	02/20/2024	1,250.15	255648	03/15/2024
Total 1243:					4,086.07		
AVA MESA	031224	019055130800	INSTRUCTOR PAY	03/12/2024	179.00	255649	03/15/2024
Total 4865:					179.00		

Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
BABCOCK AUTO SPRING CO	88201	017954110370	SPRINGS	03/06/2024	1,684.24	255650	03/15/2024
Total 1253:					1,684.24		
BAKER & TAYLOR BOOKS	2038043299	232355110510	BOOKS	01/18/2024	263.74	255651	03/15/2024
	2038052689	232355110510	BOOKS	01/27/2024	338.18	255651	03/15/2024
	2038064479	232355110510	BOOKS	02/02/2024	228.13	255651	03/15/2024
	2038064846	232355110510	BOOKS	01/30/2024	861.19	255651	03/15/2024
	2038070088	232355110510	BOOKS	02/01/2024	374.87	255651	03/15/2024
	2038084714	232355110510	BOOKS	02/06/2024	351.33	255651	03/15/2024
	2038095384	232355110510	BOOKS	02/13/2024	452.81	255651	03/15/2024
	2038104318	232355110510	BOOKS	02/20/2024	690.68	255651	03/15/2024
	2038109856	232355110510	BOOKS	02/20/2024	766.67	255651	03/15/2024
	2038113157	232355110510	BOOKS	02/21/2024	148.46	255651	03/15/2024
	2038133426	232355110510	BOOK	03/05/2024	405.65	255651	03/15/2024
	2038152596	232355110510	BOOKS	03/13/2024	589.48	255700	03/22/2024
	2038170687	232355110510	BOOKS	03/19/2024	309.52	255700	03/22/2024
	H68057200	232355110510	DVD	02/23/2024	11.89	255651	03/15/2024
	H68147910	232355110510	DVD	02/27/2024	12.73	255651	03/15/2024
	H68147911	232355110510	DVD	02/27/2024	160.40	255651	03/15/2024
	H68202700	232355110510	BOOKS	03/12/2024	141.23	255700	03/22/2024
	H68286160	232355110510	DVD	03/15/2024	53.62	255752	03/28/2024
Total 1267:					6,160.58		
BATTERY JUNCTION	2182268	016052100370	BATTERIES	03/15/2024	126.25	255701	03/22/2024
Total 4851:					126.25		
BLOCK IRON & SUPPLY COMPA	783528	424258500317	KOLBACH SHELTER	01/16/2023	650.00	255702	03/22/2024
Total 4910:					650.00		
BOEHLKE BOTTLED GAS CORP	402893	016052100355	PROPANE	02/08/2024	732.15	255584	03/08/2024
	405066	016052100355	PROPANE	02/16/2024	598.63	255584	03/08/2024
	406914	016052100355	PROPANE	02/26/2024	701.65	255584	03/08/2024
Total 1333:					2,032.43		
BREW CITY DIGITAL LLC	INV-000012	232355110390	WEB CODING	03/11/2024	500.00	255652	03/15/2024
Total 1357:					500.00		
BROWN, KELLY	021624	080114295001	LOAN PAYMENT	02/16/2024	4,396.75	255585	03/08/2024
Total 5022:					4,396.75		
BRUGGINKS INC	8830	424258500501	EQUIPMENT TRAILER	02/21/2024	12,195.00	255586	03/08/2024
Total 1380:					12,195.00		
CARDMMBER SERVICE - IMPO	2/20/2024	015051330390	SPOONFUL OF COMFORT LL 87	03/10/2024	14.98	20240229	03/21/2024
	2/20/2024	015051330800	COUSINSSUBS HTTPSC	03/10/2024	94.94	20240229	03/21/2024
	2/20/2024	015051330800	PIGGLY WIGGLY #088 SAUKV	03/10/2024	79.16	20240229	03/21/2024
	2/20/2024	015051330800	COUSINSSUBS HTTPSC	03/10/2024	189.88	20240229	03/21/2024
	2/20/2024	015051330370	ETSY INC. 718-8557955	03/10/2024	14.19	20240229	03/21/2024
	2/20/2024	015051330370	ETSY INC. 718-8557955	03/10/2024	56.78	20240229	03/21/2024



Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
	2/20/2024	015051330800	CHECKR INC CHECKR.COM HT	03/10/2024	71.49	20240229	03/21/2024
	2/20/2024	015051330390	VISTAPRINT 866-207-495	03/10/2024	82.26	20240229	03/21/2024
	2/20/2024	015051330390	AMZN Mktp US*R154K3PL0 Amz	03/10/2024	37.56	20240229	03/21/2024
	2/20/2024	015051330390	4IMPRINT INC 4IMPRINT.C	03/10/2024	136.57	20240229	03/21/2024
	2/20/2024	015051330390	COSTCO WHSE #0628 GRAF	03/10/2024	192.66	20240229	03/21/2024
	2/20/2024	015051330750	THE OSTHOFF RESORT ELK	03/10/2024	249.40	20240229	03/21/2024
	2/20/2024	015051330370	Amazon.com*RW30295E0 Amzn	03/10/2024	131.34	20240229	03/21/2024
	2/20/2024	040454620360	AMZN Mktp US*R866F4KM1 Amz	03/10/2024	97.88	20240229	03/21/2024
	2/20/2024	040454620410	Wisconsin Wastewater O 414-908	03/10/2024	72.10	20240229	03/21/2024
	2/20/2024	040454620360	AMZN Mktp US*R84H47731 Amz	03/10/2024	113.94	20240229	03/21/2024
	2/20/2024	040454620370	AMAZON RET* 111-100803 WW	03/10/2024	80.19	20240229	03/21/2024
	2/20/2024	040454620700	ADOBE INC. 408-536-600	03/10/2024	21.09	20240229	03/21/2024
	2/20/2024	040454620360	AMZN Mktp US*R23WA22H0 Am	03/10/2024	149.97	20240229	03/21/2024
	2/20/2024	040454610370	AMZN Mktp US*R22IP10H2 Amz	03/10/2024	62.94	20240229	03/21/2024
	2/20/2024	040454620360	AMZN Mktp US*RB2700D90 Amz	03/10/2024	166.00	20240229	03/21/2024
	2/20/2024	040454620360	AMZN Mktp US*RB3KL7SW0 Am	03/10/2024	45.99	20240229	03/21/2024
	2/20/2024	040454620440	B2B Prime*RB88U6G02 Amzn.	03/10/2024	179.00	20240229	03/21/2024
	2/20/2024	040454620360	Amazon.com*RB4FZ0FS1 Amzn	03/10/2024	84.21	20240229	03/21/2024
	2/20/2024	040454620410	CSWEA 855-692-7932	03/10/2024	160.00	20240229	03/21/2024
	2/20/2024	040454620710	TAYLOR WATER TECH 410-4	03/10/2024	78.88	20240229	03/21/2024
	2/20/2024	232355110370	AMZN Mktp US*R04B03TH0 Amz	03/10/2024	28.90	20240229	03/21/2024
	2/20/2024	232355110370	AMZN Mktp US*R85218X92 Amz	03/10/2024	222.67	20240229	03/21/2024
	2/20/2024	232355110900	AMZN MKTP US*R88WP5LT1 SE	03/10/2024	41.94	20240229	03/21/2024
	2/20/2024	232355110900	AMZN Mktp US*R84NG5DR1 Am	03/10/2024	180.14	20240229	03/21/2024
	2/20/2024	232355110370	AMAZON.COM*R06HD21M1 SE	03/10/2024	52.86	20240229	03/21/2024
	2/20/2024	232355110370	AMZN Mktp US*R03MK06Q2 Am	03/10/2024	31.99	20240229	03/21/2024
	2/20/2024	232355110370	AMZN Mktp US*R013V15T2 Amz	03/10/2024	117.42	20240229	03/21/2024
	2/20/2024	232355110370	AMZN Mktp US*R06509IS2 Amzn	03/10/2024	152.85	20240229	03/21/2024
	2/20/2024	232355110390	CANVA* I04049-1625841 HTTPS	03/10/2024	19.94	20240229	03/21/2024
	2/20/2024	232355110900	AMZN Mktp US*R22OW1YL2 Am	03/10/2024	69.00	20240229	03/21/2024
	2/20/2024	232355110370	AMZN Mktp US*RB0E94E0 Amz	03/10/2024	14.60	20240229	03/21/2024
	2/20/2024	232355110900	SEED SAVERS EXCHANGE I 56	03/10/2024	171.05	20240229	03/21/2024
	2/20/2024	232355110510	Amazon.com*RB2SQ0G50 Amz	03/10/2024	29.61	20240229	03/21/2024
	2/20/2024	232355110370	AMZN Mktp US*R22744SM1 Amz	03/10/2024	340.93	20240229	03/21/2024
	2/20/2024	232355110370	Amazon.com*RB6SR4MO0 Amz	03/10/2024	92.91	20240229	03/21/2024
	2/20/2024	232355110510	AMZN Mktp US*RB1X50TC2 Amz	03/10/2024	10.92	20240229	03/21/2024
	2/20/2024	232355110370	AMAZON.COM*RB5QO34N1 S	03/10/2024	46.00	20240229	03/21/2024
	2/20/2024	232355110370	COSTCO WHSE #0628 GRAF	03/10/2024	80.65	20240229	03/21/2024
	2/20/2024	232355110510	Amazon.com*RI6CY8CB2 Amzn	03/10/2024	15.95	20240229	03/21/2024
	2/20/2024	232355110370	THE CHOCOLATE CHISEL POR	03/10/2024	85.44	20240229	03/21/2024
	2/20/2024	232355110900	COUSINS SUBS #1158 PORT	03/10/2024	93.40	20240229	03/21/2024
	2/20/2024	017954310370	ARBSESS 920-347-445	03/10/2024	519.00	20240229	03/21/2024
	2/20/2024	019355410370	GIH*GLOBALINDUSTRIALEQ 80	03/10/2024	581.85	20240229	03/21/2024
	2/20/2024	019355410410	WISCONSIN ARBORISTS AS 26	03/10/2024	1,100.00	20240229	03/21/2024
	2/20/2024	019355410410	EXTENSIONWAUKESHA 262-	03/10/2024	60.00	20240229	03/21/2024
	2/20/2024	424258500317	THE HOME DEPOT 4919 GRA	03/10/2024	394.12	20240229	03/21/2024
	2/20/2024	424258500317	THE HOME DEPOT 4919 GRA	03/10/2024	97.70	20240229	03/21/2024
	2/20/2024	017954120370	THE HOME DEPOT #4919 GRA	03/10/2024	109.00	20240229	03/21/2024
	2/20/2024	019355410410	ISA 678-367-0981 G	03/10/2024	215.00	20240229	03/21/2024
	2/20/2024	019355410370	AMZN Mktp US*RB4FO7XL2 Am	03/10/2024	15.23	20240229	03/21/2024
	2/20/2024	424258500317	MENARDS WEST BEND WI WE	03/10/2024	1,050.75	20240229	03/21/2024
	2/20/2024	019355410370	ARBSESS 920-347-445	03/10/2024	269.00	20240229	03/21/2024
	2/20/2024	019355410370	MENARDS WEST BEND WI WE	03/10/2024	79.92	20240229	03/21/2024
	2/20/2024	424258500317	MENARDS WEST BEND WI WE	03/10/2024	347.82	20240229	03/21/2024
	2/20/2024	424258500317	THE HOME DEPOT #4919 GRA	03/10/2024	119.88	20240229	03/21/2024
	2/20/2024	016052100360	AMZN Mktp US*R87W63932 Amz	03/10/2024	25.95	20240229	03/21/2024
	2/20/2024	016052100360	AMZN Mktp US*R00N48VH0 Amz	03/10/2024	75.98	20240229	03/21/2024

Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
	2/20/2024	016052100370	DOMINO'S 2028 414-443-6	03/10/2024	102.04	20240229	03/21/2024
	2/20/2024	016052100370	CULVERS PORT WASHINGTO P	03/10/2024	85.00	20240229	03/21/2024
	2/20/2024	016052100360	AMZN Mktp US*R810R7971 Amz	03/10/2024	26.88	20240229	03/21/2024
	2/20/2024	016052100420	AMZN Mktp US*R09L35M62 Amz	03/10/2024	72.00	20240229	03/21/2024
	2/20/2024	016052100700	AMZN Mktp US*R058S6YH2 Amz	03/10/2024	50.85	20240229	03/21/2024
	2/20/2024	016052100550	Zips Wash Club 855-947792	03/10/2024	20.00	20240229	03/21/2024
	2/20/2024	016052100550	Zips Wash Club 855-947792	03/10/2024	20.00	20240229	03/21/2024
	2/20/2024	016052100550	Zips Wash Club 855-947792	03/10/2024	20.00	20240229	03/21/2024
	2/20/2024	016052100550	Zips Wash Club 855-947792	03/10/2024	20.00	20240229	03/21/2024
	2/20/2024	016052100550	Zips Wash Club 855-947792	03/10/2024	20.00	20240229	03/21/2024
	2/20/2024	016052100550	Zips Wash Club 855-947792	03/10/2024	20.00	20240229	03/21/2024
	2/20/2024	016052100550	Zips Wash Club 855-947792	03/10/2024	20.00	20240229	03/21/2024
	2/20/2024	016052100550	Zips Wash Club 855-947792	03/10/2024	20.00	20240229	03/21/2024
	2/20/2024	016052100550	Zips Wash Club 855-947792	03/10/2024	20.00	20240229	03/21/2024
	2/20/2024	016052100550	Zips Wash Club 855-947792	03/10/2024	20.00	20240229	03/21/2024
	2/20/2024	016052100340	ATT*BILL PAYMENT 800-331-	03/10/2024	98.22	20240229	03/21/2024
	2/20/2024	016052100360	AMAZON RET* 114-483477 WW	03/10/2024	33.00	20240229	03/21/2024
	2/20/2024	016052100370	AMAZON RET* 114-483477 WW	03/10/2024	13.17	20240229	03/21/2024
	2/20/2024	016052100360	MENARDS WEST BEND WI WE	03/10/2024	241.29	20240229	03/21/2024
	2/20/2024	016052100410	GDIT FAA 34AHPTE HTTPSF	03/10/2024	5.00	20240229	03/21/2024
	2/20/2024	016052100700	AMZN Mktp US*RB2613PY1 Amz	03/10/2024	7.99	20240229	03/21/2024
	2/20/2024	016052100700	AMZN Mktp US*RI69C33J2 Amzn	03/10/2024	69.29	20240229	03/21/2024
	2/20/2024	016052100370	AMZN MKTP US*RW8QO8HZ0 S	03/10/2024	76.40	20240229	03/21/2024
	2/20/2024	016052100700	AMZN MKTP US*RW8QO8HZ0 S	03/10/2024	8.90	20240229	03/21/2024
	2/20/2024	015451540370	ADOBE INC. 408-536-600	03/10/2024	21.09	20240229	03/21/2024
	2/20/2024	060665100000	THE HOME DEPOT #4919 GRA	03/10/2024	44.94	20240229	03/21/2024
	2/20/2024	060692100000	AMZN Mktp US*R03U54S10 Amz	03/10/2024	67.78	20240229	03/21/2024
	2/20/2024	060693000000	AWWA.ORG 303-347-61	03/10/2024	75.00	20240229	03/21/2024
	2/20/2024	060666200000	HOMEDEPOT.COM 800-43	03/10/2024	294.18	20240229	03/21/2024
	2/20/2024	060664200000	DREWS TRUE VALUE PORT	03/10/2024	17.46	20240229	03/21/2024
	2/20/2024	060664200000	USPS PO 5667000074 PORT	03/10/2024	5.10	20240229	03/21/2024
	2/20/2024	060664200000	DREWS TRUE VALUE PORT	03/10/2024	19.48	20240229	03/21/2024
	2/20/2024	060692100000	AMZN Mktp US*RI23L3JP1 Amzn	03/10/2024	116.53	20240229	03/21/2024
	2/20/2024	060666300000	BATTERYBOB 305-238-7	03/10/2024	260.81	20240229	03/21/2024
	2/20/2024	060692100000	ADOBE INC. 408-536-600	03/10/2024	253.07	20240229	03/21/2024
	2/20/2024	016052100420	MENS WEARHOUSE #4633 GR	03/10/2024	490.54	20240229	03/21/2024
	2/20/2024	016052100510	APPLE.COM/US 800-676-2	03/10/2024	20.05	20240229	03/21/2024
	2/20/2024	016052100510	APPLE.COM/BILL 866-712-7	03/10/2024	2.99	20240229	03/21/2024
	2/20/2024	016052100420	ALLEN EDMONDS #39001 POR	03/10/2024	366.88	20240229	03/21/2024
	2/20/2024	016052100510	APPLE.COM/BILL 866-712-7	03/10/2024	11.59	20240229	03/21/2024
	2/20/2024	017954410370	AMZN Mktp US*R04C84QO0 Am	03/10/2024	43.96	20240229	03/21/2024
	2/20/2024	017954110370	ZORO TOOLS INC 855-2899	03/10/2024	92.75	20240229	03/21/2024
	2/20/2024	017954450370	AMAZON.COM*R05XZ06X2 SE	03/10/2024	62.07	20240229	03/21/2024
	2/20/2024	017954110370	AMZN Mktp US*R01MM71S2 Am	03/10/2024	79.01	20240229	03/21/2024
	2/20/2024	017954110370	AMZN Mktp US*R09X32ZC1 Amz	03/10/2024	7.99	20240229	03/21/2024
	2/20/2024	017954120370	WM SUPERCENTER #1650 SA	03/10/2024	38.50	20240229	03/21/2024
	2/20/2024	017954110370	AMZN Mktp US*R29PC0ZA2 Amz	03/10/2024	65.00	20240229	03/21/2024
	2/20/2024	017954120370	AMZN Mktp US*R21EM6QT0 Am	03/10/2024	33.29	20240229	03/21/2024
	2/20/2024	017954410370	GRIMCO INC 636-305-00	03/10/2024	446.34	20240229	03/21/2024
	2/20/2024	017954110370	AMZN Mktp US*R275Y9V21 Amz	03/10/2024	49.91	20240229	03/21/2024
	2/20/2024	017954410370	AMZN Mktp US*R248S3UE2 Amz	03/10/2024	56.76	20240229	03/21/2024
	2/20/2024	017954110370	ZORO TOOLS INC 855-2899	03/10/2024	27.15	20240229	03/21/2024
	2/20/2024	017954410370	AMZN Mktp US*R22GL78U1 Amz	03/10/2024	11.99	20240229	03/21/2024
	2/20/2024	017954110370	AMAZON.COM*RB1ZV2LW2 SE	03/10/2024	13.10	20240229	03/21/2024
	2/20/2024	017954120370	AMAZON.COM*RB54T2VW0 S	03/10/2024	215.37	20240229	03/21/2024
	2/20/2024	017954450370	GRAINGER 877-202259	03/10/2024	56.72	20240229	03/21/2024
	2/20/2024	017954110370	AMZN Mktp US*RB6T40860 Amz	03/10/2024	13.95	20240229	03/21/2024

Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
	2/20/2024	017954120370	AMZN Mktp US*RB5DV1QV0 Am	03/10/2024	70.60	20240229	03/21/2024
	2/20/2024	017954120370	AMZN Mktp US*R227D8U41 Amz	03/10/2024	154.99	20240229	03/21/2024
	2/20/2024	017954110370	AMZN Mktp US Amzn.com/	03/10/2024	33.29	20240229	03/21/2024
	2/20/2024	017954120370	AMZN Mktp US*RI79P98J0 Amzn	03/10/2024	85.95	20240229	03/21/2024
	2/20/2024	017954410370	AMAZON RET* 114-902740 WW	03/10/2024	7.71	20240229	03/21/2024
	2/20/2024	060666200000	AMZN Mktp US*RI8KZ2Q50 Amz	03/10/2024	81.47	20240229	03/21/2024
	2/20/2024	017954120370	GRAINGER 877-202259	03/10/2024	29.12	20240229	03/21/2024
	2/20/2024	017954410370	AMZN Mktp US*RB0B29KH1 Am	03/10/2024	22.97	20240229	03/21/2024
	2/20/2024	017954410370	AMZN Mktp US*RB7CN59Q1 Am	03/10/2024	63.66	20240229	03/21/2024
	2/20/2024	017954310370	AMZN Mktp US*RW3SM5V20 Am	03/10/2024	239.80	20240229	03/21/2024
	2/20/2024	017954310370	AMZN Mktp US*RW5563OP2 Am	03/10/2024	235.82	20240229	03/21/2024
	2/20/2024	017954410370	AMZN Mktp US*RI0PS2JY1 Amz	03/10/2024	8.50	20240229	03/21/2024
	2/20/2024	019055130850	COUSINS SUBS #1158 PORT	03/10/2024	129.61	20240229	03/21/2024
	2/20/2024	019055130850	FIRESIDE - BOX OFFICE FORT	03/10/2024	75.95	20240229	03/21/2024
	2/20/2024	019055130855	PIGGLY WIGGLY #86 PORT	03/10/2024	39.99	20240229	03/21/2024
	2/20/2024	019055130370	OFFICEMAX/DEPOT 6698 GRA	03/10/2024	80.35	20240229	03/21/2024
	2/20/2024	019055130370	OFFICEMAX/DEPOT 6698 GRA	03/10/2024	164.95	20240229	03/21/2024
	2/20/2024	019055130540	USPS PO 5667000074 PORT	03/10/2024	36.80	20240229	03/21/2024
	2/20/2024	019055130540	USPS PO 5667000074 PORT	03/10/2024	320.00	20240229	03/21/2024
	2/20/2024	019055130750	RADISSON HOTELS LA CR	03/10/2024	327.00	20240229	03/21/2024
	2/20/2024	019047000000	OFFICEMAX/DEPOT 6698 GRA	03/10/2024	80.35	20240229	03/21/2024
	2/20/2024	019047000000	OFFICEMAX/DEPOT 6698 GRA	03/10/2024	14.99	20240229	03/21/2024
	2/20/2024	019055130800	NATMAHJONGGLEAGUE 212	03/10/2024	240.00	20240229	03/21/2024
	2/20/2024	019055130855	SENDIK'S GRAFTON GRAFT	03/10/2024	92.00	20240229	03/21/2024
	2/20/2024	019055130855	AMZN Mktp US*RI4KR8K00 Amz	03/10/2024	20.36	20240229	03/21/2024
	2/20/2024	019055130855	Amazon.com*RI51B11K2 Amzn.	03/10/2024	16.78	20240229	03/21/2024
	2/20/2024	019055130370	COSTCO WHSE #0628 GRAF	03/10/2024	78.86	20240229	03/21/2024
	2/20/2024	019055130855	COSTCO WHSE #0628 GRAF	03/10/2024	79.92	20240229	03/21/2024
	2/20/2024	019355210410	TST* ALL STOP TRAVEL P Lodi	03/10/2024	6.64	20240229	03/21/2024
	2/20/2024	019355210410	HOLIDAY INN LACROSSE 6087	03/10/2024	545.52	20240229	03/21/2024
	2/20/2024	017052300410	AMZN Mktp US*R09909CK0 Amz	03/10/2024	302.55	20240229	03/21/2024
	2/20/2024	017052300410	AMZN Mktp US*R887M3ZQ1 Am	03/10/2024	108.14	20240229	03/21/2024
	2/20/2024	017052300410	IN *APHE WISCONSIN LLC 800-	03/10/2024	17.00	20240229	03/21/2024
	2/20/2024	017552550410	IN *APHE WISCONSIN LLC 800-	03/10/2024	33.00	20240229	03/21/2024
	2/20/2024	017052300410	IN *APHE WISCONSIN LLC 262-	03/10/2024	22.00	20240229	03/21/2024
	2/20/2024	017552550410	IN *APHE WISCONSIN LLC 262-	03/10/2024	43.00	20240229	03/21/2024
	2/20/2024	017552550590	AED SUPERSTORE 800-54	03/10/2024	260.38	20240229	03/21/2024
	2/20/2024	017552550390	NORTON *AP1509762841 NOR	03/10/2024	137.14	20240229	03/21/2024
	2/20/2024	017052300390	AMAZON.COM*R24UQ2BJ0 SE	03/10/2024	97.00	20240229	03/21/2024
	2/20/2024	017552550590	AED SUPERSTORE WOOD	03/10/2024	13.58	20240229	03/21/2024
	2/20/2024	050554545370	OFFICEMAX/DEPOT 6869 800-	03/10/2024	126.57	20240229	03/21/2024
	2/20/2024	019355210410	HOLIDAY INN LACROSSE 6087	03/10/2024	387.00	20240229	03/21/2024
	2/20/2024	019355210370	TWILIO SENDGRID WWW.T	03/10/2024	19.95	20240229	03/21/2024
	2/20/2024	019355255370	MUSIC THEATRE INTERNAT 212	03/10/2024	90.00	20240229	03/21/2024
	2/20/2024	019355210560	JOINHOMEBASE.COM HTTP	03/10/2024	516.05	20240229	03/21/2024
	2/20/2024	019355210560	Spotify USA 877-7781161	03/10/2024	11.59	20240229	03/21/2024
	2/20/2024	040454610370	Amazon web services aws.ama	03/10/2024	.97	20240229	03/21/2024
	2/20/2024	040454620410	Wisconsin Wastewater O 414-908	03/10/2024	46.35	20240229	03/21/2024
	2/20/2024	015754210370	AMZN Mktp US*R86XZ6LJ1 Amz	03/10/2024	21.97	20240229	03/21/2024
	2/20/2024	015754210370	ADOBE INC. 408-536-600	03/10/2024	31.64	20240229	03/21/2024
	2/20/2024	015754210370	ADOBE INC. 408-536-600	03/10/2024	240.45	20240229	03/21/2024
	2/20/2024	040454610370	Amazon web services aws.ama	03/10/2024	.97	20240229	03/21/2024
	2/20/2024	015754210370	AMZN Mktp US*RI5DU7EF0 Amz	03/10/2024	31.50	20240229	03/21/2024
	2/20/2024	015754210540	USPS PO 5667000074 PORT	03/10/2024	12.20	20240229	03/21/2024
	2/20/2024	015754210370	AMZN Mktp US*RI6436RT2 Amzn	03/10/2024	36.15	20240229	03/21/2024
	2/20/2024	015754210370	ADOBE INC. 408-536-600	03/10/2024	31.64	20240229	03/21/2024
	2/20/2024	015251412370	WALMART.COM 800-966-	03/10/2024	38.06	20240229	03/21/2024

Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
	2/20/2024	015754210370	AMZN Mktp US*R86KY10J2 Amz	03/10/2024	6.09	20240229	03/21/2024
	2/20/2024	015051320370	AMZN Mktp US*R08H25XL0 Amz	03/10/2024	148.76	20240229	03/21/2024
	2/20/2024	019656700370	AMZN Mktp US*R08H25XL0 Amz	03/10/2024	35.26	20240229	03/21/2024
	2/20/2024	015754210370	AMZN Mktp US*R08H25XL0 Amz	03/10/2024	47.22	20240229	03/21/2024
	2/20/2024	015051320370	QUILL CORPORATION quill.c	03/10/2024	17.59	20240229	03/21/2024
	2/20/2024	015051320440	WISCUNCLERKS 920568	03/10/2024	65.00	20240229	03/21/2024
	2/20/2024	015051320370	QUILL CORPORATION quill.c	03/10/2024	17.59	20240229	03/21/2024
	2/20/2024	015754210370	ADOBE INC. 408-536-600	03/10/2024	23.99	20240229	03/21/2024
	2/20/2024	015754210370	ADOBE INC. 408-536-600	03/10/2024	21.09	20240229	03/21/2024
	2/20/2024	015051320370	AMZN Mktp US Amzn.com/	03/10/2024	1.35	20240229	03/21/2024
	2/20/2024	015754210370	AMZN Mktp US*RW1NK1NP2 Am	03/10/2024	26.80	20240229	03/21/2024
Total 4720:					19,117.47		
CARRICO AQUATIC RESOURCE	20241225	019355230380	CO2 BULK FILL	03/01/2024	187.50	255703	03/22/2024
Total 1415:					187.50		
CATHERINE KIENER	030524	019055130750	REIMBURSEMENT	03/05/2024	376.45	255587	03/08/2024
Total 1426:					376.45		
CEDARBURG SENIOR CENTER	030724	019055130850	FIRESIDE TRIP	03/07/2024	1,169.96	255704	03/22/2024
Total 1437:					1,169.96		
CERTIFIED LABORATORIES	8590507	017954112390	GREASE	02/27/2024	882.90	255653	03/15/2024
Total 1443:					882.90		
CHARTER COMMUNICATIONS	0426884010301	040454620340	INTERNET	03/01/2024	46.64	255654	03/15/2024
	0426884010301	017954120340	INTERNET	03/01/2024	271.46	255654	03/15/2024
	0426884010301	019055130340	INTERNET	03/01/2024	407.92	255654	03/15/2024
	0426884010301	017052300340	INTERNET	03/01/2024	339.94	255654	03/15/2024
	0426884010301	232355110340	INTERNET	03/01/2024	439.92	255654	03/15/2024
	0426884010301	016052100340	INTERNET	03/01/2024	519.94	255654	03/15/2024
	0426884010301	015751710340	INTERNET	03/01/2024	399.93	255654	03/15/2024
	0426884010301	050554545340	INTERNET	03/01/2024	189.97	255654	03/15/2024
	0426884010301	060692100000	INTERNET	03/01/2024	399.93	255654	03/15/2024
	0426884010301	019355210340	INTERNET	03/01/2024	239.96	255654	03/15/2024
	1523740010307	016052100440	INTERNET	03/07/2024	51.09	255654	03/15/2024
Total 4334:					3,306.70		
CINTAS FIRST AID & SAFETY	5175838892	019355410370	SUPPLIES	03/18/2024	28.18	255705	03/22/2024
	5182953288	060664300000	MEDICAL SUPPLIES	01/07/2024	69.73	255705	03/22/2024
	5189764387	019355410370	SUPPLIES	01/21/2024	19.31	255705	03/22/2024
	5202741130	019355410370	SUPPLIES	03/19/2024	17.99	255705	03/22/2024
Total 1481:					135.21		
CITY OF PORT WASHINGTON	030524	990110001200	REFUND	03/05/2024	3,925.61	255571	03/05/2024
	3/15/2024	040454610330	#1 SEWAGE PUMP HOUSE	03/15/2024	55.04	255655	03/15/2024
	3/15/2024	040454610330	#3 SEWAGE PUMP STATION	03/15/2024	49.27	255655	03/15/2024
	3/15/2024	040454610330	#6 SEWAGE PUMP STATION	03/15/2024	43.50	255655	03/15/2024
	3/15/2024	019355310330	ANTOINE PARK	03/15/2024	84.54	255655	03/15/2024
	3/15/2024	017954120330	CITY GARAGE	03/15/2024	681.94	255655	03/15/2024

Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
	3/15/2024	019355410330	CITY GARAGE	03/15/2024	170.49	255655	03/15/2024
	3/15/2024	017954120330	CITY GARAGE (FP)	03/15/2024	221.60	255655	03/15/2024
	3/15/2024	019355410330	CITY GARAGE (FP)	03/15/2024	55.40	255655	03/15/2024
	3/15/2024	015751710330	CITY HALL	03/15/2024	189.24	255655	03/15/2024
	3/15/2024	015751710330	CITY HALL (FP)	03/15/2024	174.00	255655	03/15/2024
	3/15/2024	019355310330	COAL DOCK PARK EAST	03/15/2024	500.00	255655	03/15/2024
	3/15/2024	019355310330	COAL DOCK PARK WEST	03/15/2024	91.50	255655	03/15/2024
	3/15/2024	019355310330	COLUMBIA PARK	03/15/2024	43.50	255655	03/15/2024
	3/15/2024	019355410330	COMMUNITY GARDENS	03/15/2024	43.50	255655	03/15/2024
	3/15/2024	060664200000	FILTRATION PLANT	03/15/2024	103.60	255655	03/15/2024
	3/15/2024	017552550330	FIRE DEPT	03/15/2024	90.52	255655	03/15/2024
	3/15/2024	017052300330	FIRE DEPT	03/15/2024	183.77	255655	03/15/2024
	3/15/2024	017552550330	FIRE DEPT (FP)	03/15/2024	28.71	255655	03/15/2024
	3/15/2024	017052300330	FIRE DEPT (FP)	03/15/2024	58.29	255655	03/15/2024
	3/15/2024	019355412330	FISH CLEAN ST (COAL DOCK)	03/15/2024	151.44	255655	03/15/2024
	3/15/2024	050554545330	FISH CLEANING STATION	03/15/2024	94.54	255655	03/15/2024
	3/15/2024	019355310330	FRANKLIN ST BUBBLER	03/15/2024	84.54	255655	03/15/2024
	3/15/2024	019355310330	HILL SCHOOL PARK	03/15/2024	132.54	255655	03/15/2024
	3/15/2024	019355410330	JUDGE EGHART HOUSE	03/15/2024	84.54	255655	03/15/2024
	3/15/2024	019355310330	KOLBACH PARK	03/15/2024	84.54	255655	03/15/2024
	3/15/2024	019355310330	LIONS PARK	03/15/2024	84.54	255655	03/15/2024
	3/15/2024	019355412330	LOWER LAKE PARK	03/15/2024	151.44	255655	03/15/2024
	3/15/2024	040454610330	LS #2	03/15/2024	552.24	255655	03/15/2024
	3/15/2024	050554545330	MARINA BLDG	03/15/2024	160.89	255655	03/15/2024
	3/15/2024	050554545330	MARINA EAST	03/15/2024	175.00	255655	03/15/2024
	3/15/2024	050554545330	MARINA PUBLIC RESTROOM	03/15/2024	132.54	255655	03/15/2024
	3/15/2024	050554545330	MARINA SHOWERS	03/15/2024	216.04	255655	03/15/2024
	3/15/2024	050554545330	MARINA SLIPS	03/15/2024	277.00	255655	03/15/2024
	3/15/2024	050554545330	MARINA WEST	03/15/2024	175.00	255655	03/15/2024
	3/15/2024	016052100330	POLICE DEPT	03/15/2024	403.09	255655	03/15/2024
	3/15/2024	016052100330	POLICE DEPT (FP)	03/15/2024	174.00	255655	03/15/2024
	3/15/2024	019355310330	POOL /REC CENTER	03/15/2024	843.44	255655	03/15/2024
	3/15/2024	019355230330	POOL BATHHOUSE	03/15/2024	216.04	255655	03/15/2024
	3/15/2024	019355310330	PORTVIEW PARK	03/15/2024	84.54	255655	03/15/2024
	3/15/2024	019355412330	ROTARY PARK LS#1	03/15/2024	132.54	255655	03/15/2024
	3/15/2024	019355310330	SCHANEN ACRES	03/15/2024	43.50	255655	03/15/2024
	3/15/2024	019055130330	SENIOR CENTER	03/15/2024	122.34	255655	03/15/2024
	3/15/2024	019355310330	SKATEBOARD PARK	03/15/2024	84.54	255655	03/15/2024
	3/15/2024	019355310330	STACKER PARK	03/15/2024	43.50	255655	03/15/2024
	3/15/2024	019355310330	TJ BASEBALL FIELD	03/15/2024	175.00	255655	03/15/2024
	3/15/2024	019355412330	UPPER LAKE PARK	03/15/2024	216.04	255655	03/15/2024
	3/15/2024	019355412330	UPPER LAKE PARK RESTROOM	03/15/2024	225.49	255655	03/15/2024
	3/15/2024	019355310330	WHITEFISH PARK	03/15/2024	84.54	255655	03/15/2024
	3/15/2024	232355110330	WJ NIEDERKORN LIBRARY	03/15/2024	310.54	255655	03/15/2024
	3/15/2024	040454620330	WWTP	03/15/2024	992.30	255655	03/15/2024
					<u>13,502.29</u>		
Total 1488:							
CLIFTONLARSONALLEN LLP	L241009851	015051320760	AUDIT FEES	01/22/2024	5,565.00	255588	03/08/2024
	L241068069	015051320390	AUDIT FEES	02/13/2024	929.25	255588	03/08/2024
	L241116270	015051320760	AUDIT FEES	03/07/2024	945.00	255588	03/08/2024
					<u>7,439.25</u>		
Total 4442:							
COLLINS ENGINEERS INC	55857	424258500104	PIERRE BRDG RREHAB	03/12/2024	600.00	255706	03/22/2024

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Total 1511:					600.00		
COMPLETE OFFICE OF WISCO	659011	016052100370	SUPPLIES	03/04/2024	61.49	255589	03/08/2024
Total 1522:					61.49		
CORE & MAIN	T691815	060134600000	189 SINGLE PORT RADIOS	03/04/2024	31,185.00	255707	03/22/2024
	U349717	019355310630	REC DEPARTMENT WATER BR	02/08/2024	784.00	255590	03/08/2024
Total 1533:					31,969.00		
CREATIVE PRODUCT SOURCE I	CP2622845031	232355110900	SUMMER READING PROGRAM	01/23/2024	143.15	255656	03/15/2024
	CPI102599	232355110900	SUMMER READING PROGRAM	03/08/2024	253.18	255753	03/28/2024
Total 4186:					396.33		
CUMMINS SALES AND SERVICE	F6-70124	015754210560	MAINTENANCE	02/19/2024	596.23	255591	03/08/2024
Total 1551:					596.23		
DAVISTER, ERICA	030624	019344620560	CANCELLED REGISTRATION	03/06/2024	85.00	255592	03/08/2024
Total 5018:					85.00		
DIGGERS HOTLINE INC	240 2 70901	060666200000	TICKETS	02/29/2024	36.10	255593	03/08/2024
	240 2 70901	040454610370	TICKETS	02/29/2024	36.10	255593	03/08/2024
	240 2 70901	017954450370	TICKETS	02/29/2024	36.10	255593	03/08/2024
	240 2 70901	019355410610	TICKETS	02/29/2024	36.12	255593	03/08/2024
Total 1660:					144.42		
DIGICORP INC	17527 CREDIT	015051320700	CREDIT MEMO X2	01/12/2024	2,664.00-	255708	03/22/2024
	348597	016052100700	BLOCK CONTRACT 3051	01/17/2024	3,000.00	255754	03/28/2024
	349931	015051320700	DATA LABOR	02/29/2024	64.00	255594	03/08/2024
	349944	060666300000	DATA LABOR	02/29/2024	2,433.53	255708	03/22/2024
	349954	015051320700	DATA LABOR	02/29/2024	3,024.00	255708	03/22/2024
	350041	015051320700	DATA LABOR	03/15/2024	2,499.83	255708	03/22/2024
Total 1661:					8,357.36		
DISCOVERY COACH	26700 MAR 24	019055130850	MOTOTCOACH PAYMENT	03/19/2024	1,070.00	255709	03/22/2024
Total 1664:					1,070.00		
DREWS TRUE VALUE	285654	017954110370	MISC SUPPLIES	02/20/2024	16.60	255595	03/08/2024
	285683	017954110370	MISC SUPPLIES	02/21/2024	109.14	255595	03/08/2024
	285702	017954110370	MISC SUPPLIES	02/21/2024	33.11	255595	03/08/2024
	285736	017954110370	MISC SUPPLIES	02/22/2024	52.21	255595	03/08/2024
	285786	016052100360	MISC SUPPLIES	02/24/2024	4.47	255595	03/08/2024
	285845	017954310370	MISC SUPPLIES	02/27/2024	708.17	255595	03/08/2024
	285940	017954110370	MISC SUPPLIES	02/29/2024	55.95	255595	03/08/2024
	285948	017954110370	MISC SUPPLIES	03/01/2024	11.69	255595	03/08/2024
	285981	015754210370	MISC SUPPLIES	03/02/2024	48.26	255595	03/08/2024
	286030	017954450370	MISC SUPPLIES	03/04/2024	67.67	255657	03/15/2024
	286044	060666200000	FIELD TOOLS	03/05/2024	53.03	255710	03/22/2024
	286050	017954450370	MISC SUPPLIES	03/05/2024	24.28	255657	03/15/2024

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	286093	017954450370	MISC SUPPLIES	03/06/2024	8.07	255657	03/15/2024
	286105	232355110360	MISC SUPPLIES	03/06/2024	7.13	255657	03/15/2024
	286122	015751710560	MISC SUPPLIES	03/06/2024	42.75	255657	03/15/2024
	286135	060666200000	BOLT	03/04/2024	.18	255710	03/22/2024
	286143	019355410370	AAAA BATTERY	03/07/2024	4.97	255710	03/22/2024
	286171	017954450370	MISC SUPPLIES	03/08/2024	53.92	255657	03/15/2024
	286178	017954450370	MISC SUPPLIES	03/08/2024	8.50	255657	03/15/2024
	286181	050554545370	MISC SUPPLIES	03/08/2024	1.50	255657	03/15/2024
	286242	017954450370	MISC SUPPLIES	03/11/2024	6.06	255657	03/15/2024
	286310	050554545360	MISC SUPPLIES	03/12/2024	45.62	255710	03/22/2024
	286311	017052300390	CLEANING SUPPLIES	03/12/2024	28.75	255710	03/22/2024
	286319	050554545360	RETURN DWV WYE	03/12/2024	7.18	255710	03/22/2024
	286320	050554545360	SEAL TAPE AND ELBOWS	03/12/2024	18.34	255710	03/22/2024
	286326	050554545360	SLIP UNIONS	03/12/2024	26.60	255710	03/22/2024
	286350	050554545360	BI U SHANK	03/13/2024	9.87	255710	03/22/2024
	286369	019355410370	PAINT	03/14/2024	29.14	255710	03/22/2024
	286373	019355410370	MISC SUPPLIES	03/14/2024	8.07	255710	03/22/2024
	286493	040454620360	PLUMBING	03/18/2024	40.00	255755	03/28/2024
	286497	015754210370	ELECTRICAL TAPE	03/18/2024	3.56	255755	03/28/2024
	286523	017052300580	WIRING ITEMS	03/18/2024	32.09	255755	03/28/2024
	286551	232355110360	MISC SUPPLIES	03/19/2024	5.81	255710	03/22/2024
	286564	019355410370	MISC SUPPLIES	03/20/2024	10.64	255710	03/22/2024
	286573	019355410370	BATTERY	03/20/2024	599.98	255710	03/22/2024
	Total 1700:				2,168.95		
EHLERS AND ASSOCIATES	97010	151551320380	WFDC REVIEW	03/11/2024	5,500.00	255711	03/22/2024
	Total 4154:				5,500.00		
EMC INSURANCE CO	7001660398	014051940930	WORKERS COMP INSURANCE	03/07/2024	12,063.88	255712	03/22/2024
	7001660398	014051940910	LIABILITY	03/07/2024	27,439.91	255712	03/22/2024
	Total 1744:				39,503.79		
EMERGENCY MEDICAL PRODU	022924	017552550370	SUPPLIES	02/29/2024	1,330.50	255596	03/08/2024
	2617549	017552550370	EMS SUPPLIES	02/14/2024	1,138.88	255596	03/08/2024
	2621104	017552550370	SUPPLIES	02/29/2024	102.38	255596	03/08/2024
	2625031	016052100370	BACTERIAL FILTERS	03/20/2024	238.00	255756	03/28/2024
	Total 1746:				2,809.76		
ENDURA CLEAN INC	15991	019355412370	SUPPLIES	03/06/2024	167.01	255713	03/22/2024
	Total 1754:				167.01		
EXPRESS ELEVATOR LLC	111798	232355110560	ELEVATOR INSPECTION	02/29/2024	117.00	255658	03/15/2024
	Total 1797:				117.00		
EXTINGUISHERS AT RANDOM L	030524	016052100560	EXTINGUISHERS FOR INSPECT	03/05/2024	218.00	255597	03/08/2024
	031724	050554545360	EXTINGUISHERS FOR INSPECT	03/17/2024	224.00	255714	03/22/2024
	Total 1798:				442.00		
FASSE DECORATING CENTER	1-167635	017954410370	TRAFFIC PAINT	03/12/2024	3,107.25	255715	03/22/2024

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Total 3746:					3,107.25		
FASTENAL CO	WISAU141016	060664300000	WTP SUPPLIES	03/08/2024	315.35	255716	03/22/2024
Total 1805:					315.35		
FBI LEEDA	43480703-24	016052100440	DUES	02/28/2024	50.00	255598	03/08/2024
Total 1806:					50.00		
FREISTADT AUTOMOTIVE INC	17196	016052100355	REPAIRS	02/15/2024	180.00	255599	03/08/2024
Total 1859:					180.00		
GALLAGHER	307397	015051330380	MARCH CONSULTING SERVICE	03/11/2024	1,750.00	255717	03/22/2024
Total 4975:					1,750.00		
GALLS LLC	027315468	016052100580	DUTY HOLSTER	03/08/2024	93.04	255757	03/28/2024
	027346701	016052100580	DUTY HOLSTER	03/12/2024	209.92	255757	03/28/2024
	027378616	016052100580	DUTY HOLSTER	03/15/2024	212.98	255757	03/28/2024
Total 1875:					515.94		
GEMPLER'S	INV0004572790	019355410370	SUPPLIES	01/19/2024	19.97	255600	03/08/2024
	INV0004576846	019355410370	SUPPLIES	03/05/2024	31.99	255600	03/08/2024
Total 1885:					51.96		
GENERAL CODE LLC	GC00124969	015051320380	ANNUAL MAITENANCE	03/01/2024	1,195.00	255601	03/08/2024
Total 1890:					1,195.00		
GENERAL COMMUNICATIONS I	330476	017052300580	MOTOROLA PAGERS	03/20/2024	2,125.00	255758	03/28/2024
Total 1891:					2,125.00		
GFC LEASING CO	100899856	060692100000	VARIOUS	03/25/2024	128.27	255659	03/15/2024
	100899856	015051320370	VARIOUS	03/25/2024	157.51	255659	03/15/2024
	100899856	232355110560	VARIOUS	03/25/2024	58.22	255659	03/15/2024
	100899856	019355210510	VARIOUS	03/25/2024	126.86	255659	03/15/2024
	100899856	016052100560	VARIOUS	03/25/2024	128.21	255659	03/15/2024
	100899856	019055130380	VARIOUS	03/25/2024	140.42	255659	03/15/2024
	100899856	017052300390	VARIOUS	03/25/2024	65.13	255659	03/15/2024
	100899856	017552550390	VARIOUS	03/25/2024	91.83	255659	03/15/2024
	100899856	015754210370	VARIOUS	03/25/2024	204.14	255659	03/15/2024
	100899856	015754210370	VARIOUS	03/25/2024	156.48	255659	03/15/2024
	100899856	050554545370	VARIOUS	03/25/2024	51.21	255659	03/15/2024
	100899856	019656700370	VARIOUS	03/25/2024	36.34	255659	03/15/2024
Total 1902:					1,344.62		
GOODYEAR COMMERCIAL TIR	132-1200261	016052100550	TIRES	02/24/2024	1,593.00	255759	03/28/2024
Total 1921:					1,593.00		



Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
GREISCH PLUMBING & HEATIN	57474	424258500317	PLUMBING KOLBACH SHELTER	02/15/2024	4,622.25	255602	03/08/2024
	57478	016052100360	REPLACE KITCHEN SINK	02/28/2024	597.95	255602	03/08/2024
	57484	017052300620	SERVICE WORK	02/28/2024	147.70	255602	03/08/2024
Total 1957:					5,367.90		
GREMMER & ASSOC INC	15 FEB 24	424258500101	2024 ROAD PROJECT	03/05/2024	2,445.75	255718	03/22/2024
	7 FEB 24	060695000395	2024 ROAD PROJECT	03/05/2024	7,810.00	255718	03/22/2024
Total 1958:					10,255.75		
HARBOR CITY PLUMBING LLC	19191	060666300000	222 W WALTERS METER FIX	03/13/2024	362.00	255719	03/22/2024
Total 1983:					362.00		
HARTER'S LAKESIDE DISPOSA	629653	017954710380	SERVICE	02/29/2024	43,202.02	255660	03/15/2024
	629653	030354711380	SERVICE	02/29/2024	20,596.25	255660	03/15/2024
Total 4386:					63,798.27		
HAWKINS INC	6711255	060664100000	DE-CHLOR	03/14/2024	318.50	255720	03/22/2024
Total 1998:					318.50		
HI-LINE INC	11108932	017954110370	SUPPLIES	03/07/2024	258.76	255661	03/15/2024
Total 2024:					258.76		
HVA PRODUCTS INC	59186	232355110560	HVAC CONTROLS	03/07/2024	1,535.00	255662	03/15/2024
Total 2051:					1,535.00		
HYDRO CORP	0076726-IN	060666400000	CROSS CONNECTION INSPECT	02/29/2024	1,428.00	255721	03/22/2024
Total 2054:					1,428.00		
J MILLER ELECTRIC INC	8847	040454610370	HOIST REPAIR	03/13/2024	595.19	255760	03/28/2024
Total 2104:					595.19		
JEFFERSON FIRE & SAFETY IN	IN311925	017052300580	GAS METER	02/21/2024	2,302.00	255603	03/08/2024
Total 2162:					2,302.00		
JFTCO INC	MIMK00004317	424258500502	CAPITAL PROJECT	02/29/2024	27,162.54	255604	03/08/2024
	PIMK0288378	017954110370	CREDIT	02/19/2024	17.83-	255604	03/08/2024
Total 2193:					27,144.71		
JIFFY OVERHEAD DOOR LLC	31082	019355410360	RECEIVERS AND TRANSMITTE	03/08/2024	1,040.00	255722	03/22/2024
Total 4768:					1,040.00		
JOHN THILL LLC	189919	019355310360	SERVICE CALL	02/07/2024	400.00	255605	03/08/2024
	189925	017954120370	ELECTRICAL WORK	03/17/2024	80.00	255723	03/22/2024

Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 2242:					480.00		
K&H STORAGE LLC	4-2024	016052100440	STORAGE	03/01/2024	75.00	255606	03/08/2024
Total 2285:					75.00		
KASTEN, RANDOLPH W	541391	010112111000	TAX REFUND	01/19/2024	37.40	255724	03/22/2024
Total 4055:					37.40		
KETTLE MORAINÉ YMCA INC	02222024	015051320390	MONTHLY MEMBERSHIP	01/01/2024	240.00	255607	03/08/2024
Total 2327:					240.00		
KING, MARGARET M	031324	019055130800	TAI CHI FUNDAMENTALS INSTR	03/13/2024	405.00	255663	03/15/2024
Total 4428:					405.00		
KIRSTIN LARSON	030624	016052100420	REIMBURSEMENT	03/06/2024	34.99	255664	03/15/2024
	031224	016052100410	REIMBURSEMENT	03/12/2024	34.09	255664	03/15/2024
Total 3852:					69.08		
KONICEK ENVIRONMENTAL	5234	151551320380	ENVIRONMENTAL CONSULTING	02/13/2024	2,600.00	255725	03/22/2024
	5235	424258500101	ENVIRONMENTAL CONSULTING	02/13/2024	5,490.00	255608	03/08/2024
Total 2353:					8,090.00		
KORFF PLUMBING LLC	6114	019355310630	WATER SERVICE REPLACEME	02/21/2024	14,642.84	255609	03/08/2024
Total 5020:					14,642.84		
KUNES CHEVROLET GMC BUIC	030624	424258500511	2023 SILVERADO	03/06/2024	67,986.00	255610	03/08/2024
Total 4688:					67,986.00		
LARSON, KRISTEN	030624	016052100420	REIMBURSEMENT	03/06/2024	34.99	255611	03/08/2024
Total 4425:					34.99		
LAWSON PRODUCTS INC	9311313371	017954110370	SUPPLIES	02/20/2024	360.03	255612	03/08/2024
Total 2407:					360.03		
LIESENER SOILS INC	0217583-IN	017956130370	TOPSOIL	01/19/2024	410.00	255665	03/15/2024
Total 2429:					410.00		
LINCOLN CONTRACTORS SUP	167568	017954450370	LASER ROD	09/14/2032	200.99	Multiple	Multiple
	180503	060667300000	MISC TOOLS	12/14/2023	2,240.69	Multiple	Multiple
	180504	060667300000	REPAIRS	12/14/2023	110.20	Multiple	Multiple
Total 2433:					2,551.88		
LINSE, MARION	030624	019055130800	INSTRUCTOR PAY	03/06/2024	104.00	255613	03/08/2024

Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 4492:					104.00		
LOCHEN EQUIPMENT	001-1005826	017956130370	WHEELS	03/04/2024	344.27	255666	03/15/2024
	001-1005827	019355410550	MISC SUPPLIES	03/04/2024	277.73	255614	03/08/2024
Total 2453:					622.00		
LYNN LODL	021124	019055130800	INSTRUCTION	02/11/2024	168.00	255726	03/22/2024
Total 2466:					168.00		
M.E. SIMPSON CO INC	41980	019355310630	WATER BREAK	02/27/2024	2,350.00	255615	03/08/2024
Total 5019:					2,350.00		
MALONE, JESSE	032724	040454620410	TRAVEL REIMBURSEMENT	03/27/2024	151.96	255761	03/28/2024
Total 4061:					151.96		
MC MASTER-CARR SUPPLY CO	22333750	017954110370	WHEEL CHOCK	02/19/2024	116.01	255616	03/08/2024
	22527781	017954110370	CLAMPS	02/12/2024	20.55	255616	03/08/2024
	233911340	017954410370	SUPPLIES	03/07/2024	39.70	255667	03/15/2024
Total 2552:					176.26		
MID MORAINNE MUNICIPAL ASS	032224	015051320390	MARCH RESERVATIONS ASSO	03/22/2024	102.00	255727	03/22/2024
Total 2618:					102.00		
MILWAUKEE ALARM COMPANY	257932	017052300620	ANNUAL FIRE ALARM MONITOR	02/27/2024	402.75	255617	03/08/2024
Total 3847:					402.75		
MILWAUKEE JOURNAL SENTIN	MJ1007458 MA	017954310370	SUBSCRIPTION	03/01/2024	3.36	255668	03/15/2024
	MJ1007458 MA	017954310370	JOURNAL	03/01/2024	45.24	255668	03/15/2024
Total 2654:					48.60		
MOLLY SCHERR	030524	019055130800	PIANO INSTRUCTOR PAY, SENI	03/05/2024	100.00	255618	03/08/2024
Total 4395:					100.00		
MONARCH LIBRARY SYSTEM	416109	232355110510	BOOKS	03/05/2024	194.42	255762	03/28/2024
	416223	232355110510	BOOK SUBSCRIPTION	03/15/2024	258.00	255762	03/28/2024
Total 2668:					452.42		
MONITRONICS	3112917	015751710360	MONITORING	03/01/2024	64.80	255669	03/15/2024
	3112946	019355210380	MONITORING	03/01/2024	329.25	255669	03/15/2024
	3112977	232355110390	MONITORING	03/01/2024	68.36	255669	03/15/2024
Total 1078:					462.41		
MONTGOMERY, ROY	PWWI-23-0758:	017544230110	REFUND REQUEST	03/04/2024	150.00	255619	03/08/2024

Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 4899:					150.00		
MOODY'S INVESTORS SERVIC	P0418013	040457340560	PROFESSIONAL SERVICE	12/14/2023	500.00	255620	03/08/2024
Total 2674:					500.00		
MUELLER COMMUNICATIONS L	0224 SUMMAR	404054800002	FEB 2024 COMMUNICATIONS P	03/11/2024	5,367.48	255728	03/22/2024
Total 4729:					5,367.48		
NAPA	5269-276950	017954110370	SUPPLIES	02/22/2024	155.33	255621	03/08/2024
	5269-277427	017954110370	SUPPLIES	02/27/2024	19.07	255621	03/08/2024
	5269-277770	017954110370	SUPPLIES	02/29/2024	10.66	255621	03/08/2024
	5269-277891	017954110370	SUPPLIES	03/01/2024	63.70	255621	03/08/2024
	5269-278152	017954110370	SUPPLIES	03/04/2024	37.75	255621	03/08/2024
	5269-278153	017954110370	SUPPLIES	03/04/2024	18.99	255670	03/15/2024
	5269-278634	017954110370	SUPPLIES	03/07/2024	17.86	255670	03/15/2024
	5269-278643	017954110370	SUPPLIES	03/07/2024	84.44	255670	03/15/2024
	5269-279025	017954110370	SUPPLIES	03/11/2024	185.02	255670	03/15/2024
	5269-279125	017954110370	SUPPLIES	03/11/2024	44.22	255670	03/15/2024
	5269-279314	017954110370	SUPPLIES	03/12/2024	128.77	255670	03/15/2024
Total 2706:					765.81		
NASRO	M240318WI	016052100440	NASRO MEMBERSHIP	03/18/2024	50.00	255763	03/28/2024
Total 4888:					50.00		
NEWS GRAPHIC	0000429	232355110510	SUBSCRIPTION 2024	03/06/2024	66.00	255729	03/22/2024
Total 2736:					66.00		
NFPA	2292049 MAR 2	017052300440	RENEWAL	02/27/2024	175.00	255671	03/15/2024
Total 2738:					175.00		
NORTH CENTRAL LABORATORI	500574	060664200000	WTP LAB CHEMICALS	03/06/2024	390.32	255730	03/22/2024
Total 2755:					390.32		
NORTH SHORE CONVENTION &	031124	019055130850	TRIP	03/11/2024	1,176.00	255672	03/15/2024
Total 5025:					1,176.00		
NORTHERN LAKE SERVICE INC	2403386	040454620710	MERCURY	03/05/2024	356.85	255731	03/22/2024
Total 2764:					356.85		
NORTHWOODS LASER & EMBR	17999	016052100370	MAILBOX PLATE	03/15/2024	6.50	255732	03/22/2024
Total 4969:					6.50		
OZAUKEE COUNTY HIGHWAY D	BILL0033495	017954350370	SALT	01/31/2024	25,970.64	255622	03/08/2024
	BILL0033495	017954112690	DIESEL	01/31/2024	7,366.77	255622	03/08/2024
	BILL0033495	017954112350	GASOLINE	01/31/2024	751.15	255622	03/08/2024
	BILL0033496	016052100350	GASOLINE	03/07/2024	23.55	255622	03/08/2024

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	BILL0033497	060667300000	FLEET FUEL	01/31/2024	932.52	255733	03/22/2024
	BILL0033498	040454620350	FUEL	01/31/2024	289.12	255622	03/08/2024
	BILL0033499	017052300350	FUEL	01/31/2024	124.97	255622	03/08/2024
	BILL0033499	017052300690	FUEL	01/31/2024	164.68	255622	03/08/2024
	BILL0033499	017552550350	FUEL	01/31/2024	744.40	255622	03/08/2024
	BILL0033501	015754210350	GASOLINE	01/31/2024	24.95	255622	03/08/2024
	BILL0033613	016052100350	GASOLINE	02/29/2024	817.15	255764	03/28/2024
Total 2809:					37,209.90		
OZAUKEE COUNTY SENIOR CO	022824	019055130855	SHARED EXHIBIT BOOTH	02/28/2024	175.00	255623	03/08/2024
Total 4719:					175.00		
P&R CLEANING LLC	12494	015751710380	CLEANING	03/04/2024	1,260.00	255673	03/15/2024
	12495	016052100360	CLEANING	03/04/2024	1,260.00	255624	03/08/2024
Total 2821:					2,520.00		
PARKSIDE AUTO CENTER	17367	016052100550	OIL CHANGE / TIRE ROTATION	02/29/2024	83.03	255674	03/15/2024
	17415	016052100550	CAR 12 TIRE ROTATION	03/21/2024	673.52	255765	03/28/2024
	17419	016052100550	CAR 7 TIRE ROTATION	03/22/2024	665.03	255765	03/28/2024
	17422	016052100550	CAR 11 TIRE ROTATION	03/25/2024	157.35	255765	03/28/2024
	17423	016052100550	CAR 6 TIRE ROTATION	03/25/2024	279.75	255765	03/28/2024
Total 2830:					1,858.68		
PENFLEX INC	2024-051	017052300250	ANNUAL FEE FOR LOSA	02/29/2024	315.00	255734	03/22/2024
Total 2860:					315.00		
PITNEY BOWES GLOBAL FINAN	1024916334	015251412370	POSTAGE	03/05/2024	265.58	255625	03/08/2024
	3318843778	016052100560	MAIL METER LEASE	03/11/2024	194.04	255675	03/15/2024
	3318845598	015051320540	POSTAGE	03/11/2024	500.94	255675	03/15/2024
	3318854071	015051320540	LETTER OPENERS RELAY 2500	03/13/2024	815.94	255735	03/22/2024
Total 2880:					1,776.50		
PITNEY BOWES PURCHASE PO	8000-9000-033	016052100370	POSTAGE	03/03/2024	8.85	255676	03/15/2024
Total 2881:					8.85		
PLAYAWAY PRODUCTS LLC	454311	232355110510	PRINTS	02/23/2024	1,144.82	255766	03/28/2024
	455251	232355110510	BOOKS	03/06/2024	129.98	255677	03/15/2024
Total 4769:					1,274.80		
PORT PUBLICATIONS INC	00175670	015051320700	MEETING MINUTES & AFFIDAVI	02/29/2024	681.97	255678	03/15/2024
	00175700	017954310370	PRESS AD	02/29/2024	140.00	255678	03/15/2024
Total 2893:					821.97		
PORT WASHINGTON FIRE DEP	030824	010121362000	SOCIAL DUES	03/08/2024	3,480.00	255679	03/15/2024
Total 5024:					3,480.00		
PORT WASHINGTON TOURISM	022924	121256310380	ROOM TAX DISBURSEMENT	02/29/2024	27,000.00	255626	03/08/2024

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Total 2908:					27,000.00		
PROFESSIONAL SERVICE INDU	00918357	040464700411	SPRING ST INTERCEPTOR	02/29/2024	5,910.00	255736	03/22/2024
Total 5027:					5,910.00		
QUILL	37383612	050554545370	SUPPLIES	02/23/2024	100.06	255680	03/15/2024
Total 2950:					100.06		
REGENTS OF THE UNIVERSITY	2170001089	232355110510	RFID TAGS	03/21/2024	409.00	255767	03/28/2024
Total 4713:					409.00		
ROB VANDEN NOVEN	022724	015754210410	REIMBURSEMENT	02/27/2024	124.60	255627	03/08/2024
Total 3036:					124.60		
ROBISHAW, TREVOR	031824	017954310370	REIMBURSEMENT BOOTS	03/18/2024	200.00	255737	03/22/2024
Total 4890:					200.00		
RUST LOCK INC	22207	016052100360	REPAIR PUSH DOOR	12/11/2023	247.00	255628	03/08/2024
	22367	015751710360	LABOR, DIAGNOSTICS AND TRI	03/08/2024	237.50	255738	03/22/2024
Total 3092:					484.50		
SECURIAN FINANCIAL GROUP I	002832L MAR 2	010121343231	LIFE INSURANCE	03/14/2024	2,837.20	255681	03/15/2024
Total 3166:					2,837.20		
SECURITAS TECHNOLOGY CO	6003994269	016052100560	MAINTENANCE/MONITORING	03/03/2024	220.71	255739	03/22/2024
	6004022310	015051320560	STANDARD LABOR, SERVICE T	03/07/2024	338.49	255739	03/22/2024
Total 3244:					559.20		
SERWE IMPLEMENT MUNICIPA	10823	017954110370	PIN WELDMENT	02/22/2024	708.05	255629	03/08/2024
Total 3174:					708.05		
SHARON BROWN	021124	019055130800	INSTRUCTION	02/11/2024	31.50	255740	03/22/2024
Total 3180:					31.50		
SILK SCREEN SPECIALISTS IN	28064	017954310370	SILK SCREEN	03/08/2024	140.00	255682	03/15/2024
Total 3201:					140.00		
SIMPLY CONSTRUCTION	817361	050554545390	BOAT STORAGE	03/10/2024	1,245.00	255741	03/22/2024
Total 4496:					1,245.00		
SOLENIS LLC	132569950	040454620660	POLYMER	03/06/2024	1,179.00	255683	03/15/2024
Total 3218:					1,179.00		

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SOULPATH YOGA LLC	031224	019055130800	INSTRUCTOR PAY	03/12/2024	200.00	255684	03/15/2024
Total 4852:					200.00		
STANTEC CONSULTING SERVI	2165678	424258500702	LARABEE STREET APPLICATIO	03/12/2024	4,729.87	255742	03/22/2024
	2195670	015754210390	HIGHLAND POINTE PROJECT	02/16/2024	176.50	255742	03/22/2024
Total 3245:					4,906.37		
STATE INDUSTRIAL PRODUCTS	903266222	050554545370	URINAL MATS	03/11/2024	356.31	255743	03/22/2024
Total 3250:					356.31		
STERICYCLE	8006473942	015751710380	REGULAR SERVICE	03/03/2024	228.18	255630	03/08/2024
	DD0304	232355110560	SHREDDING	03/04/2024	53.60	255685	03/15/2024
Total 3199:					281.78		
STEVEN JACOBY	722960	017052300390	STORAGE FEE	03/19/2024	800.00	255768	03/28/2024
Total 4764:					800.00		
STRAND ASSOCIATES INC	0208344	040464700411	SPRIN ST INTERCEPTOR	03/13/2024	8,994.74	255744	03/22/2024
	0208345	040464700400	WWTP UPGRADES	03/13/2024	18,637.69	255744	03/22/2024
	73723 FEB 24	040464700400	WWTP UPGRADES	02/29/2024	210,853.45	255686	03/15/2024
Total 3277:					238,485.88		
STREICHERS INC	1685967	016052100420	MISC UNIFORM ITEMS	03/04/2024	286.93	255745	03/22/2024
Total 3281:					286.93		
SUPERIOR CHEMICAL CORP	383010	017954350370	MONSTER TRUCK	01/26/2024	619.96	255631	03/08/2024
	383494	016052100360	SUPPLIES	02/01/2024	84.00	255631	03/08/2024
Total 3296:					703.96		
SWINGSETMALL.COM	INV-5303	141465410820	SLIDE	02/16/2024	5,689.00	255632	03/08/2024
Total 5021:					5,689.00		
TAPCO	1-167635	017954410370	TRAFFIC PAINT	03/15/2024	3,107.25	255687	03/15/2024
	S0748257	017954410370	SIGN MATERIAL	03/12/2024	1,278.80	255687	03/15/2024
	S0748260	017954410370	SIGN MATERIAL	03/12/2024	150.00	255687	03/15/2024
Total 3326:					4,536.05		
TIMOTHY PROITE	030824	040454620410	REIMBURSEMENT	03/08/2024	93.15	255633	03/08/2024
	032724	040454620410	TRAVEL REIMBURSEMENT	03/27/2024	185.37	255769	03/28/2024
Total 3400:					278.52		
TRANS UNION RISK & ALTERNA	365576-202402	016052100400	PEOPLE SEARCHES	03/01/2024	75.00	255634	03/08/2024
Total 3435:					75.00		
TRUCK COUNTRY OF WI	X2040025104:0	017954110370	VALVE	03/06/2024	910.64	255688	03/15/2024

Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
	X204025070:01	060667300000	TRUCK 16 MAITENANCE	03/05/2024	1,360.81	255746	03/22/2024
	X204025077:01	017954110370	FUEL ELEMENT	03/04/2024	94.96	255688	03/15/2024
	X204025104:02	060667300000	TRUCK 16 MAITENANCE	03/08/2024	1,378.42	255746	03/22/2024
	X204025125:01	017954110370	COOLER	03/08/2024	1,508.01	255688	03/15/2024
	X204025176:01	017954110370	DRAG LINK	03/12/2024	451.39	255688	03/15/2024
	X204025201:01	060667300000	CREDIT MEMO	03/12/2024	480.00-	255746	03/22/2024
	X204025202:01	017954110370	CREDIT MEMO	03/12/2024	75.00-	255688	03/15/2024
Total 3456:					5,149.23		
ULINE	174969941	017956130370	PALLET RACK	02/28/2024	655.14	255689	03/15/2024
	175065648	017956130370	WIRE	02/29/2024	197.14	255689	03/15/2024
Total 4589:					852.28		
UNDERWATER CONNECTION I	51803	017052300580	REPAIRS	02/26/2024	36.00	255635	03/08/2024
	51981	017052300580	BATTERY REPAIR	03/20/2024	70.94	255770	03/28/2024
	51993	424258500506	COMMUNICATIONS SYSTEMS	03/21/2024	7,397.00	255770	03/28/2024
Total 3468:					7,503.94		
US CELLULAR	0635951945	016052100340	CELL PHONE	02/16/2024	302.18	255636	03/08/2024
	0636069320	017954120340	PHONE BILL	02/16/2024	232.59	255636	03/08/2024
Total 3488:					534.77		
USA BLUE BOOK	INV00277386	040454620710	LAB SUPPLIES	02/14/2024	287.54	255637	03/08/2024
	INV00281017	060664200000	LAB THERMOMETERS	02/19/2024	225.57	255747	03/22/2024
	INV00288538	040454610370	CAL GAS	02/27/2024	305.53	255690	03/15/2024
Total 3493:					818.64		
USELDINGS	134953	017954310370	SAFETY CLOTHING	02/29/2024	744.35	255691	03/15/2024
Total 3497:					744.35		
UTILITY SALES & SERVICE INC	0076701-IN	017954110370	REPAIRS	02/22/2024	1,318.58	255692	03/15/2024
Total 3499:					1,318.58		
UV SALES LLC	3170	040454620360	QUARTZ CLEAN	03/20/2024	120.70	255771	03/28/2024
	3171	040454620360	QUARTZ SLEEVE	03/08/2024	595.00	255771	03/28/2024
Total 5014:					715.70		
VIKING ELECTRIC SUPPLY LLC	S007746994.00	017954120370	LIGHT BULBS	02/01/2024	191.05	255638	03/08/2024
	S007752845.00	017954420370	CREDIT MEMO	02/01/2024	38.21-	255638	03/08/2024
Total 3521:					152.84		
VINYL GRAPHICS	17181	424258500504	GRAPHICS FOR 2 NEW VEHICL	02/27/2024	2,500.00	255748	03/22/2024
Total 3531:					2,500.00		
VITELLA, ANTHONY	032224	016052100410	PEER SUPPORT CONFERENCE	03/22/2024	196.00	255772	03/28/2024



Name	Invoice Number	GL Account	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 4140:					196.00		
WALMART COMMUNITY/PD	1653964721	016052100370	GIFT CARD	02/19/2024	53.94	255639	03/08/2024
Total 3542:					53.94		
WASTE MANAGEMENT CORPO	18-26148-7300	060667300000	GARBAGE & RECYCLING	03/07/2024	150.00	255693	03/15/2024
Total 3549:					150.00		
WAUKESHA COUNTY TECHNIC	S0824770	016052100410	TRAINING	02/27/2024	350.00	255640	03/08/2024
Total 3558:					350.00		
WE ENERGIES	0710477727-00	017954120310	STREETS	02/29/2024	300.00	255573	03/05/2024
Total 3572:					300.00		
WI DEPT OF JUSTICE	L4602T FEB 24	016052100560	RECORD CHECK	03/06/2024	35.00	255641	03/08/2024
Total 3610:					35.00		
WI DEPT OF NATURAL RESOUR	370-000003419	017052300580	DNR GRANT ITEMS	03/20/2024	2,328.81	255773	03/28/2024
Total 3613:					2,328.81		
WILBORN, AMY	032024	019055130855	ST PATRICKS DAY ENTERTAIN	03/20/2024	150.00	255749	03/22/2024
Total 5026:					150.00		
WILLIAM/REID LTD LLC	60838	040454620360	ACCESORIES	03/05/2024	2,144.00	255642	03/08/2024
Total 3654:					2,144.00		
WISCONSIN CITY COUNTY MA	030824	015051330440	MEMBERSHIP DUES	03/08/2024	50.00	255694	03/15/2024
Total 4609:					50.00		
ZYGOWSKI, JACOB	032224	016052100420	UNIFORM ALLOWANCE GUN LI	03/22/2024	169.99	255774	03/28/2024
Total 5009:					169.99		
Grand Totals:					<u>842,539.33</u>		

Report Criteria:  
Detail report type printed

**2024-2025 BOARDS, COMMITTEES, COMMISSIONS  
CITY OF PORT WASHINGTON**

<b>COMMON COUNCIL</b>		
1 <sup>st</sup> District	Deborah Postl, Alderperson	April, 2025
2 <sup>nd</sup> District	Paul Neumyer, Alderperson	April, 2026
3 <sup>rd</sup> District	Michael Gasper, Alderperson	April, 2025
4 <sup>th</sup> District	Dan Benning, Alderperson	April, 2026
5 <sup>th</sup> District	Jonathan Pleitner, Alderperson	April, 2025
6 <sup>th</sup> District	Patrick Tearney, Alderperson	April, 2026
7 <sup>th</sup> District	John Sigwart, Alderperson	April, 2025

<b>BOARD OF PUBLIC WORKS Chapter 8 § 8-3</b>	
Patrick Tearney, Alderperson	April, 2025
Michael Gasper, Alderperson	April, 2025
John Sigwart, Alderperson	April, 2025

<b>GENERAL GOVERNMENT AND FINANCE COMMITTEE Chapter 8 § 8-11</b>	
Jonathan Pleitner, Alderperson	April, 2025
Dan Benning, Alderperson	April, 2025
Deborah Postl, Alderperson	April, 2025

<b>PLAN COMMISSION Chapter 8 § 8-10</b>	
Theodore Neitzke IV, Mayor	April, 2025
Paul Neumyer, Alderperson	April, 2025

<b>LIBRARY BOARD Chapter 8 § 8-6</b>	
Jonathan Pleitner, Alderperson	April, 2025

<b>PARK &amp; RECREATION BOARD Chapter 8 § 8-4</b>	
Michael Gasper, Alderperson	April, 2025
Patrick Tearney, Alderperson	April, 2025

<b>HARBOR COMMISSION Chapter 8 § 8-19</b>	
Mike Gasper, Alderperson	April, 2025

<b>BOARD OF HEALTH Chapter 8 § 8-7</b>	
Mayor, Common Council & Health Officer	April, 2025

<b>COMMISSION ON AGING</b> <b>Chapter 8 § 8-5</b>	
John Sigwart, Alderperson	April, 2025

<b>PERSONNEL COMMITTEE</b> <b>Chapter 8 § 8-12</b>	
Paul Neumyer, Alderperson	April, 2025
Deborah Postl, Alderperson	April, 2025
Jonathan Pleitner, Alderperson	April, 2025

<b>TRAFFIC SAFETY COMMITTEE</b> <b>Chapter 8 § 8-17</b>	
Deborah Postl, Alderperson	April, 2025
Paul Neumyer, Alderperson	April, 2025
John Sigwart, Alderperson	April, 2025

<b>COMMUNITY DEVELOPMENT AUTHORITY</b> <b>Chapter 8 § 8-15</b>	
Theodore Neitzke IV, Mayor	April, 2025
John Sigwart, Alderperson	April, 2025

<b>BUSINESS IMPROVEMENT DISTRICT</b> <b>BOARD OF DIRECTORS Chapter 8 § 8-18</b>	
Patrick Tearney, Alderperson	April, 2025

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

**FROM:** Melissa M. Pingel/City Administrator

**DATE:** 4/12/2024

**SUBJECT:** 30 Day Update

**Greetings:** I am nearly at my 30-day mark and have much to report on this first official monthly update to the Council.

### **Meetings in my first 30 days:**

- I was able to meet all Council members and the Leadership Team.
- I have met with Kristina Tadeo from Main Street

### **Community Events:**

- Susan and I were able to attend the Main Street breakfast event on April 12, 2024, the topic was about ADA compliance in the digital world.
- WCMA Regional Meeting – Beaver Dam Hosted the Administrators from region 6. I was able to meet Administrators from West Bend, Beaver Dam, Jackson, Grafton, Saukville and Washington County.

### **Leadership Team Meeting**

- We had our first full leadership meeting on 4/11/24 in Council Chambers. We discussed a variety of topics including:
  - Taking our Strategic Plan to the next step and how to move forward,
  - Needs for more information and training with regard to Human Resources and our benefit changes, and
  - the importance of the monthly updates to the Council.

After discussion, we decided to do these updates 1 time per month instead of doing it twice per month that we were doing internally.

Regarding communication, the Leadership Team wants to be sure that Council is getting the information that they need. If there is anything that the Elected body would suggest or like to see included in these monthly updates, please do let me know. They want to make sure these are valuable to you. Please submit any suggestions to me and I can relay them. These reports do take time and we want to make sure that we take time every now and again to review the content and pivot if needed to give you the information you would like to learn about.

## Site Visits

- **Fire/EMS Station**
  - Chief Mitchel & Joe DeBoer gave me a tour of the Fire Station/EMS Building. I must say, they sure do keep their equipment in tip-top shape!
- **Police Station**
  - Chief Higgins walked me through the Police Station and introduced me to his staff.
- **Parks & Forestry**
  - Jon Crain introduced me to his staff and took me to about ¾ of our 34 beautiful Parks and to several subdivision that we are responsible for from trees to parks. Watch for his update on all the things they are working on...including Arbor Day and a zip line in Bley Park!
- **Water Filtration Plant**
  - Dan Fisher gave me the tour of the Wastewater Plant and showed me the upcoming updates/additions to site. I did not know much about Water Treatment Facilities and the process before my site visit. I would like to say that Port Washington should be proud of those taking care of the Plant because part of it was built in 1940 and the other part in 1970! It is incredible that we have kept it going and in good shape for all of these years. There is a big investment coming with the upgrade, which is overdue, but I would like us to celebrate how long this facility has served the Citizens of Port Washington.
- **Marina**
  - I popped into the Marina for a quick visit and met Lisa. She gave me the office tour, and they have the best seats in Port Washington on the second floor of the building!
- **Senior Center**
  - I was able to meet with Catherine and learn some of the history behind the Senior Center over the past 30 years!
- **Ozaukee County Courthouse**
  - I met with County Administrator, Jason D and got a little tour of the facility next door, built in 1901. They sure built things to last in 1901. 😊
- **Library**
  - Tom Carson shared programming and walked me through our library. Libraries have changed so much over the past several years with technology constantly changing. Our library is beautiful and is evolving with the times.

# AGENDA ITEM MEMORANDUM

## City of Port Washington

TO: Common Council

FROM: Susan Westerbeke, City Clerk

DATE: April 16, 2024

SUBJECT: City Clerk Monthly Report

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### Spring Election / Presidential Preference Primary Results

#### Re-Elected City Officials

Theodore Neitzke IV – Mayor (3 Year Term 2024-2027)

Paul Neumyer- District 2 Alderperson (2 Year Term 2024-2026)

Daniel Benning- District 4 Alderperson (2 Year Term 2024-2026)

Patrick Tearney- District 6 Alderperson (2 Year Term 2024-2026)

City Referendum for Fire/EMS- Yes: 2,254 / No: 1,037

Total Citywide Voter Turnout was 42.65%

### City Communications for Residents and Visitors

- ✓ City Website – [www.portwashingtonwi.gov](http://www.portwashingtonwi.gov)
- ✓ Constant Contact – Receive updates of your choice directly to your email
- ✓ Social Media
- ✓ Common Council and Boards, Committee and Commission Meetings Live Streamed and Recorded to View on YouTube
- ✓ Printed Newsletters are available at City Hall, W.J. Niederkorn Library and Senior Center
- ✓ Public Notices and Agendas are posted at City Hall, Niederkorn Library, Senior Center and on the City Website
- ✓ Public Hearings, Statutory Notices and Common Council Minutes are published in the Ozaukee Press
- ✓ By Phone or In Person – City staff is a phone call away at 262-284-5585 or visit us at City Hall Monday-Friday from 8:00 a.m. to 4:00 p.m.

## Annual Licensing Season Begins

In December of 2023 Gov. Evers signed 2023 Wisconsin Act 73 into law. This made significant changes to Chapter 125 of the Statutes which contain the Wisconsin Alcohol Beverage Laws. As of May 1, 2024, a new division will be implemented, which will be the Division of Alcohol Beverages within the Wisconsin Department of Revenue. Other immediate changes that take affect on May 1<sup>st</sup> also include new alcohol licensing applications and offerings. Due to this change the licensing renewal period has been delayed by a month. My office will be mailing out all licensing renewal applications to establishments next week with a mid-May deadline to the Clerk and a June approval.

## City Event Season

- June 1st- Port Festival of the Arts
- June 6th- Port Washington High School Graduation Car Parade- TJ to High School
- June 15th-October 26th- Port Washington Farmers Market- Main Street
- June 16th- Cheers to Dad Beer Garden & Summer Kick Off- Upper Lake Park
- June 16th- American Legion Car Show- Upper Lake Park
- June 20th-September 19th- Third Thursdays Music at Heart of the Harbor



# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO: Common Council**

**FROM: JD Hoile, Street Commissioner**

**DATE: April 16, 2024**

**SUBJECT: Streets Division Monthly Report**

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### **Upper Lake Park Volleyball Court**

The Streets Division finished up the construction of the volleyball courts in Upper lake Park. We removed all sod and topsoil, leveled the court area by hauling in over 50 loads of fill, and graded the area for drainage along with installing 4-inch perforated drain tile and covering the entire court with 2 inches of stone. We then hauled in 36 tandem loads of mason sand and leveled the entire court to a depth of 12 inches. Lastly, the 4 poles for the nets were installed and topsoil and straw blanket were placed for restoration. With the mild winter we were able to start and complete this project in mid-February to Mid-March.



### **Sanitary Sewer Cleaning**

The Streets Division continued its winter sanitary sewer cleaning. We met our goal of cleaning 19 miles of sewers, with our crews cleaning over 11 miles and plus 8 miles cleaned and televised by the City's contractor. We anticipate exceeding our yearly goal by cleaning another 1-2 miles this year. The sewer crew has also been busy during recent heavy rains, keeping storm sewers, culverts, and trash racks open to reduce flooding.

### **Snow and Ice**

The Streets Division had 4 snow events in the month of February, using a total of 31 Tons of salt and 825 gallons of brine. In March, there was just 1 snow event where we used 9.5 tons of salt and 1,850 gallons of brine.



## Mechanic's Shop

With spring here, the shop has turned its focus on getting ready for spring and summer operations. This includes getting mowers, the crack filler, the air compressor, paving equipment, road saws, brush chippers and trucks ready for summer. We will also be starting two truck builds in the next few weeks which include a chipper truck and flat bed truck for hauling the new spider lift.



## Signs

The sign shop removed all signs on this year's street improvement project and installed temporary stop signs. They have already started making replacement signs for the road project while also working on Westport Meadows subdivision sign replacement of outdated and faded signs. They also helped in the setup and take down of the April Election.



# AGENDA ITEM MEMORANDUM

City of Port Washington

**TO: Common Council**

**FROM: Jon Crain-Superintendent  
of Parks & Forestry**

**DATE: April 16, 2024**

**SUBJECT: Parks & Forestry Monthly Report**

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This past month our crews have been working on finishing up our winter projects and preparing for the spring transition.

We successfully completed the volleyball court project at Upper Lake Park on which the materials (stone, sand, soil, seed, drainage, and nets) were funded by the Rotary club and we provided the labor for installation. The nets will be put up soon on two sand courts ready to play on once our spring weather begins to cooperate.



*Upper Lake Park Volleyball*

The forestry crew is wrapping up the last of the street tree removals which will be followed by stump grinding and preparing for our spring tree planting. We plan to plant roughly 225 street trees, and 50 park trees this spring. There will also be a second phase for fall tree planting after the 2024 street improvement project and in new subdivisions.



At Birchwood Hills Nature preserve, we were able to find a break in the weather to allow us a successful prescribed burn. We were able to burn the 5-acre prairie to help combat invasives and prepare for native seed planting this spring.



Weather often dictates what we are able to do and sometimes heavy rains work in our favor. There were a few locations we've been monitoring for damming along Sauk creek, but the heavy rains opened everything up for us.

s



Lastly, we had some time this month to work on needed equipment repairs.



# AGENDA ITEM MEMORANDUM

## City of Port Washington

TO: Common Council

FROM: Roger Strohm, City Engineer

DATE: April 16, 2024

SUBJECT: Engineering Monthly Report

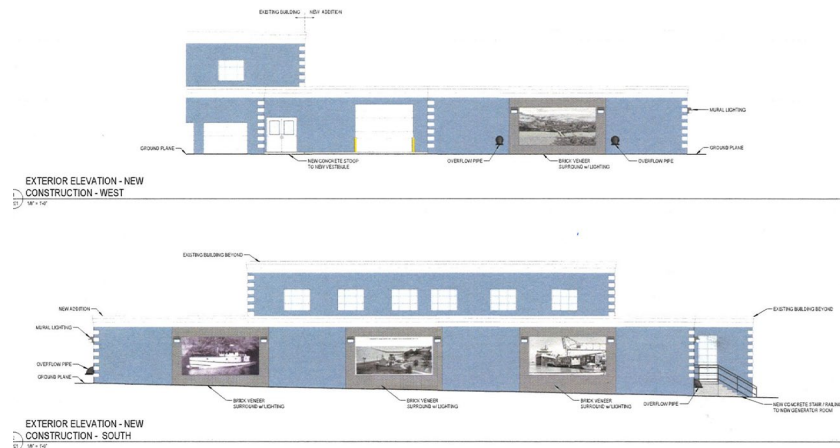
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**Water Plant Upgrade:** The loan to finance the construction has been approved and all documents submitted to the state. Closing on the loan is scheduled for April 24<sup>th</sup>. This is timely for repayment of the bond issued for design services. A preconstruction meeting

was held on April 5<sup>th</sup>. The generator is scheduled to be delivered at the end of June. The generator installation is on the critical path for construction. We Energies is unable to disconnect and move their power supply until we have reliable backup power. We expect to be reviewing shop drawing submittals for the next 2 months, with groundbreaking sometime in May. **To date \$2,650.16**

**of the construction administration budget of \$1,210,942 has been spent. \$0 of the**

**\$18,198,184 of the construction budget has been spent.**



Construction	2024												2025												2026				
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY		
<b>General</b>																													
Shop Drawings																													
Mobilize																													
Generator Installation - By others																													
<b>Phase 1 - Site Utilities</b>																													
Site piping modifications on south side of WTP.																													
Electric and gas utility relocation																													
<b>Phase 2 - Plant 1 Offline</b>																													
Demo Plant 1 pumps and piping, rapid mixers/flocculators, filter function valves, Plant 1 electrical																													
Install raw water piping from Plant 1 to Plant 2, new low lift pumps in Plant 1, rapid mixers/flocculators, filter function valves, Plant 1 electrical, Plant 2 power distribution																													
Startup new low lift pumps																													
Backwash supply improvements: Demo Plant 2 LL3 pump, install new BWS2 pump, Connect Plant 1 and Plant 2 BWS piping																													
<b>Phase 3 - New Building</b>																													
Soils Corrections																													
Construct new building addition, clearwells, and EQ basin. Leak testing, disinfection, and acceptance.																													
Install new UV system and HSPs.																													
<b>Phase 4 - Pump Replacements</b>																													
Demo Plant 2 BWS and install new BWS1. BWS1 startup.																													
Demo Plant 2 LL1 pump and install IP3. IP3 startup.																													
Startup of new UV and HSPs.																													
Demo Thomas Port Pump Station components.																													
Demo Plant 2 HSP1 and install IP1. IP1 startup.																													
Demo Plant 2 HSP2 and install IP2. IP2 startup.																													
<b>Phase 5 - Plant 2 offline</b>																													
Demo Plant 2 rapid mixers/flocculators, filter function valves, and filters																													
Install Plant 2 rapid mixers/flocculators, filter function valves, reconstruct filters																													
<b>Miscellaneous</b>																													
Architectural work																													
Electrical work																													
Mechanical - HVAC																													
Mechanical - Plumbing																													
Chemical Feeds																													
<b>Closeout</b>																													
Substantial completion																													
Punchlist																													
Final Completion																													

**Wastewater Plant Upgrade:** The contractor (August Winter) is currently submitting shop drawings for review. Some materials are starting to be delivered but



groundbreaking is not anticipated for another month. The Clean Water Fund Loan application has been submitted, final approval by City Council is anticipated on May 7, and closing is anticipated on May 22. Pipe supports will be delivered the week of April 15th with installation planned for the week of April 22nd. The Grit Classifier and Screw Pump equipment are scheduled to be delivered the week of April 29th. Aeration equipment is scheduled to be delivered in mid-May. **To date, \$82,573.67 of the**

**construction administration budget of \$750,000 has been spent. \$221,951 of the \$11,028,000 of the construction budget has been spent. Change orders pending:**

- 1) +\$5,065 to replace disconnected pressure sensors with a spool piece.
- 2) +\$3,757 to modify a pipe support due to interference from an existing elbow
- 3) +\$4,161 to fix a crack in one of the anaerobic digesters that developed during late fall
- 4) \$57,274 to replace additional valves. This change order will be paid through equipment replacement funds and not the clean water loan fund contingency. This work is being added because staff feels it is prudent to replace valves that are normally not accessible but will be accessible when various tanks and processes are emptied for the planned work.

**Alley Project:** The 2024 construction contract is under review by the City Attorney.

Staff continues to work on real estate acquisition for the 2025 reconstruction of the dead end alley north of Larabee Street which connects to N. Spring Street.



Figure 1: Alley Between Sherman and Lincoln looking south





**2024 Road Improvement Project:** The project started on March 18. Water main was placed on Antoine Drive, Husting Street, and James Drive. A safe sample has been obtained from the water main on Antoine Drive. Safe samples from Husting St. and James Dr. will be collected next week. Water service installation is anticipated to begin April 8. WE Energies is installing gas main on Scott Rd with plans to move to Antoine Drive on April 22. We are coordinating with WE Energies to avoid conflicts between construction crews.

**Bike/Pedestrian Plan:** The three party agreement between the WisDOT, Toole Design Group and the City is under review by the City Attorney, and it is anticipated to be presented to City Council for approval at the April 16<sup>th</sup> meeting.

## Spring Street Interceptor:

Plans are 60% complete. We are continuing to work with WE Energies on a permanent easement for the sanitary sewer because the alignment runs through WE Energies' property below the ATC power lines. Design has been paused until we get the easement from WE Energies. There is also a detention pond

which will require partial filling. We are currently evaluating the impact of filling a portion of the detention pond on storm drainage. There is also a 60" storm drain crossing Spring Street which is impacting the vertical alignment of the proposed sewer. We are currently collecting information on the alignment of the storm drain and its depth. These issues are likely to push design completion into late April or early May, which makes it likely that construction will be during 2025.

**Other Staff Work:** Staff has also been collecting survey information at

- South Beach to expand the parking lot,
- Grand Avenue to design improvements recommended in the Downtown Plan approved in 2023,
- CTH LL to design and construct sidewalks to connect the Woods at White Pine with STH 33 and connect Sunset Road to the Interurban Bike Trail,
- Public Works Yard for the design of an additional storage building for materials and equipment,
- Kane Street and Power Street to abandon a sewer line that cross Valley Creek and reroute it to a sewer in Power Street,
- Recently completed subdivisions to update the GIS
- Various alleys for future improvements.

Other ongoing projects include: Identifying sewer lining outside of the 2024 Road Improvement project, repairs to the Moore Street pedestrian bridge and the Pierre Lane road bridge, engineering review and coordinating inspection of private developments.

Spring Street Interceptor



# AGENDA ITEM MEMORANDUM

City of Port Washington

TO: Common Council

FROM: Dennis Cherny, Harbormaster

DATE: April 16, 2024

SUBJECT: Marina Monthly Report

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## Dockside Pump Out Update!

The Marina is excited to announce that on March 8, 2024, the DNR sent Dennis the Clean Vessel Act Grant Agreement for the new dockside pump out unit. The grant application was for \$18,300. The cost share percentage is up to 75% of the cost of the pump and installation. We received \$13,725 in state aid and will be responsible for only \$4,575!

Marina staff got to work utilizing the beautiful weather March 11<sup>th</sup> through the 13<sup>th</sup> removing the old pump and piping and installing the new 3hp pump. John Thill was onsite hooking up the electrical for the pump. The new system appears to have more than two times the pressure that the previous system had. Staff can't wait to try it out to see how it works. The Marina looks forward to

providing our customers with superior dockside pump out services for years to come!



Electrical work for the pump was completed by John Thill



The Dennis' installing the piping for the new pump



DNR Fish Deliveries continued the week of March 11<sup>th</sup>-15<sup>th</sup> with a total of 33,900 Coho Salmon being delivered to the Marina channel and launch ramps. Additional deliveries were made to Sauk Creek.



Reminder notices were sent to Marina Tenants via Dockwa as the second half of tenant slip payments were due on April 1<sup>st</sup>. Marina staff have been busy receiving these payments from customers over the last couple of weeks.

Transient reservations continue to pour in through Dockwa, our online reservation portal. The marina has several weekends that are starting to book up. Fish Day weekend already has a waiting list started.



Marina staff continues to prepare for the boats which began arriving after our opening day on April 1<sup>st</sup>.

We are looking forward to seeing these docks filled with boats very soon!

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

**FROM:** Dan Fisher, Water Utility Superintendent

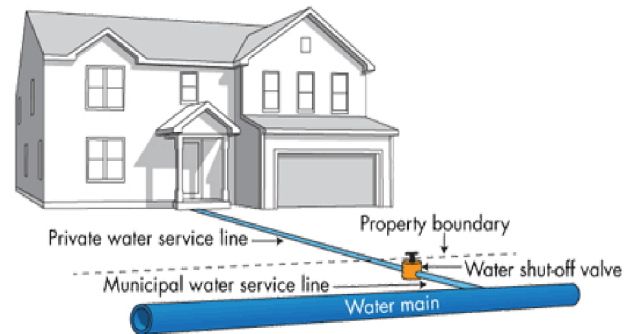
**DATE:** April 16, 2024

**SUBJECT:** Water Utility Monthly Report

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### March Activities:

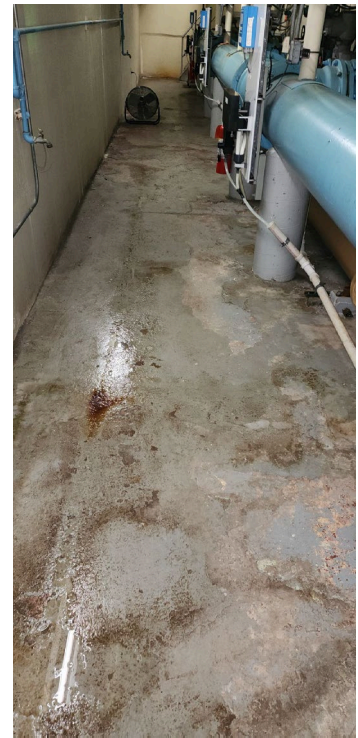
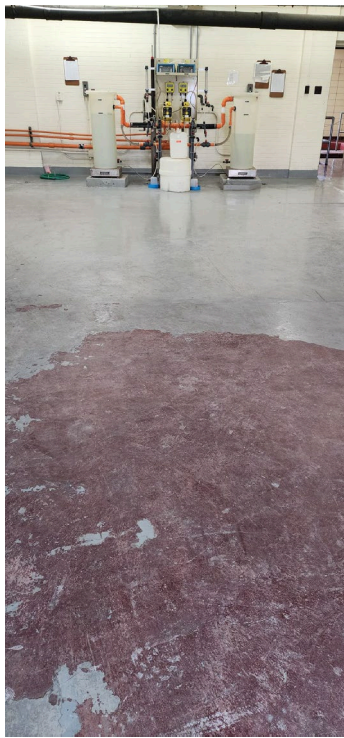
**2024 Street Reconstruction Project:** The first process in this year's street reconstruction project is replacing water main on E Antoine Dr, Husting St, and E James Dr. Field staff are assisting PTS Contractors with the flushing and testing of the new water main. All new main must be pressure tested and have bacteriological sampling completed before it can be put into service. New water laterals from the main to the homes curb stop will be installed once the new main has been completely installed and passes all testing and sampling. A water service shutoff valve (curb stop) is located below ground, usually near the street curb and acts as a on/off switch all water entering the home or building. The homeowner is responsible for the water lateral after this valve as it runs underground and into the home. As part of the reconstruction project, the water lateral is replaced from the new main to the curb stop valve.



**Water Treatment Plant Upgrade:** Due to ongoing conflicts overseas, certain components that are needed for electrical and generator equipment have been delayed. This delay has affected the final build and delivery date. We are expecting the generator to be delivered on-site at the end of June. A new concrete pad will be installed in late May to early June in preparation for the delivery. Once installed, the generator will act as the primary backup power source during the WTP project.

Staff continue to meet regularly and plan for the upgrade. We are in the process of reviewing and approving equipment submittals. Staff, Short Elliott Hendrickson (SEH), and CD Smith are planning for a project kickoff meeting on April 5<sup>th</sup>. After the kickoff meeting, more onsite meetings will be scheduled. We are hoping for CD Smith to start moving equipment and crews into town in early July. The south lawn and trees will see the first major work of the project. The space will need to be prepped for the new building and clear wells.

The WTP improvements include painting, replacing rapid mix equipment, reconstructing existing filters, installation of new low lift, backwash, sledge, clarifier drain, and intermediate pumps, replacing chemical feed equipment, addition of new chlorine contact clearwell and equalization tanks, a new high service pump facility, the addition of UV treatment and a utility garage. See attached pictures of areas that need major surface and paint repair.



**Residential Water Meter Change-Outs:** The Water Utility is continuing the path of changing out over 2,000 meters by the end of 2026. Field Operators changed out over 70 meters in March. The Utility is switching from a manual read meter to an automated reading system. This process is mandated and monitored by the Public Service Commission (PSC). The new meter is a radio based automatic read meter. This meter will be able to give Utility staff real time reads. This can help with high water usage and potential water leaks. If you receive a letter from the Utility, please read and schedule your appointment accordingly. **A typical water meter change out will take 15-30 minutes to complete. There is NO COST to a homeowner.**

**LCRR Service Line Inventory:** The 2021 Federal Lead and Copper Rule Revision (LCRR) requires every public water system to submit a complete service materials inventory list by October 16<sup>th</sup>, 2024. Staff will continue to update and complete the needed information in order to meet the WDNR's deadline. This process will take hours of records research as well as many hours for staff to physically identify individual service lines. Because of the timeline and complexity, staff has contracted CDM Smith and City Water to help with the inventory and to help create a Lead Service Line Replacement Program for the City.

City Water has started the materials inventory by combing through City plans and records. City Water staff is over 50% complete with reviewing all historic and current plans. Once all information is gathered, they will utilize our geographic information system (GIS) to help track the data



**WATER METER REPLACEMENT  
SECOND NOTICE**

**WATER UTILITY**

March 6, 2024

Dear Water Utility Customer,

The Port Washington Water Utility is currently in the process of replacing water meters throughout the City that are approaching, or have reached their designated lifespan. This process is mandated and monitored by the Public Service Commission (PSC). In accordance with Wisconsin Administrative Code NR 810.15, a Cross Connection Program must be implemented. This program is designed to protect the public water supply by ensuring that no potential hazardous connections exist. A Cross Connection could not only contaminate your own drinking water, but also the entire water supply. This inspection as well as a clear water entry inspection will take place during the meter replacement.

There are **NO FEES** for the Required meter replacement.

An appointment takes approximately 15-30 minutes to complete at **NO COST** to you. Water within the home will be turned off for a short period of time while the meter is changed out.

- Please note that an adult over the age of 18 must be present for the duration of the appointment.
- Appointment hours are Monday – Friday from 7:30am to 2:30pm.
- Please contact the Water Utility as soon as possible to schedule an appointment:
  - Phone: (262) 284-2172
  - Email: [dfisher@portwashingtonwi.gov](mailto:dfisher@portwashingtonwi.gov)

If you reach our voicemail, please leave a message with your name, address, and telephone number where you can be reached during the workday.

This is your **SECOND** notice for the purpose of changing the water meter. If you did not receive the first notice, please consider this your first notice.

Staff will need access and adequate space to change out the meter. The location of each water meter varies, but it is typically located in the basement of the home most likely along the outside wall closest to the street.

Sincerely,

Dan Fisher  
Water Utility Superintendent  
City of Port Washington

collection. Water main age and home age are two factors that will determine where staff will need to target to gather further information. This will also determine how many homes meet the timeline of possibly containing lead water laterals when they were built. More information on the next steps will be available next month.

**Residential Meter Reading:** Once again, Field Operators will strap on their walking boots to collect all manual meter reads. This process, on average, takes three to five days using four operators to complete. Weather and field activities might extend the desired completion date. There are still over 2,000 manual read meters still left in the system.

**Locates:** Field Operators continue to complete daily, and emergency utility locates through Digger's Hotline. Spring typically has a major increase of utility locates. A typical locate can take anywhere from a few minutes to a few hours to complete.

# AGENDA ITEM MEMORANDUM

City of Port Washington

**TO:** Common Council

**FROM:** Dan Buehler, WWTP Supt.

**DATE:** April 16, 2024

**SUBJECT:** April Activity Report

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**BACKGROUND:** The following report documents March Wastewater Treatment Plant accomplishments, upcoming projects in April, and planned and forecasted activities for May.

**ATTACHMENTS:** See Report and Pictures Below.

## March Accomplishments

- February Spreadsheet for Hauler Discharge inventory and Industrial surcharges submitted to City Hall for invoicing.
- Completed February Discharge Monitoring Report and submitted to DNR.
- Completed many Lift Station and Plant work orders regarding inspections and preventative maintenance.
- Ordered other various supplies for the lab, plant, and lift stations.
- Received 60 new bulbs to replace 1 bank of UV system.
- We continue to process and log submittals for the WWTP upgrades project as they arrive – much of the equipment is being ordered currently.
- Down-loaded plant effluent temperature data logger information and transferred to the March DMR.
- As part of the upgrades project, Energenecs installed new computers at each location of our touchscreen locations in the plant and the control room. WIN 911 Alarm notification software was upgraded as well as our reporting system being switched from Hach WIMS to XL reporter.
- Received new valves for our replacement projects at lift station 3 and lift station 6.
- Received most valves for WWTP upgrades projects.
- Jesse and Tim attended Biosolids conference in Stevens Point to obtain credits for their Wastewater certification.
- Worked with DNR on switching bacterial testing requirements from fecal coliform to e-coli. E-coli will now be our requirement May through September and Fecal coliform will be the standard October through April. This will likely last till the end of our permit term (May 2026). After that, E-coli will be the standard exclusively.
- Obtained second quote for new generator for lift station 3. – working with Donohue on refining that quotation.
- Made determination to switch our lab service provider to AgSource. Looking for improvements in response time. Switch scheduled for April 1.
- Completed maintenance requirements for Blower #1. Will be good for another 16,000 hours.



- Sent color report to DD Williamson on monitoring our plant influent and effluent. Trying to reduce our intensity of orange entering the plant.
- August Winter finished with Demo work for now – more to be done when other tanks become available.
- Sold our old blower removed in March for \$1500 – waiting for Illinois company to pick it up sometime over the next two weeks.
- Completed air make up repairs in blower room with J&H heating – they installed new controls and louver positioners.
- August Winter found a contact that will assist us with our Bar Screen Gate repairs. Will need much lower flow conditions before the repairs can be made.
- Repaired data reporting issue at lift station 5 with generator service provider – we had to change out a relay – under warranty.
- Completed end- of year reporting for mercury – received DNR acceptance report.

## April Projects

- Monthly discharge monitoring report to complete.
- Work with operators on lift stations and Plant Standard Operating Procedures, time permitting.
- Complete trimming work on 3 of 4 covers that are contacting the clarifier catwalks. Work to be done the first week of April.
- Replace pressure monitoring ring on discharge of sludge storage pump if part comes in this month.
- Jesse to attend plant tours in Depere and New Water in Green Bay.
- August Winter to begin construction/installation of supports for new air piping on the aeration tanks. Operations staff to drain each aeration tank and refill with clear water(effluent). Process will last at least 3 to 4 weeks.
- Finish annual wastewater report.
- Complete repairs with Portable generator – unit would not start because of battery charging issues.
- Potentially schedule repair work for Lift station 3 and 6 valve replacement projects, contractor availability permitting.
- Schedule gravity belt thickener rep. in for evaluation of GBT rebuild in late 2024/2025. West thickener is in need of being rebuild – last rebuild 17 years ago.
- Decide on engineering firm for Lift station 3 generator project.
- Receive training for DMR reports from Energenecs on new reporting system. Train all operations staff.
- Repair water reuse pump in UV room. Ordered bearings and seals.
- Schedule Crane engineering for Lift station 4 pump issues.
- Begin work on Compliance Maintenance Annual Report.
- Keep testing reliability of new SCADA controls and alarm monitoring, of which many issues have surfaced since installation. Lots of time and troubleshooting involved.

## Upcoming in May

- Normal monthly reporting.
- Plant/Lift Station SOP's.
- August Winter to replace valves, time permitting.
- Complete/ report Compliance Maintenance annual report.

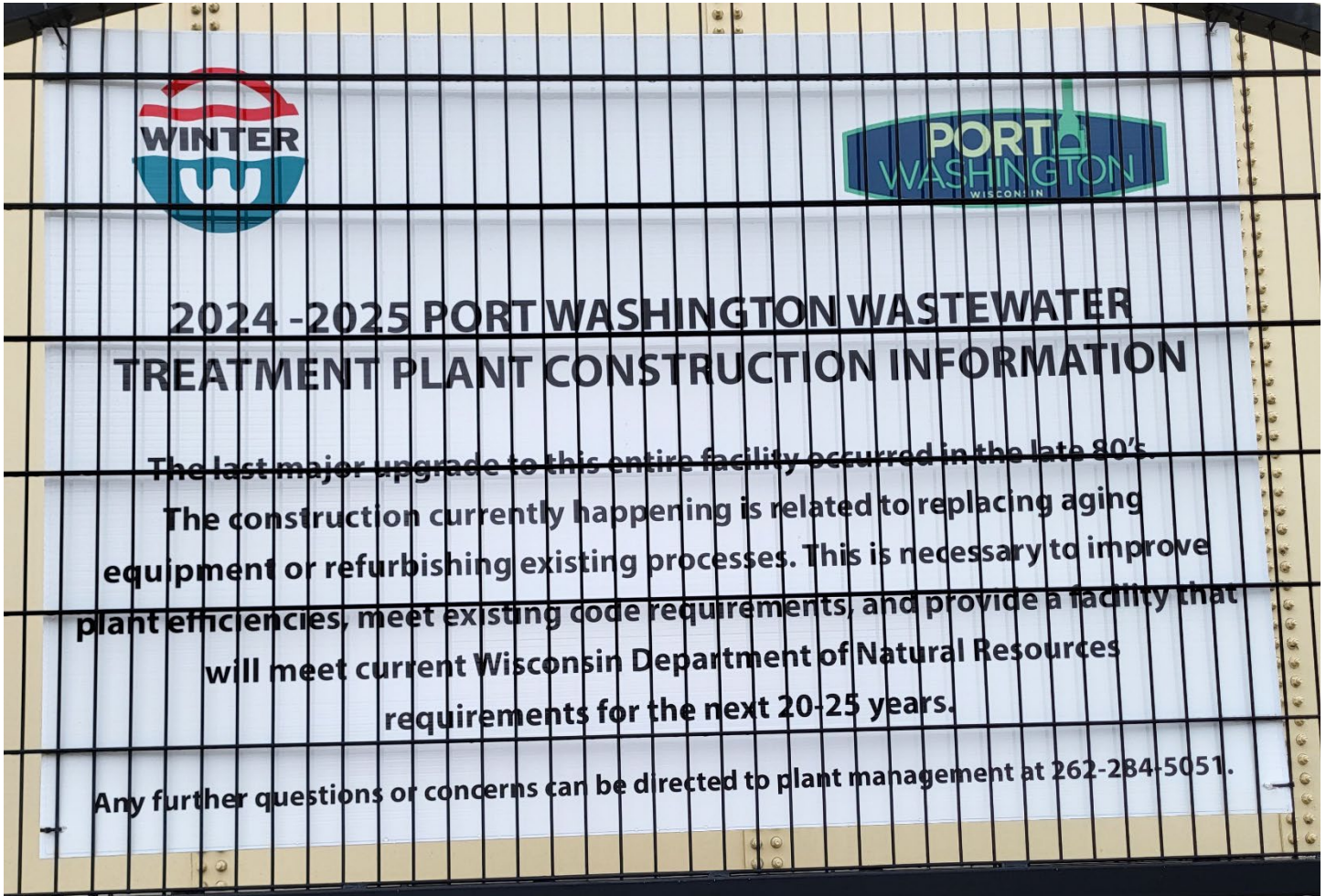


Figure 1 - New project information sign.



Figure 2- Some of the many new valves being delivered.

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council  
**FROM:** Deputy Chief Joe DeBoer  
**DATE:** April 10, 2024  
**SUBJECT:** Fire Department April Monthly Report

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The Fire Department has the following items to report:

1. The Fire Department finished the month of March with 134 calls for service. Of these emergency responses, 115 were EMS-related, and 19 were fire-related.
2. After months of preparation by City and Fire Department staff, the Fire/EMS Staffing referendum was finally put before the voters. The referendum passed overwhelmingly by an almost 70%-30% margin. The Fire Department would like to thank the Common Council and their constituents. We're truly humbled by the support we have seen and heard throughout the community over the last few months.

The funding from the referendum is incredibly significant and will improve how we can respond to both fire and medical emergencies in the future. We'll be able to address the projected increase in calls for service while decreasing response times. The referendum will allow us to bolster our department with additional personnel and make important investments in our current staff.

With the passing of the referendum, we will now turn our attention to hiring staff to fill the new positions. We will continue to develop a plan to be able to act as soon as the funding becomes available in 2025.

3. This month, the Fire Department had the opportunity to host Mayor Neitzke for a ride-along. This gave the mayor a chance to see first-hand what a shift as a Firefighter/Paramedic is really like. He started the morning with vehicle/equipment checks. Throughout the day, he sharpened his intubation skills with the vomiting manikin and learned how to perform a surgical airway. He ended his shift with an EMS call at the power plant. Future ride-alongs are open to any Common Council or Police and Fire Commission members who would be interested.



# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

**FROM:** Emily Blakeslee, Assistant City Administrator / HR Director

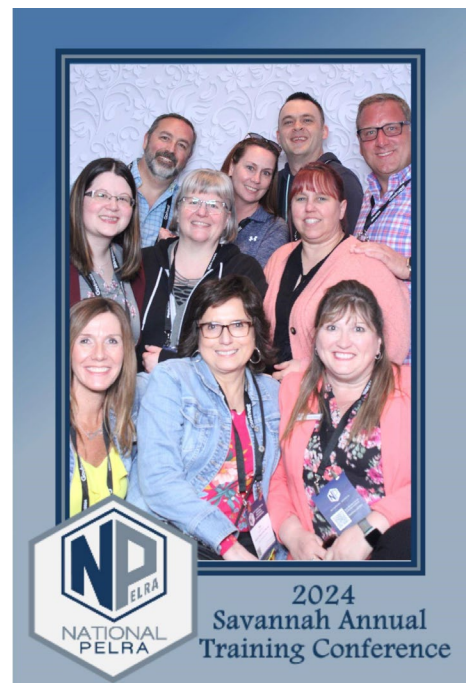
**DATE:** 04.16.24

**SUBJECT:** April HR Division Update

### **Professional Development – National PELRA**

Emily attended the National Public Employers Labor Relations Association (NPELRA) conference from April 7<sup>th</sup> to April 10<sup>th</sup> in Savannah, GA. While she didn't win, Emily was humbled and honored to be a finalist for the Pacesetter Award at the annual conference. The Pacesetter Award is presented by the National PELRA to individuals, groups or organizations who have demonstrated particularly innovative leadership in public sector labor relations and human resources. The Pacesetter Award recognizes those individuals who, through their professional achievements, have successfully developed a new tool or technique for use in resolving conflicts, addressing new challenges, or assisting others in their growth in public sector labor relations or human resources. Pacesetters are role models who serve as resources to others in the field.

While attending the conference, Emily was able to sessions on compliance issues in the public sector workplace, the growing areas of artificial intelligence in the workplace, union negotiation, emotional intelligence, and media and communications response from a public sector lens.



*Emily with other Wisconsin NPELRA attendees including City labor attorney, Kyle Gulya*

### **Staffing Update**

#### New Hires

Melissa Pingel, City Administrator 03.18.24

Allen Evenson, Water Utility Treatment Plant 3<sup>rd</sup> Shift Operator 03.26.24

JJ Mejchar, Police Officer 04.08.24

Eric Goelz, Street Maintenance 04.15.24

#### Offer Accepted

Eowyn Wayne-MacGregor, Library Assistant

Kim Frakes, Accounting Assistant

#### Accepting Applications

Summer Seasonal Positions

# AGENDA ITEM MEMORANDUM

City of Port Washington

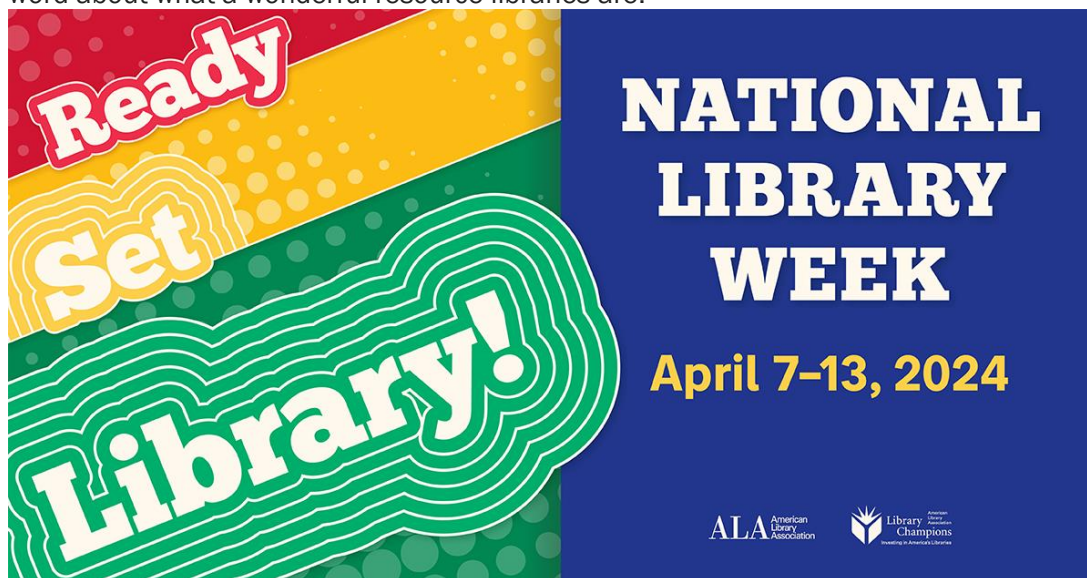
**TO:** Common Council

**FROM:** W.J. Niederkorn Library

**DATE:** 4/12/24

**SUBJECT:** Library Monthly Report

- National Library Week is April 7-13, a time to celebrate and advocate for libraries and all that they offer to their communities. We have promos for it at the library and online. Please help spread the word about what a wonderful resource libraries are!



- EnChroma color blind glasses are now available for checkout for both children and adults. A unique and helpful offering!



- We survived the 2024 Total Solar Eclipse! The phone was ringing nonstop about if we had eclipse glasses. Our supply did run out, and now we're collecting used ones to donate.



*It's over...now what?*

W.J. NIEDERKORN  
LIBRARY  
PORT WASHINGTON, WI

**Donate your  
ECLIPSE  
GLASSES!**

**BY 8 PM ON  
APRIL 25**

**Drop your used eclipse glasses at the library by Apr 25. We will be donating them to Astronomers Without Borders to be used around the world for the next eclipse (Oct 2024).**

- We wrapped up our East Asia grant series with a book discussion of *Indelible City* and documentary showing of *Ascension*. Participants were really interested in learning about Asian experiences. The grant also provided funding for a book kit and an expanded collection of fiction.
- The new release, *The Women* by Kristin Hannah, surprised us by exceeded 500 holds! We were able to order more copies to fill the demand. A patron commented: "I went from 150th in line to picking up *The Women* within two weeks. Thank you for all you do!"
- We hosted Memory Café in March with the topic of 'flowers in bloom!' We learned about different flowers and their history, made floral arrangements, and played flower bingo. A first-time attendee shared: "Thank you so very much for the wonderful Memory Café program. The topic, flowers, was perfect and the activities, snacks and conversation, opened a new door for [attendee]! One step at a time and I'm looking forward to the next one! Thanks to you and Alyssa for your plans and presentations. A wonderful social and learning time."



- Our Anime Club is growing! We had 14 participants over spring break enjoy a variety of activities including painting mugs, playing minute to win it games, and enjoying mindful anime coloring pages. We are pleased to be able to bring out our new Switch this month so that club members will have a chance to play some new anime-themed video games during our meeting.
- Our Youth Services Department Survey is currently live, requesting feedback from the community about our youth events and collection offerings. We have received positive feedback and are pleased that respondents find our materials welcoming and inclusive. You may access the survey at [wjnlib.org](http://wjnlib.org) or in person at the library through April 30.
- This month the Children's Department will be taking part in the Badgerland Remake Learning Days Festival. We have 3 events planned for the week of April 21-27, including an Earth Day scavenger hunt, making bug hotels, and creating edible dirt cups.



## CELEBRATE BADGERLAND REMAKE LEARNING DAYS

<p><b>Citizen Science: Earth Day Scavenger Hunt</b> Monday, April 22 9:00am - 7:30pm</p> <p><b>Citizen Science: Bug Hotel Craft</b> Wednesday, April 24 4:00pm - 7:00pm</p> <p><b>Citizen Science: DIY Edible Soil Layers Dirt Cups</b> Friday, April 26 3:00pm - 5:00pm</p>	<p>Stop by the library to pick up and complete your Citizen Science Earth Day Scavenger Hunt. Once complete, please return to either desk for a participation prize.</p> <p>Stop by the Children's Library anytime between 4pm - 7pm to make your own Bug Hotel to take home (while supplies last). Geared for children 5 - 11 years old, but open to all.</p> <p>Stop in the Children's Library anytime between 3pm - 5pm to learn about Soil Layers and make your own DIY Edible Soil Layers Dirt Cup (while supplies last). Open to all ages. Please contact Jamie Mercer, Head of Youth Services, if you have any questions or food allergy concerns at <a href="mailto:jmercer@monarchlibraries.org">jmercer@monarchlibraries.org</a> or by phone at 262-284-5031.</p>
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**W.J. Niederkorn Library**

316 W Grand Ave  
Port Washington, Wisconsin 53074 | 262-284-5031  
<https://www.wjnlib.org/>

- Members at the Senior Center faced their technology fears by learning some computer basics at our technology class visit. They got the opportunity to practice using a keyboard and mouse to feel more comfortable with this technology.
- Our short story at Harbor Campus this month was "The Hunter" by Anthony Doerr. Members were surprised at how fantastical the story was compared to its nature and survival themes and had a fun time discussing their thoughts.
- In addition to our monthly visit, we are collaborating with both Tiny Sprouts locations (Port Washington and Saukville) this month for the Week of the Young Child, a National Association for the Education of Young Children celebration. Kids will be creating functional outdoor artwork for the library that will be placed outside the Grand Ave entrance. The artwork includes painted bird feeders, bird houses, and rain barrels.



# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

**FROM:** Bob Harris, Director of Planning & Development

**DATE:** April 16, 2024

**SUBJECT:** Planning Department Monthly Update

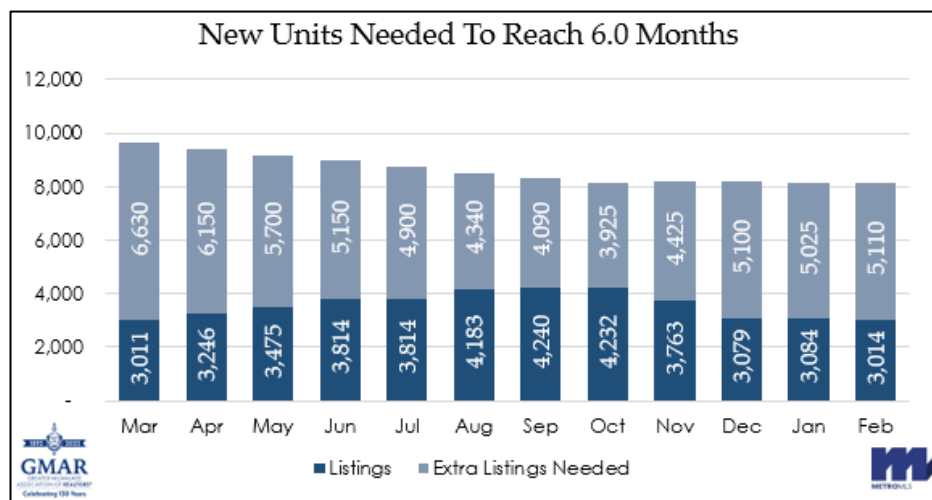
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**Zoning Code Re-Write Update:** The process to re-write the City’s zoning code is underway. Since the contract with the City’s consulting team was executed at the end of this past year, several tasks are now underway or upcoming:

- The current zoning code is currently under review by GRAEF and CiviTek Information and data sharing with the consulting team
- The City’s zoning map is updated and current
- Determining and scheduling individual or small group meetings as a part of the public engagement portion of the re-write process is underway
- Creation and posting of a dedicated webpage is upcoming

**Upcoming Planning Commission items of interest:** At long last, staff will introduce the Plan Commission Charter for 2024 to the commissioners at the April 18 meeting. While goals for 2024 will largely revolve around re-writing the zoning code, the Charter will also be an opportunity for the Commission to outline preferred goals and accomplishments for the rest of 2024.

**FYI: Housing:** Data from the Greater Milwaukee Association of Realtors continues to show a tight housing market, which translates into a seller’s market and no relief from high housing prices for buyers in the near term. Below are sales and listing figures from February 2024. According to GMAR, the market would need an additional 5,110 units to push inventory to six months. Six months of inventory is considered a “balanced” market. If inventory falls below six months, the market favors sellers, and when inventory exceeds six months, it is a buyer’s market. A key remedy to reduce housing prices is to increase supply, which is still very low.



# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

**FROM:** Kevin Hingiss, Police Chief

**DATE:** April 12, 2024

**SUBJECT:** Monthly Calls for Service – March 2024

CFS	COUNT
911	3
911 (Cell)	26
Abandoned Vehicle	4
Administrative	7
Alarm (Burglar)	6
Alarm (Fire)	8
Animal Complaints	11
Assist Citizen	84
Assist Other Agency	12
Battery	2
Business Check	352
Car vs. deer	1
Criminal Damage to Property	2
Debris in Roadway	2
Directed Patrol	332
Disabled Vehicle	7
Disorderly Conduct	6
Domestic Violence - Physical	1
Door Check	81
Driving Complaint	6
Drug Investigation	4
Emergency Detention/Chapter	2
Family Trouble	5
Field Interview	5
Fire Call	4
Found Property	5
Fraud	3
Gas Drive-Off	1
Harassment	7
In Progress Call - Specify	1
Juvenile Curfew/Loitering	1

CFS	COUNT
License Premise (Tavern) Check	13
Lost Property	2
Lost/Missing Person	4
Miscellaneous Service	32
Motor Vehicle Accident - Personal Injury	7
Motor Vehicle Accident - Property Damage Only	1
Motor Vehicle Theft	1
Mutual Aid	10
Noise Complaint	6
OAWI	1
Open Door/Window	4
Ordinance Violation	1
Parking Violation	2
Public Works/Hwy Dept Call Out	3
Rescue Call	88
Retail Theft/Shoplifting	2
School	59
Secure/Check Parks	246
Suicidal	1
Suspicious - Vehicle, Person	28
Tag Deer/Boat/Snowmobile or DNR Violation	1
Theft	6
Traffic Complaint/Erratic Driver (In Progress)	1
Training	4
Vehicle Traffic Stop	204
Vehicle/Residence Lockout	5
Warrant Pickup/Service Attempt	8
Waste Water Treatment Plant Call	73
Weapons	2
Welfare Check	14
<b>Grand Total</b>	<b>1820</b>

# AGENDA ITEM MEMORANDUM

## City of Port Washington

TO: Bi-weekly Update

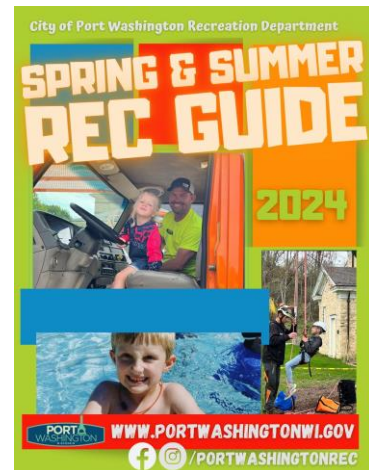
FROM: Tyler Menzel (Recreation)

DATE: April 11, 2024

SUBJECT: Monthly Update

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- 1) Summer Rec Guide is available NOW! Please check out the opportunities for activities for ALL ages and interests. You can register online:  
<https://portwashington.recdesk.com/Community/Home>
- 2) Despite the colder temperatures and rain there was a great turnout for the Hippity Hop event and Easter Egg Hunt. Thank you to our Kiwanis, Kohler Credit Union, Mainstreet and other partners and sponsors that helped to make this event a success.



- 3) Summer Positions have been posted and we are accepting applications for the pool and other summer programming.

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

**FROM:** Port Washington Adult Community Senior Center Program Manager

**DATE:** April 10, 2024

**SUBJECT:** Monthly Report

The St Patrick's Day Lunch with the County ADRC Café 60 was a success with the maximum of 50 participating. The afternoon St. Patrick's Music drew about 54 attendees, a combination of those at lunch and those who attended the music only.

The Annual Memorial, Hal Johnson & John Maynard, 8-Ball Tournament with Chili Soup supper had over 30 attendees. The Bingo game will now become a memorial event for all other members. This is an opportunity for membership to acknowledge their friends and contributions to programs and the center. The event is sponsored in part by memorial donations, the game day sponsor, Walmart & Port Washington Piggly Wiggly.

The Manager and Assistant have been working to finalize the 2023 Annual Report. With a few corrections, it will be emailed out to the Council and Commission on Aging members by Monday, April 15.

The Center Staff is finalizing the Ozaukee Senior Games Application and working on distribution. Participants are age 55 and older as of May 1, 2024. Applications are due in by May 13 to the Port, Grafton, or Cedarburg Senior Centers. The opening ceremony and social will be in conjunction with the competitive or recreational walk on Wed. May 29. Sponsors for this event are Gold: Aging and Disability Resource Center & the Nancy Lawrence Realty Group. Silver: PW State Bank and Village Point Capri Communities, Bronze: Eernisse Funeral Home & Cremation Services.

Final planning is underway for the May 16 Spring Fling with Volunteer Recognition. This annual event serves as the annual meeting for the Friends of the Port Washington Senior Center. It is also an opportunity to thank the over 75 members who donate time as office volunteers, newsletter assemblers, game or program leaders, Board members, and Community Ambassadors (the Senior Singers).

The Center Intern in Fitness, Ava Mesa, from Moraine Park Technical College, is finishing her internship hours early. Her last day is April 12. This will leave a hole in physical wellness programs. HR is or has posted the Contract Instructor opening on Indeed. Follow up is being done to have it on the city website. It will also be posted in the local newspaper.

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO: Common Council**

**FROM: Gary Peterson, Bldg. Inspector**

**DATE: April 10, 2024**

**SUBJECT: Building Inspection Monthly Report**

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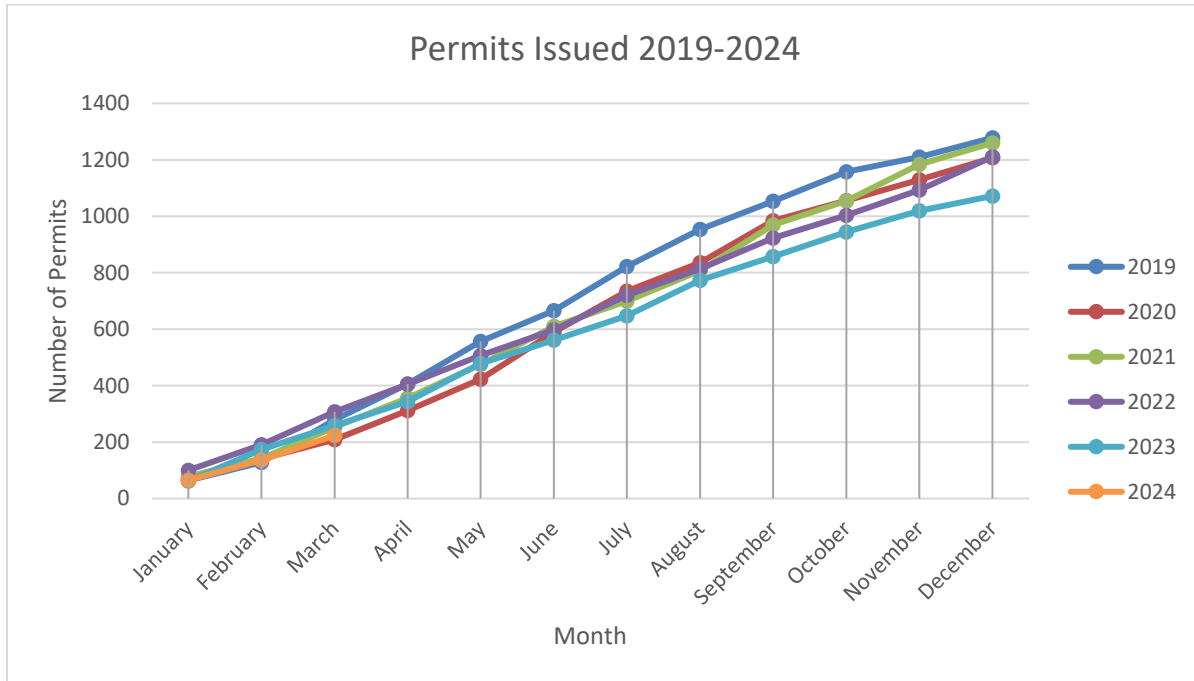
**BACKGROUND:** For the month of March the department issued the following type/number of permits:

Change of Occupancy - 2  
Commercial and/or Industrial New – 0  
Commercial Building Permit Alterations – 2  
Commercial Building Permit Misc – 1  
Commercial Building Permit Roof - 1  
Electrical – 15  
HVAC – 18  
Plumbing – 18  
Razing, Moving - 0  
Deck – 3  
Residential Driveway - 1  
Fence - 4  
Windows – 2  
Siding - 1  
Garages – 1  
Misc, Reroof, Shed, Fence, Etc. – 10  
Residential Foundation Repair - 1  
Residential Remodeling –2  
Residential New Single Family – 1  
Residential New Two Family - 0  
Signs – 1  
Water Meter – 3  
Sprinkler - 0

This is a total of 87 permits with \$15,013.20 in fees collected.

## Building Inspection

The two charts below provide the number of permits issued and the fees collected during the past several years. The 2024 data will be entered monthly into the charts to make a comparison with past years. The permit fee information for 2019 and 2020 included impact fees, and therefore was not entered, as a direct comparison could not be made with 2021, 2022, and 2023.





# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

**FROM:** Mark Emanuelson, Finance Director

**DATE:** April 16, 2024

**SUBJECT:** Finance Department Monthly Update

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### **April 2024:**

**Annual Audit:** During the week of March 18<sup>th</sup>, the accounting firm of Clifton Larson & Allen had a team onsite to perform the city's 2023 annual financial audit. In 2023, staff was able to prepare many more of the entries identified as missing during the 2022 audit process. However, the auditors will continue to process the WRS and OPEB related entries for the city.

In 2023, staff completed the closing of several historical funds and accounts that will no longer be used moving forward. As part of that process, all of the city's capital and special project expenditures will now be budgeted and reported in a permanent capital fund by project.

Staff has also taken over the reporting responsibilities for the city's annual State Report C and the Water Utility's annual PSC report. These reports were previously done by the accounting firm under the city's auditing agreement and the terms of their scope of services.

Staff is also continuing to work to address two other historical issues with the city's auditors. First was the accrual of over \$1.2 million of general fund liabilities for employee rollover health reimbursement account balances. This practice is not consistent with Generally Accepted Accounting Practices (GAAP) in the general fund where only short term liabilities should be recorded. Conversely, in the city's enterprise funds, the water and wastewater utilities, these amounts should have been recorded in those funds and not as a part of the general fund liability.

The second issue will be to convert the Marina fund from a special revenue fund to an enterprise fund. An enterprise fund is a self-supporting government fund that sells goods and services to the public for a fee and does not rely upon property taxes to support operations. The Marina fund and operations clearly meet those parameters. This has several technical accounting implications for the transition and may or may not be completed as part of the 2023 audit.

**PSC reporting:** The water utility's annual PSC report is due May 1<sup>st</sup>. Staff has begun the transition to map the city's GL accounts to the correlating PSC reporting lines and are preparing the other non-financial worksheets that will be needed to complete this report. This is one of the city's major annual reports and staff will begin to prepare the documents for submission as soon as possible after the final audit review entries have been processed.

**State Report C:** The city's annual State of Wisconsin Municipal Finance Report C is also due May 1<sup>st</sup> but has an automatic deadline extension until May 15<sup>th</sup>. Staff has begun the transition to map the city's GL accounts to the correlating State C reporting lines and other worksheets that will be needed to complete this report. This is one of the city's major annual reports and staff will begin to prepare the documents for submission as soon as possible after the final audit review entries have been processed.

**Other reports:** In April, staff will also be filing the city's room tax report, expenditure restraint report, and the ARPA annual report to the applicable authorities.

**Financial Software Implementation:** Over the course of the next 12 months, the city will be implementing a new financial software system from the firm BS&A. While we are in the queue for implementation, our implementation team has not yet been assigned as they work to complete previous engagements. In advance of the formal implementation process staff has begun to receive pre-implementation documentation requests from the vendor. These will be completed by the Finance Department with the assistance and feedback of other department heads as needed. Formal implementation is expected to begin in May.

**5-Year Financial Plan:** Staff has begun the preparation and roll forward of the worksheets for the city's 2025-2029 5-year financial plan to reflect updated information since the previous plan. A review of future infrastructure needs and capital projects for the next 5 years will begin in May.

**1<sup>st</sup> Quarter Budget Report:** Preparation of the 1<sup>st</sup> quarter budget reports will begin in the last week of April after most of the accounts payable invoices for March and other accounting entries have been processed. This report will be presented to the General Government and Finance Committee on May 7<sup>th</sup>.

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** General Government & Finance Committee and Common Council

**FROM:** Mark Mitchell, Fire Chief & Kevin Hingiss, Police Chief

**DATE:** Wednesday, April 16, 2024

**SUBJECT:** Consideration and Possible Action to Approve a Joint Powers Agreement Between the Ozaukee County Sheriff's Office and the City of Port Washington

---

**ISSUE:** Should the General Government & Finance Committee and Common Council approve a Joint Powers Agreement Between the Ozaukee County Sheriff's Office and the City of Port Washington for the Ozaukee County 911 System?

**STAFF RECOMMENDATION:** Staff recommends approving the Joint Powers Agreement with the Ozaukee County Sheriff's Office.

**RECOMMENDED MOTION:** "I move to approve the Joint Powers Agreement between the City of Port Washington and the Ozaukee County Sheriff's Office with respect to the Ozaukee County 911 System." OR "Move to approve staff's recommendation."

**BACKGROUND/DISCUSSION:** Wisconsin State Statute 256.35 (9) requires public agencies that utilize a joint 911 dispatch center to renew their Joint Powers Agreement annually. Through this agreement, Ozaukee County provides 911 dispatch services, and the City agrees to provide firefighting, law enforcement, ambulance, or other emergency service resources when requested.

**STRATEGIC PLAN:**

1. **Strategic Direction:** Creating Accountability through Policies and Procedures
2. **Impact on Strategic Direction:** This process aligns with a joint jurisdictional 911 service for public agencies.

**LEGAL:**

1. **City Attorney Review:** No.
2. **Legal Comments & Conclusions:** Not applicable.
3. **Statutory References:** Not applicable.

**FISCAL IMPACT:**

1. **Amount of Recommendation/Cost of Project:** Not applicable.
  - a. Initial Project Cost Estimate: Not applicable.
  - b. Approved Budget Project Cost: Not applicable.
  - c. Prior Year Expenditures: Not applicable.
  - d. Total Project Costs to Date: Not applicable.
2. **Source of Funding:** Not applicable.
3. **Operating and Maintenance Cost:** Not applicable.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION:** The General Government and Finance Committee will need to meet prior to the Common Council to consider this agreement.

**PUBLIC OUTREACH:** Not applicable.

**IF APPROVED, NEXT STEPS:** Once approved, the agreement will be executed by the City and submitted to the Ozaukee County Sheriff's Office.

**ATTACHMENTS:** Notification letter and associated agreement.



# Ozaukee County Sheriff's Office

**Christy Knowles, Sheriff**

1201 S Spring St • PO Box 245

Port Washington, WI 53074-0245

262-284-7172 (Local) • 262-284-8490 (Fax)

[www.ozaukeesherriff.com](http://www.ozaukeesherriff.com)



To All Ozaukee County E911 Municipalities:

Enclosed is the Joint Powers 911 Agreement required by State Statute ~~256.395(9)~~

*no such statute.  
256.35(9).*

The Statute requires an annual renewal of the Agreement. A space is provided for signing & authorization by your Mayor, Administrator, Clerk, Chairman, or other designee.

Please do the following:

Sign, date, and return one copy to the Sheriff's Office by May 01, 2024. You can return your signed & approved agreement via email to:

[ozaukeecountysheriff@ozaukeecounty.gov](mailto:ozaukeecountysheriff@ozaukeecounty.gov)

Please keep one copy of the agreement for your records.

Thank you for your assistance in this matter.

Sincerely

Sheriff Christy Knowles

**JOINT POWERS AGREEMENT BETWEEN  
OZAUKEE COUNTY SHERIFF'S OFFICE AND THE  
City of Port Washington**

WHEREAS, Ozaukee County and municipalities located within the boundaries of Ozaukee County have implemented a 911 System to provide emergency services, including firefighting, law enforcement, ambulance, medical, and other emergency services, to residents of the county and the municipalities and


WHEREAS, Wis.Stat.256.35(9) requires that public agencies implementing such a 911 System shall annually enter into a Joint Powers Agreement, specifics that the Joint Powers Agreement shall be applicable daily, and states that the Joint Powers Agreement shall provide that if an emergency services vehicle is dispatched in response to a request through the Ozaukee County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside of the vehicles normal jurisdictional boundaries; and

NOW, THEREFORE, in consideration of the mutual agreements, conditions, and promises contained herein, Ozaukee County and the City of Port Washington (hereinafter referred to as "the Municipality") agree as follows:

1. This Agreement shall become effective on April 1, 2024, and shall continue in effect and be applicable on a daily basis for a period of one year thereafter.
2. If an emergency services vehicle operated by the Municipality (or operated by an agency with which the Municipality contracts) is dispatched in response to a request through the Ozaukee County 911 System, such vehicle (whether owned and operated by the Municipality or by a contracting agency) shall render its services to the persons needing the services regardless of whether the vehicle is operating outside of the vehicle's normal jurisdictional boundaries or outside of the boundaries as defined by the contract between the Municipality and the contracting agency.
3. A copy of this Agreement shall be filed with the Wisconsin Department of Justice as required by Wis.Stat.256.35(9)(c).

Ozaukee County Sheriff's Office:

City of Port Washington:

By:  \_\_\_\_\_

By: \_\_\_\_\_

Title: Sheriff

Title: \_\_\_\_\_

Date: \_\_\_\_\_ 04/01/2024 \_\_\_\_\_

Date: \_\_\_\_\_

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** General Government & Finance Committee and Common Council

**FROM:** Susan Westerbeke, City Clerk

**DATE:** Tuesday, April 16, 2024

**SUBJECT:** Consideration and Possible Action on Appointment of Successor Agent for Retail License (Moonlight Tavern LLC, 101 E. Main Street)

---

**ISSUE:** Should the General Government & Finance Committee and Common Council approve a request from the owners of Moonlight Tavern LLC for the appointment of a successor agent, Anders Dowd?

**STAFF RECOMMENDATION:** The City Clerk has reviewed the request and recommends approval as presented.

**RECOMMENDED MOTION:** "I move to approve the appointment of successor agent Anders Dowd for Moonlight Tavern, LLC as presented."

**BACKGROUND/DISCUSSION:** This appointment of successor agent comes at the owners request and follows the statutory requirements for this process. Anders Dowd will replace Angel Tello as agent for Moonlight Tavern, LLC.

### STRATEGIC PLAN:

1. **Strategic Direction:** Creating Accountability through Policies and Procedures
2. **Impact on Strategic Direction:** This process is in alignment with the licensing procedures of the City.

### LEGAL:

1. **City Attorney Review:** No
2. **Legal Comments & Conclusions:** N/A
3. **Statutory References:** N/A

### FISCAL IMPACT:

1. **Amount of Recommendation/Cost of Project:** N/A

Initial Project Cost Estimate: N/A

Approved Budget Project Cost: N/A

Prior Year Expenditures: N/A

Total Project Costs to Date: N/A

2. **Source of Funding:** N/A
3. **Operating and Maintenance Cost:** N/A

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION:** The General Government and Finance Committee will have met prior to this meeting to consider this request.

**PUBLIC OUTREACH:** N/A

**IF APPROVED, NEXT STEPS:** Once approved the establishment will receive an updated Alcohol License with the name of the new agent included.

**ATTACHMENTS:** None.

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

**FROM:** Rob Vanden Noven, Director of Public Works

**DATE:** April 16, 2024

**SUBJECT:** Consideration and Possible Action on a Three Party Design Services Contract between Toole Design Group, LLC and the Wisconsin Department of Transportation for a Bicycle and Pedestrian Study

---

**ISSUE:** Should the City enter into a three party design services contract between Toole Design Group, LLC and the Wisconsin Department of Transportation for a Bicycle and Pedestrian Study?

**STAFF RECOMMENDATION:** Staff recommends approval of the three party design services contract between Toole Design Group, LLC and the Wisconsin Department of Transportation for a Bicycle and Pedestrian Study

**RECOMMENDED MOTION:** I move to approve the staff recommendation.

**BACKGROUND/DISCUSSION:** The project being proposed is an updated Bicycle/Pedestrian Plan to replace the City's 1996 Bike/Ped Plan. The City's sidewalk system is extensive, yet there are many gaps which should be identified for planning purposes. The Interurban Trail, a multi-use path which is primarily off-street, would benefit from planning to identify additional opportunities to allow improved access to the trail by all potential users. This plan will be used to inventory and map all existing bicycle and pedestrian facilities, identify gaps in the bike/ped network, perform public outreach including stakeholder interviews and public workshops, identify opportunities, and create a vision for the future of Port Washington's bicycle and pedestrian network. This plan will communicate the vision of Port Washington as a place that is bicycle and pedestrian friendly for users of all ages and abilities, and enable decision makers to more clearly plan and construct future bicycle and pedestrian improvements.

In 2022, the City was awarded a Wisconsin Department of Transportation (WisDOT) Transportation Alternatives Program (TAP) grant to pay for 80% of the cost of the plan. The cost of the proposed plan is approximately \$75,000, with \$60,000 being reimbursed by WisDOT.

In 2023, the City sought proposals through an advertisement on the Wisconsin Planner's Association website. In January 2024, three proposals were received (Vandewalle & Assoc., HKGi, and Toole Design Group), reviewed and scored by the City Planner, the City Engineer, and myself per WisDOT's process for Quality Based Selection of professional services. Based on their experience, personnel, and approach, City staff selected Toole Design Group, LLC, a firm which specializes in alternative transportation projects. Toole has 18 offices nationwide, with its local office in Madison, WI, and its headquarters in Boston, MA. The project scope and associated fees were negotiated per WisDOT's required process, and the contract has been reviewed and approved by WisDOT.



**STRATEGIC PLAN:**

1. **Strategic Direction:** Pursuing Stakeholder Alignment Through Communication, and Ranking Priorities to Identify Funding Sources.
2. **Impact on Strategic Direction:** This project will create a plan which incorporates community input and provides a vision for future bike/ped network improvements capitalizing on State grant funding.

**LEGAL:**

1. **City Attorney Review:** Yes
2. **Legal Comments & Conclusions:**
3. **Statutory References:**

**FISCAL IMPACT:**

1. **Amount of Recommendation/Cost of Project:** \$74,948 (\$15,000 local share)  
Initial Project Cost Estimate: \$75,000  
Approved Budget Project Cost: \$75,000 (80% reimbursed by WisDOT)  
Prior Year Expenditures: \$0  
Total Project Costs to Date:\$0
2. **Source of Funding:** 2024 CIP for Street Improvements
3. **Operating and Maintenance Cost:** N/A

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION:** The Common Council approved Resolution 2022-5 on February 15, 2022, supporting the grant application for this project

**PUBLIC OUTREACH:** This project will include numerous outreach events and stakeholder interviews.

**IF APPROVED, NEXT STEPS:** Execute Agreement and forward to WisDOT for signature. Plan completion is anticipated by May 2025.

**ATTACHMENTS:** Contract/Scope of Services

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT  
SIGNATURE PAGES

ENGINEERING SERVICES CONTRACT  
BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION,  
CITY OF PORT WASHINGTON (MUNICIPALITY),  
AND TOOLE DESIGN GROUP, LLC (CONSULTANT) FOR

Project 4822-05-02  
City of Port Washington Bicycle and Pedestrian Study  
Non Hwy, Ozaukee County

This CONTRACT made and entered into by and between the DEPARTMENT, MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in the City of Port Washington and producing a bicycle and pedestrian plan. This is a TAP project and will be handled with municipal pay. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The DEPARTMENT and MUNICIPALITY deem it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under sec. 84.01(13), Wis. Stats.

The DEPARTMENT REPRESENTATIVE is: Stephanie Mertens, Local Program Project Manager; 4822 Madison Yards Way, Madison WI 53705; [stephanie.mertens@dot.wi.gov](mailto:stephanie.mertens@dot.wi.gov), 608-266-9507.

The MUNICIPALITY REPRESENTATIVE is: Rob Vanden Noven, Director of Public Works; PO Box 307, 100 W Grand Avenue, Port Washington, WI 53074; [rvandenoven@portwashingtonwi.gov](mailto:rvandenoven@portwashingtonwi.gov); 262-268-4267.

The CONSULTANT REPRESENTATIVE is: Ciara Schlichting; Director of Operations, Midwestern US; 212 Third Avenue North, Suite 352, Minneapolis, MN 55401; [cschlichting@tooledesign.com](mailto:cschlichting@tooledesign.com); 612-584-4094 x501.

The CONSULTANT SERVICES will be performed for the DEPARTMENT's Hill Farms located in Madison, WI and will be completed by December 31, 2025. Deliver PROJECT DOCUMENTS to 4822 Madison Yards Way, Madison, 6<sup>th</sup> Floor South, Madison, WI 53705 unless other directions are given by the DEPARTMENT.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

DEPARTMENT       MUNICIPALITY

The CONSULTANT will be compensated by the MUNICIPALITY for services provided under this CONTRACT on the following basis:

For bicycle and pedestrian planning services performed by CONSULTANT, ACTUAL COSTS to the CONSULTANT up to \$69,552.40, plus a fixed fee of \$5,395.06, not to exceed \$74,947.46.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$74,947.46.

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three Party Design Engineering Services Contract, dated October 18, 2023 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these standard provisions.


This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 9 pages.

Nothing in this CONTRACT accords any third party beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

For the DEPARTMENT

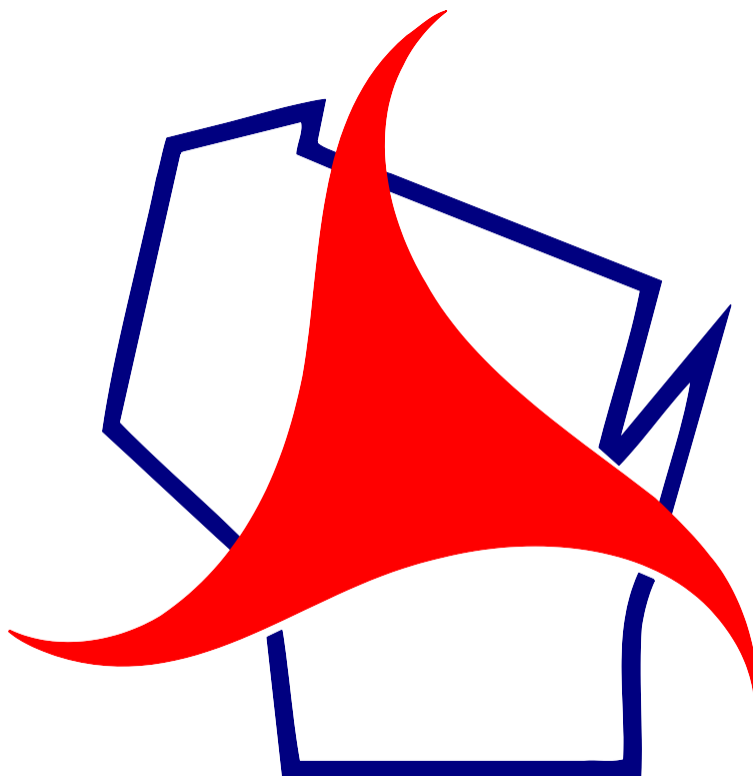
DocuSigned by:  
  
BY: 3E00B14EC26F460...  
Title: Director of Operations, Midwestern US  
Date: March 28, 2024

By: \_\_\_\_\_  
Contract Manager, WisDOT  
Date: \_\_\_\_\_

For the MUNICIPALITY

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## Three-Party Design Contract Special Provisions



*January 03, 2017*

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# THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS

Revised 05/26/2016

The following are recommended special provisions for the design contract to be inserted behind the standard provisions.

## VI. SPECIAL PROVISIONS

Section(s) \_\_\_\_\_ is (are) amended to substitute the DEPARTMENT for the MUNICIPALITY.

### SCOPE OF SERVICES

#### A. DESIGN REPORTS

Not part of this CONTRACT.

#### B. ENVIRONMENTAL DOCUMENTATION

Not part of this CONTRACT.

#### C. AGENCY COORDINATION

Not part of this CONTRACT.

#### D. RAILROAD/ UTILITY INVOLVEMENTS

Not part of this CONTRACT.

#### E. PUBLIC INVOLVEMENT

- (1) Develop a Public Participation Plan as detailed under P.(1) Task 2.2
- (2) Conduct the following public involvement activities and meetings:
  - (a) Participate in up to three meetings of the Steering Committee.
  - (b) Conduct or assist the MUNICIPALITY in holding p to 3 pop-up public meetings to explain to the public concepts and probable impacts of this PROJECT and solicit input.
  - (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meetings.
  - (c) Prepare a summary report after the public involvement meetings.
  - (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting(s).
  - (e) Meeting details are provided in P.(1) Tasks 2.2 and 2.3.
- (3) Public Online Mapping Survey :

- (a) Prepare and host 1 online mapping survey to solicit public input and provide information about the project to the public.
- (b) Prepare a summary report of comments received through the survey site.
- (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting(s).
- (e) Details are provided in P.(1) Task 2.5.

**F. MEETINGS**

- (1) Biweekly meeting(s) shall be held to plan, review, and coordinate the PROJECT with the MUNICIPALITY'S staff during the duration of the project. Meetings are further detailed in P.(1) Task 1.2.

**G. LOCATING**

Not part of this CONTRACT.

**H. SURVEYS**

Not part of this CONTRACT.

**I. SOILS AND SUBSURFACE INVESTIGATIONS**

Not part of this CONTRACT.

**J. ROAD PLANS**

Not part of this CONTRACT.

**K. STRUCTURE PLANS**

Not part of this CONTRACT.

**L. PLATS**

Not part of this CONTRACT.

**M. HIGHWAY SYSTEM CHANGES**

Not part of this CONTRACT.

**N. TRAFFIC**

Not part of this CONTRACT.

**O. SERVICES PROVIDED BY THE MUNICIPALITY**

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

- 1. Provide relevant plans and data as requested by the CONSULTANT under P.(1)
- 2. Participate in meetings with the CONSULTANT and the public as detailed in P.(1)
- 3. Reserve meeting space for Public Meetings and events under P.(1) Task 2

4. Review and provide comments on deliverables provided by the CONSULTANT under P.(1)

## **P. SERVICES PROVIDED BY THE CONSULTANT**

- (1) The Consultant shall conduct the following tasks and prepare, draft, and submit the following reports for the City of Port Washington Bicycle and Pedestrian Plan:

### **TASK 1: PROJECT MANAGEMENT**

#### TASK 1.1 WORK PLAN AND KICKOFF MEETING

Toole Design Group will prepare a work plan that includes:

- A scope of work that provides detail on project tasks and objectives
- A project schedule that depicts the order of each task in this scope of work, internal deadlines and review periods, and preliminary dates or time periods for stakeholder and public engagement activities
- Establishment of communication channels and points of contact

Toole Design Group will host a kickoff meeting with City staff to review the work plan and seek feedback. After the kickoff meeting, Toole Design Group will revise the work plan, as needed, to reflect discussions in the kickoff meeting.

Toole Design Group will submit an email request that identifies data needs, prior plans and studies, and other resources that will be used during the development of the plan.

#### Task 1.1 Toole Design Group Deliverables

- Work plan (draft and final)
- Data request email
- Kickoff Meeting agenda and notes/summary

#### TASK 1.2 ONGOING MANAGEMENT AND ADMINISTRATION

Toole Design Group will schedule a monthly call with City staff to provide updates on the project's status, discuss any outstanding project needs, and solicit feedback on the project. Toole Design Group will prepare brief agendas before each call and summary notes, next steps, and/or to-do lists afterwards.

Toole Design Group will prepare and submit monthly progress updates and will identify any potential issues or obstacles to completing tasks. Progress reports and invoices will be submitted via email each month.

#### Task 1.2 Deliverables

- Monthly (14) coordination calls, plus agendas and notes/summaries for each
- Monthly progress reports

### **TASK 2: PUBLIC AND STAKEHOLDER ENGAGEMENT**

#### TASK 2.1 PROJECT LOGO

Toole Design Group will create a logo for the project that can be on materials throughout the process. The logo will align with City guidelines, as provided by City staff.

#### Task 2.1 Deliverables



- Up to 3 draft logos
- Final logo

#### TASK 2.2 PUBLIC PARTICIPATION PLAN AND REPORTING

Toole Design Group will meet with City staff to develop a public participation strategy to guide engagement with the community and key stakeholders. We envision refining this strategy with the project Steering Committee. There will be three main approaches to public engagement:

- Broad outreach efforts using online surveys, interactive maps, and social media
- Agency staff meetings and interviews
- In-person pop-up engagement to talk with people of who historically have not participated or been excluded from planning processes

The public participation strategy will emphasize the following:

- Interagency coordination and cooperation
- Meeting with various City committees who can help guide plan development and provide direction on implementation
- Attracting a broad and diverse audience, reaching beyond active bicyclists, to engage people of all ages, abilities, genders, races/ethnicities, and incomes
- Using City and other existing community communication methods (e.g., school newsletters) to promote the project, direct people to online resources, and announce project meetings and commenting opportunities

We anticipate engagement structured around three phases:

- Phase 1: Raising awareness of the project, assessing community values and preferences, identifying needs, and visioning
- Phase 2: Presenting the proposed bicycle and pedestrian framework and network, priority projects, and other key project recommendations for review and feedback
- Phase 3: Presenting the draft Plan for review and comment

#### Task 2.2 Deliverables

- Public Participation Plan (draft and final)
- Summaries of public input (draft and final) associated with each of the above engagement phases

#### TASK 2.3 STEERING COMMITTEE MEETINGS

Toole Design Group will facilitate up to three Bicycle and Pedestrian Plan Committee (BPPC) meetings. Two meetings will be virtual and the third will be combined with a group walk. The City will be responsible for scheduling the meetings and reserving and needed meeting space.

#### Task 2.3 Deliverables

- Agendas, presentation materials, and meeting notes for up to three BPPC meetings

#### TASK 2.4 CITY STAFF INTERVIEWS

Toole Design Group will facilitate up to four half-hour interviews with relevant City staff to understand City processes and discuss plan recommendations. Toole Design Group will work with City staff to determine who to involve in these interviews. Toole Design Group will develop agendas, presentation materials (if needed), and facilitate and summarize the meetings. We anticipate some of the meetings will be virtual, others in-person. The City will be responsible for reserving meeting space for any in-person meetings.

#### Task 2.4 Deliverables

- Agendas, presentation materials, and meeting notes for up to four meetings

#### TASK 2.5 ONLINE ENGAGEMENT

**Online Interactive Map:** Toole Design Group will develop an online mapping tool that allows participants to describe their current walking and biking habits, identify barriers and opportunities for walking and biking, and input data related to walking and bicycling conditions and needs. This feedback will be used when creating recommendations and priority projects.

**Social Media Copy and Graphics:** Toole Design Group will create up to five social media blasts for Facebook, Instagram, and/or X (Twitter) to promote the Plan and opportunities to engage. The City will be responsible for posting to their social media channels.

**Virtual Focus Groups:** Toole Design Group will plan, facilitate, and summarize up to three virtual focus groups to solicit input from key stakeholder groups, which may include the Greater Port Washington Business Improvement District (BID), school district staff, health and wellness stakeholders, or school district representatives, among others.

#### Task 2.5 Deliverables

- Online survey and web map summary of input, and database of input/comments in GIS format
- Up to five social media posts about the project
- Up to three virtual focus groups, including agendas and summary notes
- Engagement summary memo

#### TASK 2.6 IN-PERSON ENGAGEMENT

**Group Walk:** In conjunction with one of the committee meetings in Tasks 2.2, the Toole Design Group will organize and participate in a walking tour with a cross-section of community members and local agency staff. This will be an opportunity to get a general overview of existing conditions in popular walking and bicycling areas of the City, discuss key issues and concerns with stakeholders. The walk will be followed by a short meeting to review and confirm any issues, decisions, or potential solutions that came up during the tour. Toole Design Group will provide one staff member for the walk/ride. The City will be responsible for ride/walk invitations.

**Intercept/Pop-up Events:** Pop-up events may be held at large community events or prominent locations (such as farmers markets, schools, parks, downtown, and festivals) to reach a broad cross-section of community members. Toole Design Group will prepare materials and a method (questionnaire or activity) to generate input and facilitate one event with a City staff member. The materials will be given to City staff for their use at additional events.

#### Task 2.6 Deliverables

- One group walk, scheduled in conjunction with a Committee meeting
- Up to three intercept/pop-up events, including materials

### **TASK 3: EXISTING CONDITIONS**

#### TASK 3.1 INVENTORY OF THE SYSTEM

Toole Design Group will assemble available data provided by the City, as well as open-source datasets, into a base map. The base map will serve as the foundation for all planning efforts, including network plan development and final recommendations. Depending on the data available, the base map will highlight existing and previously planned bike facilities, sidewalks, and trails; crashes; user/traffic counts; and other data provided by the City and open source

resources. This data inventory will be ground truthed through a field visit. Iterations of the base map illustrating existing networks will be created and shared to confirm accurate representation of the data received.

Task 3.1 Deliverables

- Map of existing biking and walking infrastructure (draft and final) in PDF format

TASK 3.2 PLAN AND POLICY REVIEW

Toole Design Group will review key existing plans and policies provided by the City that impact walking and bicycling in Port Washington. This will include Resolution 2018-01 (Complete Streets Policy), 2015 Resolution on Street Design, 1996 Bike/Ped Plan, 2022 Comprehensive Outdoor Recreation Plan, Future Land Use Plan, Downtown Plan, and the City's Municipal Code and Zoning Ordinances. Additional plans may be reviewed based on input from the project. The City will provide all plans/policies to be reviewed in PDF or other accessible format.

Toole Design Group will prepare a memo that identifies how each plan and policy relates to the design and construction of streets, bicycle and pedestrian facilities, and potential growth in the City's land use and recreational spaces that may change how and where people walk and bike.

Task 3.2 Deliverables

- Plan and policy review memo (draft and final)

**TASK 4: RECOMMENDATIONS**

TASK 4.1 VISION AND GOALS

Toole Design Group will develop a vision for biking and walking in Port Washington based on past planning efforts, collaboration with committees, dialog with the community, and the desire to increase the numbers of people walking and biking in the City. Toole Design Group will develop key goals based on the five goals the City outlined in the project RFP. These goals will shape all aspects of the plan—from the network vision to policy and program recommendations to project prioritization and implementation.

Task 4.1 Deliverables

- Vision statement and project goals for active transportation (draft and final)

TASK 4.2 POLICY AND PROGRAMMATIC RECOMMENDATIONS

Toole Design Group will collaborate with City staff to develop action-oriented policy and programmatic recommendations designed to achieve the goals developed in Task 4.1. We anticipate the recommendations will be oriented around the following:

- Updating Municipal Code ordinances or zoning related to active transportation, including bicycle parking, land development practices, and safe walking, biking, and driving behaviors
- Amending the Comprehensive Plan and guiding documents
- Supporting community-led encouragement programs
- Designing hands-on education and PR/media strategies to increase safety
- Leading or supporting Safe Routes to School initiatives
- Eliminating barriers to walking/biking in Port Washington, especially for students

Task 4.2 Deliverables

- Outline of proposed policy and program recommendations for review
- Policy and program recommendations memo (draft and final)

### TASK 4.3 STANDARDS FOR FACILITY SELECTION

Toole Design Group will summarize the diversity of users we are planning for and developing a hierarchy of walking and bicycling facility types that best serves those users. Toole Design Group will develop a facility selection guide based on national best practices and guidance that considers local context including street conditions and the design user, and provide graphical depictions of each facility.

#### TASK 4.3 DELIVERABLES

- Graphics and/or text describing the diversity of user types and their various needs (draft and final)
- Bicycle and pedestrian facility selection guide (draft and final)

### TASK 4.4 NETWORK PLAN

Toole Design Group will collaborate with City staff to develop a network plan that includes 1) trails, 2) on-street bicycle facilities, including formal bike routes throughout the City, and 3) sidewalks and pedestrian crossings. The network plan will be based on past planning efforts, engagement feedback, analysis tasks, and project feasibility. Toole Design Group will consider the unique needs and objectives of each type of connection while looking holistically at these as interrelated networks. Toole Design Group will examine each project to ensure that constraints are known at the outset and that projects unlikely to be built do not make their way into the primary network.

#### Task 4.4 Deliverables

- Map of network improvements (draft, revised draft, and final)
- GIS database of the network plan identifying facility type and implementation information (draft)

## **TASK 5: IMPLEMENTATION STRATEGY**

### Task 5.1 A PATHWAY TO GOLD: POLICY AND PROGRAM RECOMMENDATIONS

Toole Design Group will review plan recommendations and identify which are required or necessary to assist the City gain Bicycle Friendly Community (BFC) Designation, and/or Walk Friendly Community (WFC) designation. The BFC and WFC programs provide a set of performance measures and benchmarks that can assist Port Washington measure success, including target percentage of people commuting by bicycle. These recommendations will be highlighted within a “Pathway to Gold” memo and highlighted within the Plan document.

#### Task 5.1 Deliverables

- Pathway to Gold recommendations memo (draft and final)

### TASK 5.2 PRIORITIZATION, SCHEDULE, AND FUNDING

This subtask includes three elements designed to set the City up for success and move quickly to implementing the vision: developing a prioritization process, creating a schedule that can easily be translated to the City’s CIP, and identifying funding opportunities.

**Prioritization:** Toole Design Group will develop a prioritization process to rank projects for potential implementation priority. Toole Design Group will work with City staff to develop evaluation criteria and will run the prioritization analysis to rank all projects developed in Task 4.4.

**Schedule and Costs (Project Priority Phases):** Toole Design Group will develop planning level costs for recommendations developed in Task 4.4 based on high-level facility unit costs. Based on these costs, project prioritization, and general project feasibility, Toole Design Group will work with City staff to divide the project list into the following categories:

- **Near-term projects:** High-visibility projects that are typically lower-cost and can be implemented within one to two years of the Plan completion. May also include projects that may be more costly but are catalysts for network build-out or address significant safety concerns.
- **Mid-term projects:** Projects that can be implemented as streets are resurfaced or reconstructed or built with capital or grant funding within 5 years of Plan completion.
- **Full build:** A final network phase reserved for major projects like bridges and trails that may require additional study or property acquisitions, or for projects with significant benefits but that require additional study and stakeholder engagement.

**Funding Opportunities:** Toole Design Group will work with the City to develop a summary of funding opportunities that will be useful to City staff.

#### Task 5.2 Deliverables

- Prioritization factors and weightings, developed to advance project vision and goals (draft and final)
- Revised network plan GIS database including priority scores (revised draft) and project priority phase (final)
- Planning-level cost estimates by facility type and implementation approach (draft and final)
- List of projects by schedule or priority phase aligned with City funding levels (draft and final) in PDF or XLS format
- Summary description of funding opportunities and grants

### **TASK 6: PLAN ADOPTION**

#### TASK 6.1 DRAFT PLAN

Toole Design Group will develop an Initial Draft Plan in Word format for review by City staff and will make one round of revisions based on consolidated comments provided by the City. Following revision, Toole Design Group will provide a Draft Plan in PDF format for review by the BPPC, WisDOT, and the public for review and comment. The City will be responsible for consolidating comments from these groups. Toole Design Group will make one round of revisions and develop a Final Draft Plan for review and adoption by the City.

#### TASK 6.1 DELIVERABLES

- Initial Draft Plan in Word format for content review by the City
- Draft Plan in PDF format for public and stakeholder review
- Final Draft Plan in PDF format

#### TASK 6.2 PRESENTATIONS TO COMMON COUNCIL

The Final Draft Plan will be presented to Common Council, with the presentation submitted to Council prior to the presentation for review. The presentation and speaker notes will be provided to project staff if additional presentations are needed.

TASK 6.2 DELIVERABLES

- Final Draft Plan slide deck and speaker notes
- Presentation of Final Draft Plan at a Common Council

TASK 6.3 FINAL PLAN

After the plan is formally adopted, Toole Design Group will prepare a Final Plan that incorporates input received from stakeholders and elected officials.

TASK 6.3 DELIVERABLES

- Final plan in PDF format
- Design and mapping files used in the Final Plan
- Up to 5 printed copies of the Final Plan

**PROSECUTION AND PROGRESS**

- (1) The MUNICIPALITY shall report on the progress of the PROJECT as stipulated in the contract agreement. Standard benchmarks, consistent with DEPARTMENT’S internal staff benchmarks, will be reported monthly to the DEPARTMENT. The actual start, projected or actual finish date, and percent of work complete will be included for all relevant benchmarks on any project report required for delivery to DEPARTMENT staff. The report can be delivered in electronic format consistent with current DEPARTMENT standards (Microsoft Project), or on paper.
- (2) The CONSULTANT shall report on the progress of the PROJECT as stipulated in the contract agreement monthly to the MUNICIPALITY in electronic format.
- (3) Invoices shall be submitted to Rob Vanden Noven, Director of Public Works; PO Box 307, 100 W Grand Avenue, Port Washington, WI 53074; rvandenoven@portwashingtonwi.gov; 262-268-4267 in electronic format.
- (4) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, based upon CONSULTANT having received the Notice to proceed by April 15, 2024.

Milestone	Date
Kickoff Meeting	April 2024
Public Engagement Plan	June 2024
Public Meetings, Focus Groups, Online Survey	June 2024 – May 2025
Existing Conditions Memo	July 2024
Program & Policy Memo	November 2024
Network Recommendations Map and Tables	December 2024
Prioritization and Implementation Memo	February 2025
Draft Plan	March 2025
Final Plan	May 2025

**Certificate Of Completion**

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Certificate Pages: 5	Initials: 0
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Time Zone: (UTC-06:00) Central Time (US & Canada)	4822 Madison Yards Way
	Madison, WI 53705
	alex.utrup@dot.wi.gov
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3/27/2024 10:47:01 AM	alex.utrup@dot.wi.gov	
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**Signer Events**

Ciara Schlichting  
 cschlichting@tooledesign.com  
 Director of Operations, Midwestern US  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
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 Signed: 3/28/2024 12:31:24 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/27/2024 3:51:13 PM  
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Ted Neitzke  
 tneitze@portwashingtonwi.gov  
 Security Level: Email, Account Authentication (None)

Sent: 3/28/2024 12:31:26 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

CAU Consultant SG

Signing Group: CAU Consultant SG  
 Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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STEPHANIE MERTENS  
stephanie.mertens@dot.wi.gov  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Michelle Wallace-Frank  
michelle.wallacefrank1@dot.wi.gov  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Rob Vanden Noven  
rvandenoven@portwashingtonwi.gov  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	3/27/2024 10:52:48 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Wisconsin Department of Transportation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Wisconsin Department of Transportation:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: david.esse@dot.wi.gov

**To advise Wisconsin Department of Transportation of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at david.esse@dot.wi.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from Wisconsin Department of Transportation**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to david.esse@dot.wi.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Wisconsin Department of Transportation**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to david.esse@dot.wi.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> <li>•Allow per session cookies</li> <li>•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li> </ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Wisconsin Department of Transportation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Wisconsin Department of Transportation during the course of my relationship with you.

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO: Common Council  
General Government and Finance Committee**

**FROM: Roger Strohm, City Engineer**

**DATE: April 16, 2024**

**SUBJECT:** Consideration and Possible Action on Approval of Amendment Number 4 to the Thomas Drive Water Tower Lease Agreement with AT&T

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**ISSUE:** Should the City approve Amendment Number 4 to the Thomas Drive Water Tower Lease Agreement with AT&T?

**STAFF RECOMMENDATION:** Staff recommends approval of Amendment Number 4 to the Thomas Drive Water Tower Lease Agreement with AT&T.

**RECOMMENDED MOTION:** I move to approve Amendment Number 4 to the Thomas Drive Water Tower Lease Agreement with AT&T.

**BACKGROUND/DISCUSSION:** The City leases a portion of the property at the Thomas Drive Water Tower to AT&T for facilities and equipment necessary to support their antennas located on the water tower. This AT&T equipment currently does not have a backup power supply. Therefore, AT&T would like to add an emergency generator to be located within the area that they currently lease. Their current lease agreement does not define a generator as equipment included in the lease; therefore, an amendment to the lease is necessary.

AT&T will locate the generator within their current lease footprint and not require additional area to be fenced. Therefore, staff is not recommending a change in the lease payment.

**STRATEGIC PLAN:**

1. **Strategic Direction:** Creating Accountability Through Policies & Procedures
2. **Impact on Strategic Direction:** This project holds the City accountable by ensuring our lease agreement with AT&T is current.

**LEGAL:**

1. **City Attorney Review:** Yes.
2. **Legal Comments & Conclusions:** The amendment to the lease is appropriate.
3. **Statutory References:**

**FISCAL IMPACT:** None

1. **Amount of Recommendation/Cost of Project:**  
Initial Project Cost Estimate: \$0  
Approved Budget Project Cost: N/A

Prior Year Expenditures: \$0  
Total Project Costs to Date: \$0

2. **Source of Funding:** N/A
3. **Operating and Maintenance Cost:** None.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION:** The General Government and Finance Committee is reviewing this item prior to the City Council meeting.

**PUBLIC OUTREACH:** None.

**IF APPROVED, NEXT STEPS:** Execute the amendment.

**ATTACHMENTS:**  
Lease Amendment

Market: IL/WI  
Cell Site Number: WI1052  
Cell Site Name: Lions Park Water Tower  
Fixed Asset Number: 10083544

#### FOURTH AMENDMENT TO LEASE

THIS FOURTH AMENDMENT TO LEASE (“**Amendment**”), dated as of the latter of the signature dates below, is by and between City of Port Washington, a Wisconsin municipal corporation, having a mailing address of c/o City Administrator, 100 West Grand Avenue, Port Washington, WI53074 (“**Landlord**”) and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address of 1025 Lenox Park Blvd NE, 3<sup>rd</sup> Floor, Atlanta, GA 30319 (“**Tenant**”).

WHEREAS, Landlord and Tenant (or its affiliate or predecessor in interest) entered into a Lease dated October 14, 1998, as amended by First Amendment to Lease dated November 14, 2008, and as amended by Second Amendment to Lease dated January 26, 2016, and a further amended by Third Amendment to Lease dated February 25, 2021, whereby Landlord leased to Tenant certain Premises, therein described, that are a portion of the Property located at 428 Thomas Drive, Port Washington, WI 53074 (collectively, the “**Lease**”); and

WHEREAS, Landlord and Tenant, in their mutual interest, wish to amend the Agreement as set forth below accordingly.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant agree as follows:

1. **Generator.** Tenant shall have the right to install, repair, maintain, modify, replace, remove, utilize and operate (including but not limited to operate as may be required by applicable law) equipment within the Leased Premises including without limitation a concrete pad and generator thereon, including back-up power supply, as described on the attached Exhibit B-3 (collectively, the “**Generator**”). The Generator shall be included within the definition of Equipment under the terms of the Agreement. The Generator shall remain the property of Tenant, and Tenant shall have the right to remove or modify it any time with prior approval from Landlord which will not be unreasonably withheld.
2. **Maintenance.** Landlord and Tenant agree that Tenant shall repair and/or replace, at its sole cost and expense, the broken fence on the Leased Premises, as shown in Exhibit B-3.
3. **Other Terms and Conditions Remain.** In the event of any inconsistencies between the Lease and this Amendment, the terms of this Amendment shall control. Except as expressly set forth in this Amendment, the Lease otherwise is unmodified and remains in full force and effect. Each reference in the Lease to itself shall be deemed also to refer to this Amendment.
4. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Lease.

Market: IL/WI  
Cell Site Number: WI1052  
Cell Site Name: Lions Park Water Tower  
Fixed Asset Number: 10083544

**IN WITNESS WHEREOF**, the parties have caused this Amendment to be effective as of the last date written below.

**LANDLORD:**

the City of Port Washington,  
a Wisconsin municipal corporation

**TENANT:**

New Cingular Wireless PCS, LLC,  
a Delaware limited liability company

By: AT&T Mobility Corporation  
Its: Manager

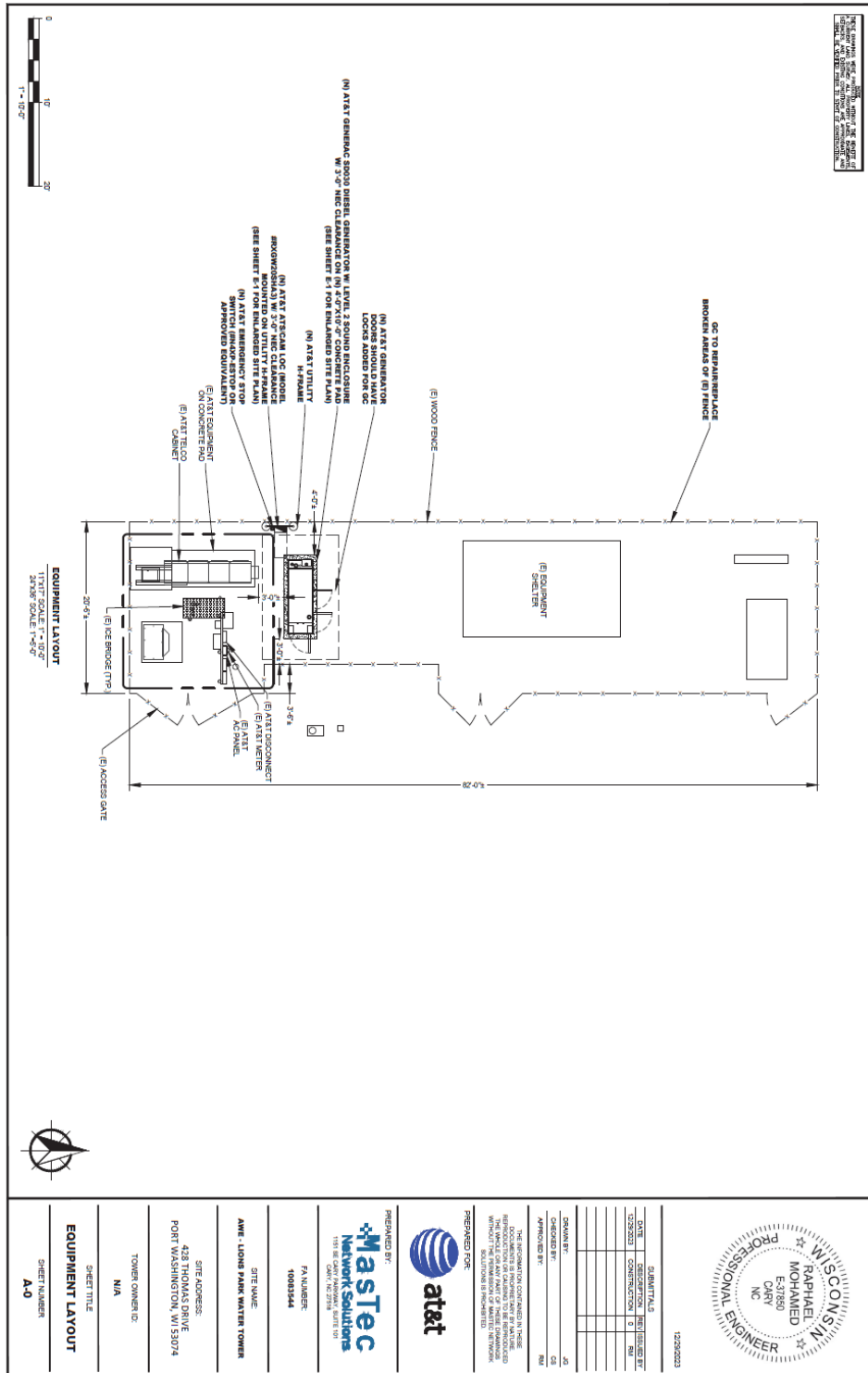
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Market: IL/WI  
 Cell Site Number: WI1052  
 Cell Site Name: Lions Park Water Tower  
 Fixed Asset Number: 10083544

EXHIBIT B-3





Market: IL/WI  
Cell Site Number: WI1052  
Cell Site Name: Lions Park Water Tower  
Fixed Asset Number: 10083544

**LANDLORD ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 202\_\_, by \_\_\_\_\_, personally came before me and acknowledged under oath that he:

- (a) is the Mayor of the City of Port Washington, a Wisconsin municipal corporation, the municipal corporation named in the attached instrument;
- (b) was authorized to execute this instrument on behalf of the municipal corporation; and
- (c) executed the instrument as the act of the municipal corporation.

Notary Seal

\_\_\_\_\_  
(Signature of Notary)

My Commission Expires: \_\_\_\_\_

Market: IL/WI  
Cell Site Number: WI1052  
Cell Site Name: Lions Park Water Tower  
Fixed Asset Number: 10083544

**LANDLORD ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 202\_\_, by \_\_\_\_\_ personally came before me and acknowledged under oath that she:

- (a) is the **City Clerk of the City of Port Washington, a Wisconsin municipal corporation**, the municipal corporation named in the attached instrument;
- (b) was authorized to execute this instrument on behalf of the municipal corporation; and
- (c) executed the instrument as the act of the municipal corporation.

Notary Seal

\_\_\_\_\_  
(Signature of Notary)

My Commission Expires: \_\_\_\_\_

Market: IL/WI  
Cell Site Number: WI1052  
Cell Site Name: Lions Park Water Tower  
Fixed Asset Number: 10083544

**TENANT ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 202\_\_, by \_\_\_\_\_, the \_\_\_\_\_ of AT&T Mobility Corporation, the Manager of New Cingular Wireless PCS, LLC, a Delaware limited liability company.

Notary Seal

\_\_\_\_\_  
(Signature of Notary)

My Commission Expires: \_\_\_\_\_

CITY OF PORT WASHINGTON  
COMMON COUNCIL  
**TUESDAY, APRIL 16, 2024**  
6:30 P.M. (Council Chambers at City Hall)

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be held before the Common Council of the City of Port Washington on **TUESDAY, APRIL 16, 2024** at 6:30 P.M. The Public Hearing will be held in the Council Chambers at City Hall, 100 W. Grand Avenue, Port Washington, WI.

**NOTICE IS FURTHER GIVEN** that the subject of the hearing is to **AMEND SECTION 485-153 OF THE CITY OF PORT WASHINGTON ZONING CODE TO ALLOW AMBULANCE SERVICES IN THE R-1 SINGLE FAMILY DETACHED RESIDENCE DISTRICT**. Interested persons may obtain a copy of the proposed ordinance from the Department of Planning & Development located in the lower level of City Hall, 100 W Grand Avenue.

Dated this 22<sup>nd</sup> Day of March, 2024

Robert Harris  
Director of Planning and Development

Publish: March 28 and April 4

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

**FROM:** Bob Harris, Director of Planning & Development

**DATE:** April 16, 2024

**SUBJECT:** ORDINANCE 2024-4: Amending and/or Creating Zoning Ordinances to Allow and Regulate Private Ambulance Services as a Conditional Use in the R-1 Single Family Detached Residence District (Proposed Text Amendment to Zoning Code Section 485-153; Harbor Village LLC, Applicant) – 2nd Reading

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**ISSUE:** The Common Council is being asked to approve a petition from the applicant to amend the City of Port Washington Zoning Code to add “Private Ambulance Services” as a conditional use in the R-1 Single Family Detached Residence district.

**STAFF RECOMMENDATION:** Staff recommends approval of Ordinance 2024-4

**RECOMMENDED MOTION:** I move to approve Ordinance 2024-4

### **BACKGROUND/DISCUSSION:**

- Capri Harbor Campus is proposing to use an existing ambulance bay at its campus to house a private ambulance service.
- To do so will require amending the City’s zoning code to add 'Private Ambulance Services'(including crew quarters space) as a conditional use in the residential districts.
- The use is not intended as standalone use but only when operating within a senior care or senior residence facility to limit such uses within residential neighborhoods.
- There are no objections from the Port Washington Fire Dept.

### **ISSUES:**

- Harbor Campus is currently zoned, RM-4 Multi Family
- The proposed use would be classified as Conditional under R-1 single family residential because the current City zoning code refers to allowable uses in preceding districts; in this case R-1 is a “root” district from which allowable conditional uses in the remaining residential zoning districts are referred to. (i.e. for RM-4 conditional uses, refer to R-1 conditional uses)
- As a new listed use, the parking requirements section of the zoning code (485-94) would also be affected due to assigning a parking standard to the use. The suggested minimum off-street parking requirement is 1 space for each ambulance crew member with a maximum of two required spaces.
- If approved, Capri would come back to the Plan Commission and Common Council seeking a Conditional Use Grant for use approval at the specific location and regulation of the operational details.

**STRATEGIC PLAN:**

1. **Strategic Direction:** SD 4: Catalyzing Development to Generate Revenue
2. **Impact on Strategic Direction:** An approved rezoning will potentially allow for increased land use maximization for the Harbor Village

**LEGAL:**

1. **City Attorney Review:** Yes

**FISCAL IMPACT:** N/A

**PLAN COMMISSION RECOMMENDATION:** At its March 20, 2023 meeting, the Plan Commission unanimously recommended the Common Council approve the zoning text amendment request.

**PUBLIC OUTREACH:** This matter was first heard before a regular public meeting of the Plan Commission on March 20, 2024 and following publication of a Class II notice a public hearing on this matter is scheduled for April 16, 2024.

**IF APPROVED, NEXT STEPS:** If adopted there are no further steps in this matter.

**ATTACHMENTS:**

- 1) Proposed Ordinance 2024-4

**CITY OF PORT WASHINGTON, WISCONSIN  
ORDINANCE NO. 2024-4**

**Amending and/or Creating Zoning Ordinances to  
Allow and Regulate Private Ambulance Services as a  
Conditional Use in the R-1 Single Family Detached Residence District**

**WHEREAS**, Harbor Village LLC, a Wisconsin limited liability company, the owner of property located at 425 W. Walters Street (Tax Parcel No. 16-114-0003.018) in the City of Port Washington, Ozaukee County, Wisconsin, has applied for an amendment to the Zoning Ordinance of the City of Port Washington to allow private ambulance services as a conditional use in the R-1 Single Family Detached Residence zoning district; and

**WHEREAS**, all notices of said proposed amendment and public hearing thereon have been given as required by said Zoning Ordinance and § 62.23(7)(d), Wis. Stat.; and

**WHEREAS**, on April 16, 2024, the Common Council held a public hearing regarding the proposed amendment of said Zoning Ordinance to allow private ambulance services as a conditional use in the R-1 Single Family Detached Residence zoning district; and

**WHEREAS**, the Common Council has determined that the proposed amendment of said Zoning Ordinance will promote the public health, safety, and general welfare of the community, and has directed that the Zoning Ordinance of the City of Port Washington be amended accordingly,

**NOW, THEREFORE**, the Common Council of the City of Port Washington, Wisconsin, do ordain as follows:

**Section 1.** The title to, and first paragraph of, § 485-94 of the Zoning Ordinance of the City of Port Washington, are amended to read as follows:

**§ 485-94 Business, industrial, institutional, multiple-family, and certain single-family detached residence zoning districts.**

The following requirements shall apply to all property within the business, industrial, institutional, and RM-2, RM-3 and RM-4 Multiple Family Zoning Districts, and to certain property within the R-1 Single Family Detached Residence District for which a conditional use permit has been granted:

**Section 2.** The table included in § 485-94 D. of the Zoning Ordinance of the City of Port Washington, listing parking space requirements, is amended to add the following Use and Parking Space Requirement:

<b>Use</b>	<b>Parking Space Requirement</b>
Private ambulance svc (as cond. use in R-1 single-family res. zoning dist.)	1 space for each private ambulance crew member, with a max. of 2 required spaces per ambulance

**Section 3.** § 485-153 D. (9) of the Zoning Ordinance of the City of Port Washington relating to permitted uses by conditional grant in the R-1 Single Family Detached Residence zoning district is created to read as follows:

- (9) Private ambulance services, including crew quarters, if located on the same property as a nursing home or rest home for the aged. As used in this Chapter 485, "private ambulance service" means ambulance transport provided by private companies to persons, primarily in non-emergency cases, using licensed personnel and privately owned vehicles and equipment.

**Section 4.** This Ordinance shall become effective upon passage and publication.

Passed and approved this 16th day of April, 2024.

ATTEST:

\_\_\_\_\_  
Susan L. Westerbeke, City Clerk

\_\_\_\_\_  
Theodore Neitzke IV, Mayor



CITY OF PORT WASHINGTON  
COMMON COUNCIL  
**TUESDAY, APRIL 16, 2024**  
6:30 P.M. (Council Chambers at City Hall)

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be held before the Common Council of the City of Port Washington on **TUESDAY, APRIL 16, 2024** at 6:30 P.M. The Public Hearing will be held in the Council Chambers at City Hall, 100 W. Grand Avenue, Port Washington, WI.

**NOTICE IS FURTHER GIVEN** that the subject of the hearing is **TO CONSIDER A CONDITIONAL USE GRANT REQUEST FOR A PROPOSED RECORDING STUDIO LOCATED ON THE EAST SIDE OF S. PARK STREET SOUTH OF SCHMITZ DRIVE.** Interested persons may review the application and conditional use documents at the Department of Planning & Development located in the lower level of City Hall, 100 W Grand Avenue.

Dated this 22nd day of March 2024

Robert Harris  
Director of Planning and Development

Publish: March 28 and April 4

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

**FROM:** Bob Harris, Director of Planning & Development

**DATE:** April 16, 2024

**SUBJECT:** CONDITIONAL USE GRANT - Consideration and Possible Action on a Proposed Conditional Use Grant and Land Covenant for a Recording Studio Facility Located on the East Side of the 600-Block of S. Park Street and East of Schmitz Drive; TCG Holdings 116 LLC, Applicant

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**ISSUE:** The Common Council is being asked to approve a conditional use grant and a related land covenant for the purpose of constructing a new building for use as a recording studio facility.

**STAFF RECOMMENDATION:** Approve the Subject conditional use grant and associated land covenant.

**RECOMMENDED MOTION:** I move to approve the conditional use grant and land covenant as presented.

### **BACKGROUND/DISCUSSION:**

- The applicant is the owner of a .5-acre vacant parcel located on the east side of S. Park Street, east of Schmitz Drive, and directly facing the Park Street Business Barn Condominiums.
- In 2023, the applicant was approved to construct a 6,225 square foot office and warehouse building for the applicants' previous business of furnishing and servicing adult care homes.
- Due to site complications an off-set variance by the Zoning Board of Appeals was granted in 2023 to accommodate the proposed building as shown on the attached site plan.
- Shortly after such approvals the applicant sold the business, and the new owners are not interested in the site.
- The applicant continues to own the S. Park Street land and desires to construct a similar building to the one previously approved, but as a recording studio.
- Prior to submitting the conditional use grant application, the applicant petitioned the City to add 'Recording Studios' as an allowable conditional use under the I-1 Existing Industrial zoning district. This petition was approved by the Common Council via adoption of Ordinance 2024- 2 at its March 19, 2024, meeting.
- The Plan Commission recommended approval of the conditional use at its March 20, 2024, meeting.

## **ISSUES:**

### Operations:

- The proposed use is not, nor intended to be a public concert venue but the applicant anticipates some recording sessions will be recorded and filmed with a live audience.
- No regularly scheduled hours are planned – recording sessions will be made via appointment.
- No employees are currently anticipated. Bands would bring their own personnel.

### Zoning:

- The Subject property is zoned I-1 Existing Industrial District
- As noted above, the Common Council added recording studio uses to the I-1 industrial district as an allowable conditional use subject to approval by the Common Council.

## **STRATEGIC PLAN:**

1. **Strategic Direction:** SD 4: Catalyzing Development to Generate Revenue
2. **Impact on Strategic Direction:** An approved conditional use grant will potentially allow for increased development and redevelopment of vacant or underutilized industrial spaces in older industrial areas of the city that go beyond storage or warehousing.

## **LEGAL:**

1. **City Attorney Review:** Yes

## **FISCAL IMPACT:** N/A

**PLAN COMMISSION RECOMMENDATION:** At its March 20, 2024 meeting, the Plan Commission unanimously recommended the Common Council approve the conditional use grant with the following conditions:

- 1) No performances / concerts conducted for the general public
- 2) Maintain site and landscaping as shown on the site plan (see attached)

**PUBLIC OUTREACH:** This matter was first heard before a regular public meeting of the Plan Commission on March 20, 2024 and following publication of a Class II notice a public hearing on this matter is scheduled for April 16, 2024 prior to any Council action.

**IF APPROVED, NEXT STEPS:** None for the Common Council

## **ATTACHMENTS:**

- 1) Conditional Use Grant
- 2) Land Covenant
- 3) Site Aerial and Context
- 4) Subject Site Plan
- 5) Subject Building Elevations
- 6) Ordinance 2024-2

**CONDITIONAL USE GRANT**

Document Number

Document Title

Before the Common Council of the City of Port Washington, a Wisconsin municipal corporation, regarding the premises located on the east side of the 600 block of South Park Street in the City of Port Washington, Wisconsin (hereinafter the "PREMISES"), and more particularly described as:

Being Lot 2 of Certified Survey Map #4091, recorded in the Ozaukee County Register of Deeds office as Document #1090821, part of Lot 711 of the Assessor's Plat of the City of Port Washington located in and part of the NE 1/4 of the NE 1/4, and part of the SE 1/4 of the NE 1/4, of Section 32, Township 11 North, Range 22 East, City of Port Washington, Ozaukee County, Wisconsin.

**WHEREAS**, the Zoning Ordinance and Zoning District Map of the **CITY OF PORT WASHINGTON**, in accordance with the Wisconsin Statutes, provide that the **PREMISES** may not be used by right for the purpose hereinafter described, but that upon petition such use may be approved by the **CITY OF PORT WASHINGTON** as a Conditional Use Grant in particular circumstances as defined by the standards in said Zoning Ordinance; and

**WHEREAS**, petition therefor having been made, and a public hearing held thereon, and the Common Council of the **CITY OF PORT WASHINGTON** having determined that by reason of the particular nature, character, and circumstances of the proposed use, the specific and contemporary grant of such use of the **PREMISES** upon the terms and conditions hereinafter prescribed would be consistent with the requirements of said Zoning Ordinance,

**NOW, THEREFORE, IT IS HEREBY GRANTED** that, subject to compliance with the terms and conditions hereinafter stated, the **PREMISES** may be used for the following purpose(s): **An audio and visual recording facility containing spaces for studio and limited live performances for audio recording and filming, sound and video engineering, and band equipment staging and storage.**

**APPROVED** by the Common Council of the City of Port Washington, Wisconsin, on April 16, 2024.

\_\_\_\_\_  
**Susan L. Westerbeke, City Clerk**

\_\_\_\_\_  
**Theodore Neitzke IV, Mayor**

[The original Conditional Use Grant is on file with the City's Director of Inspection and Zoning Code Enforcement Officer.]

**THE CONDITIONS** of this Conditional Use Grant (hereinafter this "Grant") are as follows:

1. The approval and execution of this Grant shall confirm acceptance of the terms and conditions hereof by the owner(s) of the **PREMISES**. This Grant, when recorded, shall run with the **PREMISES**.
2. This Grant shall be null and void unless, pursuant to the Building and Zoning Ordinances of the CITY OF PORT WASHINGTON, the approved use commences within twelve (12) months of the date of approval of this Grant, as set forth above.
3. This Grant is subject to amendment, revocation and/or termination in accordance with the provisions of the Zoning Ordinance of the CITY OF PORT WASHINGTON and the laws of the state of Wisconsin.
4. Operation of the use hereby granted shall be in strict conformity with the approved building, site, and operational plans filed as part of the Petition for this Grant, and any exhibits or attachments thereto.
5. Any of the terms and conditions of this Grant which would normally be the responsibility of tenants of the **PREMISES** shall be made a part of their lease by the owner(s), which lease shall contain provisions for posting of the pertinent terms and conditions to notify any employees thereof.
6. Conditions on the Operations:
  - a. Type of operation permitted: **An audio and visual recording facility containing spaces for studio and limited live performances for audio recording and filming, sound and video engineering, and band equipment staging and storage.**
  - b. Hours during which operation is permitted: **Variable.**
  - c. Performances and concerts: **PREMISES shall be used for sound recording and filming purposes only. No concerts or live performances are permitted on the PREMISES for the general public.**
  - d. Outdoor Storage: **No outdoor storage is permitted.**
  - e. Duration of Conditional Use: **A period of twelve (12) months from the date of Common Council approval of this Grant, as set forth above, after which time the Plan Commission may extend this Grant indefinitely, if no problems are documented.**
7. Conditions on the Site: **Shall be as shown and set forth in the approved Building, Site, and Operational Plan dated March 7, 2024.**
8. Conditions on the Building: **Shall be as shown and set forth in the approved Building, Site & Operational Plan dated January 17, 2024.**

This instrument drafted by: Eric E. Eberhardt, City Attorney, State Bar No. 1003917.

Recording Area

Name and Return Address:  
CITY OF PORT WASHINGTON  
Dept. of Planning & Development  
100 W. Grand Avenue  
Port Washington, WI 53074

Parcel Identification Number

**16-050-0711-004**

**LAND COVENANT**

**Document Number**

**Document Title**

**Acceptance of Conditions of Conditional Use Grant**

**LAND COVENANT**, made this \_\_\_\_ day of April, 2024 by: **TCG Holdings 116, LLC**, a Wisconsin limited liability company, **GRANTOR**, for the use and benefit of all persons from time to time resident or owning property within the boundaries of the City of Port Washington, Wisconsin, and for the use benefit of said **CITY OF PORT WASHINGTON**, a Wisconsin municipal corporation, in its own right and as agent for the purpose of enforcing these presents on behalf of the above-described class of persons, **GRANTEE**.

The premises affected by these presents (hereinafter the “**PREMISES**”) are legally described as follows: Being Lot 2 of Certified Survey Map #4091, recorded in the Ozaukee County Register of Deeds office as Document #1090821, part of Lot 711 of the Assessor's Plat of the City of Port Washington located in and part of the NE 1/4 of the NE 1/4, and part of the SE 1/4 of the NE 1/4, of Section 32, Township 11 North, Range 22 East, City of Port Washington, Ozaukee County, Wisconsin.

**GRANTOR** warrants and covenants that at the time of the ensembling and delivery of these presents it is the sole owner of the **PREMISES**, and that no other person or entity has any estate or interests therein except by reason of easements for public utilities, building restrictions, dedications to the public or public bodies, instruments not of record, and mortgages to banks or other financial institutions or insurance companies.

**GRANTOR** represents that petition on its behalf was made to **GRANTEE** pursuant to the Zoning Ordinance of the City of Port Washington for grant of permission to erect and/or conduct on the **PREMISES** a use there permissible not by right but only by Conditional Use Grant; that in connection therewith **GRANTOR** made certain representations and agreements as to building, site, and operational plans which were incorporated into the Conditional Use Grant; that based thereon the Conditional Use Grant was approved by the Common Council of the City of Port Washington on April 16, 2024, and that a true copy thereof is on file with the Zoning Administrator of the City of Port Washington.

**NOW, THEREFORE, GRANTOR** hereby accepts the said Conditional Use Grant and covenants strictly to comply with all the terms and conditions thereof. **GRANTOR** acknowledges that, in accordance with the provisions of the Zoning Ordinance, failure to comply with any terms or conditions of the Conditional Use Grant is cause for termination of said Grant by the City of Port Washington. This covenant shall run with the land and shall be binding on the **GRANTOR** and on all entities and persons claiming any estate or interest in the **PREMISES** by, through or under the **GRANTOR**, as long as the said **PREMISES** are used as described in the Conditional Use Grant for the following purpose(s): **An audio and visual recording facility containing spaces for studio and limited live performances for audio recording and filming, sound and video engineering, and band equipment staging and storage.**

**IN WITNESS WHEREOF, GRANTOR** has executed this Land Covenant on this \_\_\_\_ day of April, 2024.

**TCG HOLDINGS 116, LLC** (GRANTOR)  
a Wisconsin limited liability company

By: \_\_\_\_\_

Its: \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF WISCONSIN    )  
                                   ) ss  
COUNTY OF OZAUKEE   )

Personally came before me this \_\_\_\_ day of April, 2024, the above-named \_\_\_\_\_ to me known to be the person who executed the foregoing instrument and acknowledged the same on Grantor's behalf, by its authority.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission expires: \_\_\_\_\_

This instrument drafted by:  
Eric E. Eberhardt, City Attorney  
State Bar No. 1003917

Recording Area

Name and Return Address

City of Port Washington  
100 W. Grand Avenue  
Port Washington, WI 53074

16-050-0711-004

Parcel Identification Number (PIN)

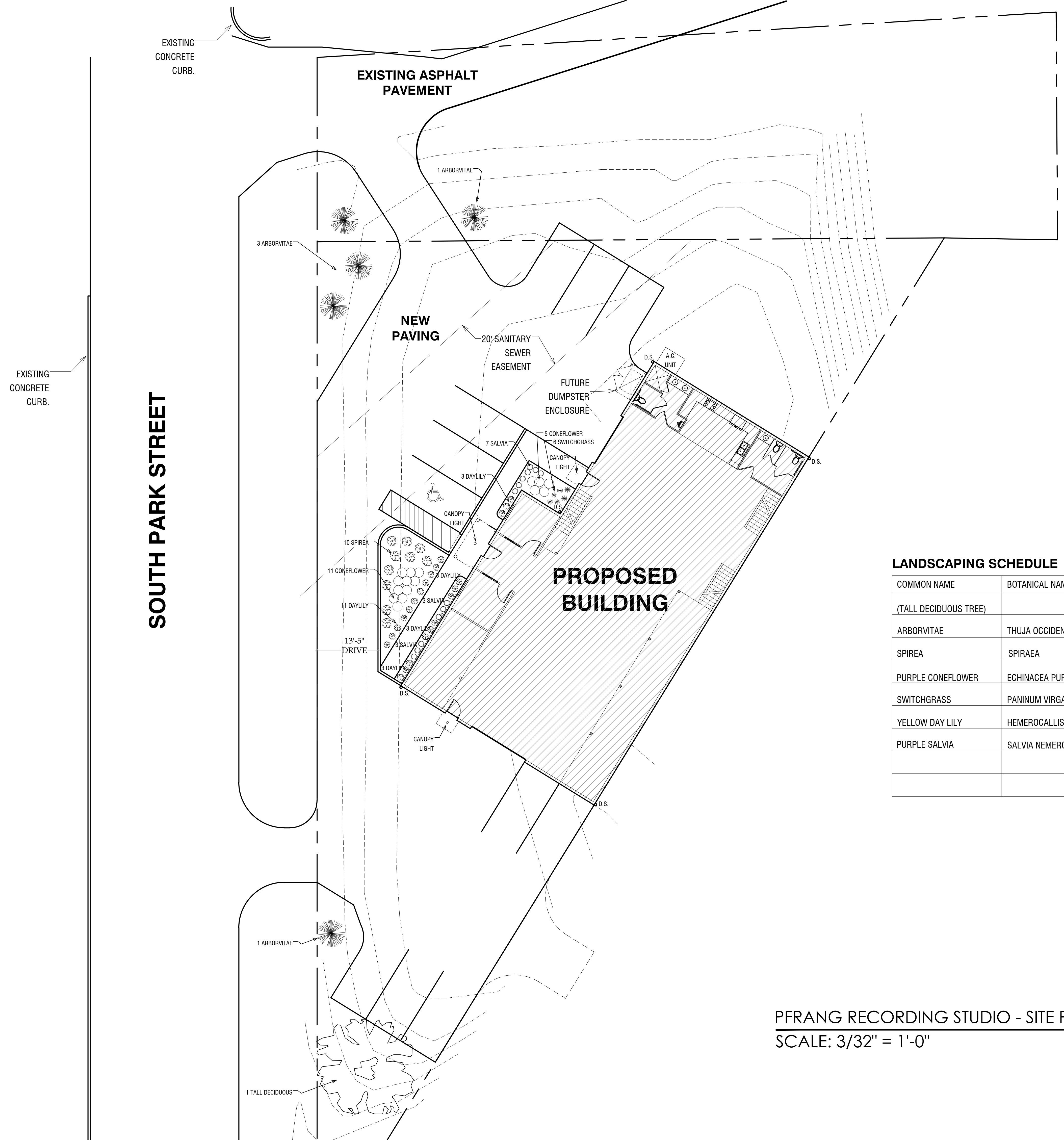


FROM SUBJECT SITE LOOKING SOUTH



FROM SUBJECT SITE LOOKING WEST

REVISIONS	
REV. #	DATE REVISED
△	
△	
△	



**LANDSCAPING SCHEDULE**

COMMON NAME	BOTANICAL NAME	SIZE	QTY
(TALL DECIDUOUS TREE)			1
ARBORVITAE	THUJA OCCIDENTALIS		5
SPIREA	SPIRAEA		10
PURPLE CONEFLOWER	ECHINACEA PURPUREA		16
SWITCHGRASS	PANINUM VIRGATUM		6
YELLOW DAY LILY	HEMEROCALLIS		23
PURPLE SALVIA	SALVIA NEMEROSA		13

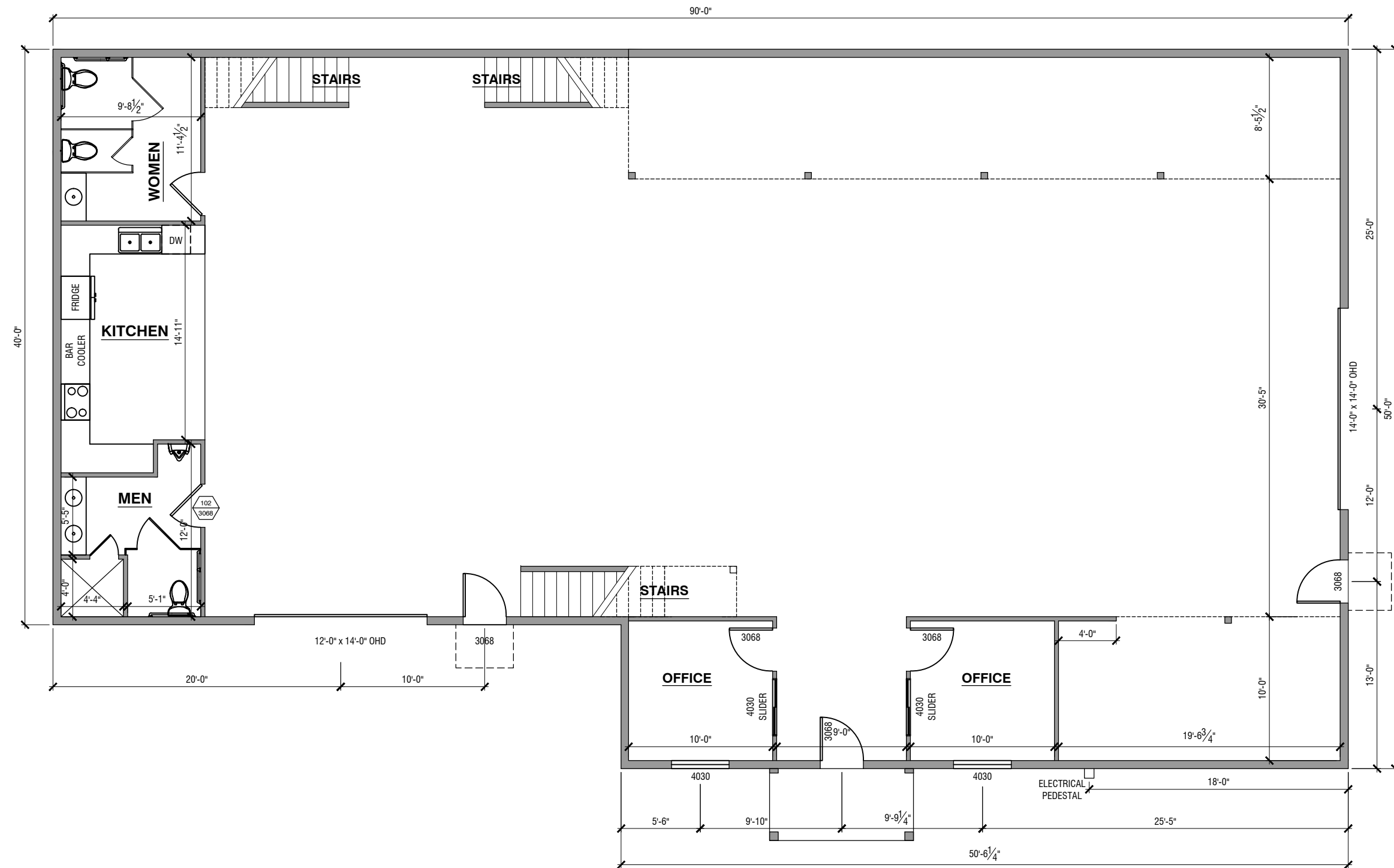
PROJECT NAME  
**PFRANG RECORDING STUDIO  
PORT WASHINGTON, WI**

PFRANG RECORDING STUDIO - SITE PLAN  
SCALE: 3/32" = 1'-0"



DATE	07 march 2024
DRAWN BY	AMW
PROJECT NAME	pfrang studio
SHEET DESCRIPTION	SITE PLAN
SHEET NUMBER	

**A1.1**



REHEARSAL HALL - FIRST FLOOR

SCALE: 1/8" = 1'-0"



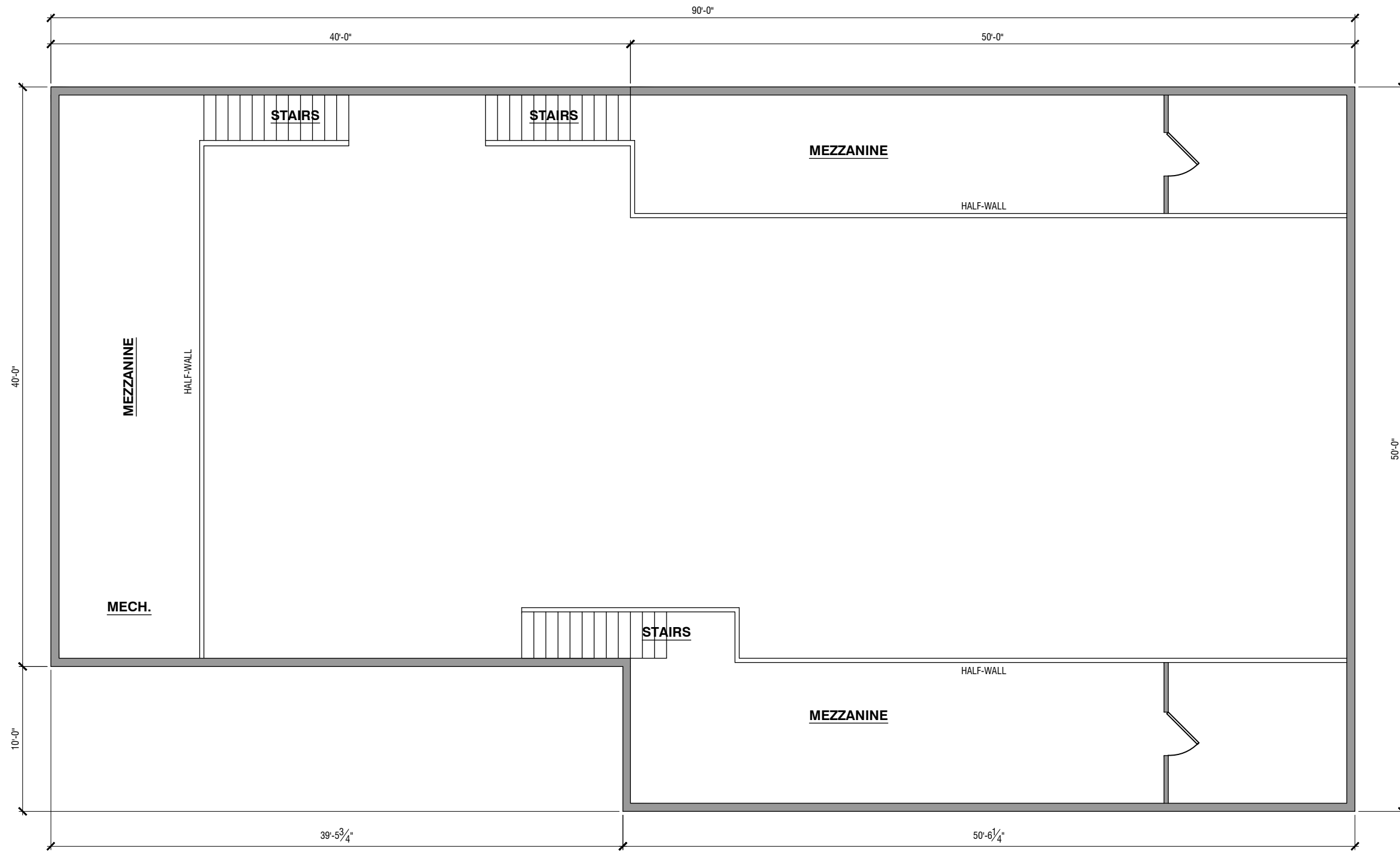
REVISIONS	
REV.#	DATE REVISED

PROJECT NAME  
**PFRANG REHEARSAL HALL  
PORT WASHINGTON, WI**

DATE	17 JAN 24
DRAWN BY	AMW
PROJECT NAME	REHEARSAL HALL
SHEET DESCRIPTION	PLAN - 1ST FLOOR
SHEET NUMBER	

**A2.1**





REVISIONS	
REV.#	DATE REVISED
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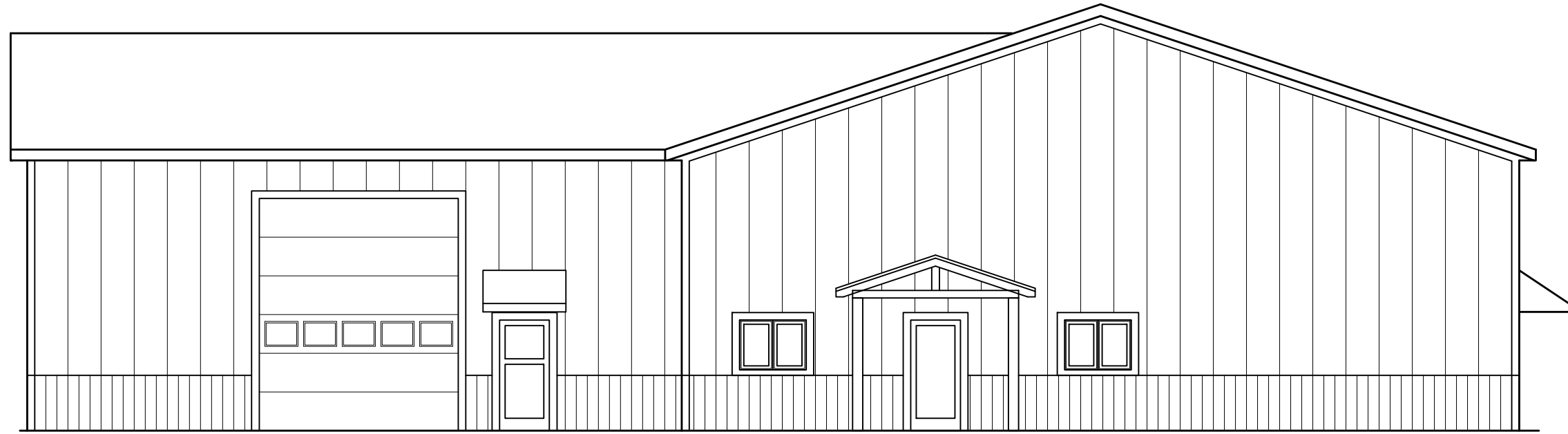
PROJECT NAME  
**PFRANG REHEARSAL HALL  
PORT WASHINGTON, WI**

REHEARSAL HALL - MEZZANINE

SCALE: 1/8" = 1'-0"



DATE	17 JAN 24
DRAWN BY	AMW
PROJECT NAME	REHEARSAL HALL
SHEET DESCRIPTION	PLAN - MEZZANINE
SHEET NUMBER	<b>A2.2</b>



WEST ELEVATION

SCALE: 1/8" = 1'-0"

REVISIONS	
REV.#	DATE REVISED
△	
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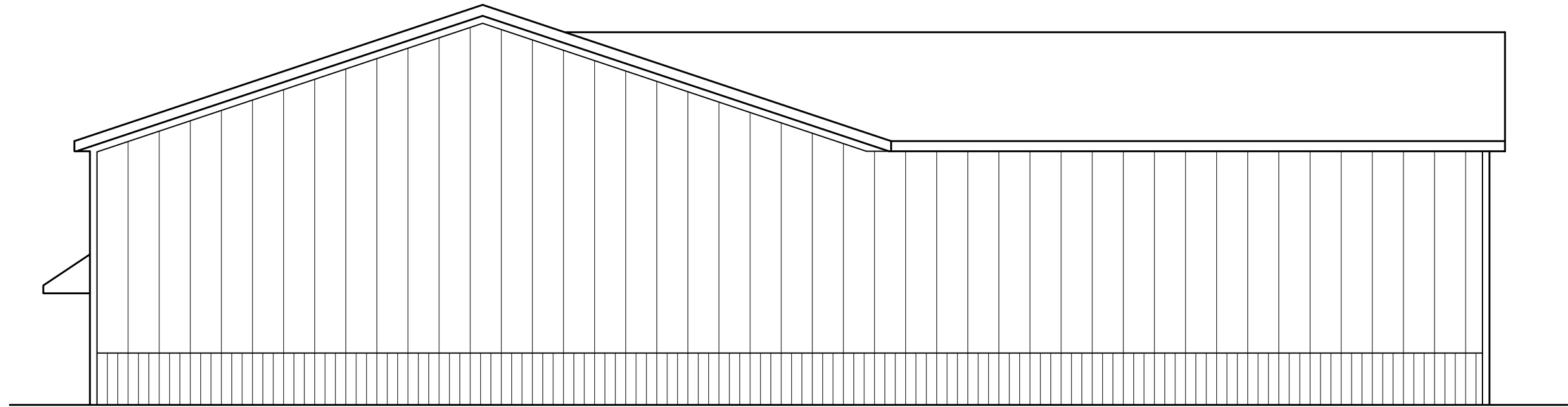
SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

PROJECT NAME	<b>PFRANG REHEARSAL HALL PORT WASHINGTON, WI</b>
--------------	------------------------------------------------------

DATE	17 JAN 24
DRAWN BY	AMW
PROJECT NAME	REHEARSAL HALL
SHEET DESCRIPTION	ELEVATIONS
SHEET NUMBER	

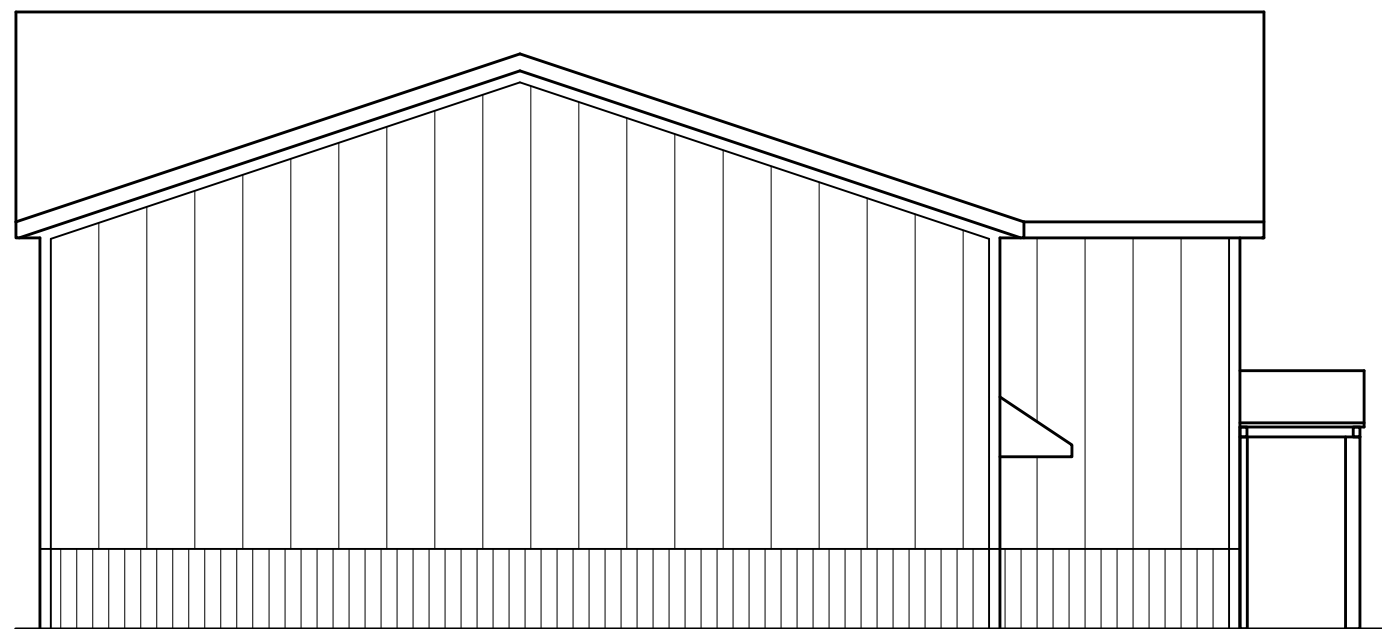
**A3.1**



EAST ELEVATION

SCALE: 1/8" = 1'-0"

REVISIONS	
REV.#	DATE REVISED
△	
△	
△	



NORTH ELEVATION

SCALE: 1/8" = 1'-0"

PROJECT NAME	<b>PFRANG REHEARSAL HALL PORT WASHINGTON, WI</b>
--------------	------------------------------------------------------

DATE	17 JAN 24
DRAWN BY	AMW
PROJECT NAME	REHEARSAL HALL
SHEET DESCRIPTION	<b>ELEVATIONS</b>
SHEET NUMBER	<b>A3.2</b>

**CITY OF PORT WASHINGTON, WISCONSIN  
ORDINANCE NO. 2024-2**

**Amending and/or Creating Zoning Ordinances to Allow and Regulate  
Recording Studios as a Conditional Use in the I-1 Existing Industrial District**

**WHEREAS**, TCG Holdings 116, LLC, a Wisconsin limited liability company, the owner of the 0.5230 acre parcel of vacant land (Tax Parcel No. 16-050-0711.004) located on the east side of South Park Street in the City of Port Washington, Ozaukee County, Wisconsin, has applied for an amendment to the Zoning Ordinance of the City of Port Washington to allow recording studios as a conditional use in the I-1 Existing Industrial zoning district; and

**WHEREAS**, all notices of said proposed amendment and public hearing thereon have been given as required by said Zoning Ordinance and § 62.23(7)(d), Wis. Stat.; and

**WHEREAS**, on March 19, 2024, the Common Council held a public hearing regarding the proposed amendment of said Zoning Ordinance to allow recording studios as a conditional use in the I-1 Existing Industrial zoning district; and

**WHEREAS**, the Common Council has determined that the proposed amendment of said Zoning Ordinance will promote the public health, safety, and general welfare of the community, and has directed that the Zoning Ordinance of the City of Port Washington be amended accordingly,

**NOW, THEREFORE**, the Common Council of the City of Port Washington, Wisconsin, do ordain as follows:

**Section 1.** The table included in § 485-94 D. of the Zoning Ordinance of the City of Port Washington, listing parking space requirements for Industrial uses of property within the Industrial zoning districts, is amended to add the following Use and Parking Space Requirement:

Use	Parking Space Requirement
Recording studios	3 spaces for every 1000 square feet of GLA*

**Section 2.** § 485-170 D. (9) of the Zoning Ordinance of the City of Port Washington relating to permitted uses by conditional grant in the I-1 Existing Industrial zoning district is created to read as follows:

- (9) Recording Studios.

**Section 3.** § 485-171 D. (1) of the Zoning Ordinance of the City of Port Washington, relating to permitted uses by conditional grant in the I-2 Industrial Park District, is amended to read as follows:

- (1) Any use permitted by conditional grant in the I-1 District, except for recording studios, which shall not be permitted in the I-2 Industrial Park District.

**Section 4.** This Ordinance shall become effective upon passage and publication.

Passed and approved this 19<sup>th</sup> day of March, 2024.

ATTEST:

  
Susan L. Westerbeke, City Clerk

  
Theodore Neitzke IV, Mayor