



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
COMMON COUNCIL MEETING  
TUESDAY, SEPTEMBER 3, 2024 AT 6:30 P.M.  
Port Washington City Hall, 100 W. Grand Avenue,  
Port Washington, WI 53074  
Council Chambers**

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**AGENDA**

**1. ROLL CALL**

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. 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**

**4. MAYOR'S BUSINESS**

**A. Proclamation Celebrating National Senior Center Month**

**B. Proclamation for Port Washington State Bank**

**5. OFFICERS/STAFF REPORT**

**6. 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.*

**7. FROM STANDING COUNCIL COMMITTEES**

**A. GENERAL GOVERNMENT AND FINANCE COMMITTEE**

**1. Presentation by Bray Architects on Proposed Public Safety Facility**

**2. Consideration and Possible Action on the Approval of a Not-To-Exceed Budget for Proposed New Public Safety Facility**

**3. Ordinance 2024-9: An Ordinance Amending or Repealing One-Way Street Designations, Amending, Repealing and/or Recreating Parking Regulations, and Establishing Official Stop Signs- 2<sup>nd</sup> Reading**

**8. FROM CITY BOARDS/COMMISSIONS**

**9. UNFINISHED BUSINESS**

**10. NEW BUSINESS**

**A. COMMUNITY DEVELOPMENT AUTHORITY**

- 1. Consideration and Possible Action on an Application for a City of Port Washington Revolving Loan Fund for a Proposed Retail Grocery Store; 1590 Harris Drive, Thavasi Renga Thavasi and Aathira Foods LLC, Applicant**

**11. PUBLIC COMMENTS/APPEARANCES**

**12. 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) 284-5585 or cityclerk@portwashingtonwi.gov. 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  
TUESDAY, AUGUST 20, 2024 AT 6:30 P.M.  
Port Washington City Hall, 100 W. Grand Avenue,  
Port Washington, WI 53074  
Council Chambers

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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 Alderperson Deborah Postl, Paul Neumyer, Mike Gasper, Dan Benning, Jonathan Pleitner, Patrick Tearney, and John Sigwart. Also present was City Administrator Melissa Pingel, Director of Administration/City Clerk Susan Westerbeke, City Attorney Eric Eberhardt, 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-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER, TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AND ACCEPT MONTHLY INVOICES. Motion carried unanimously.
4. **MAYOR'S BUSINESS-** The Mayor provided a Proclamation honoring Hales Trail Community Garden Appreciation Day and thanked the members and volunteers who were present to receive the Proclamation. The Senior Center Summer Concert is August 22 at Lower Lake Park.
5. **OFFICERS/STAFF REPORT**
  - A. **City Administrator Update / Monthly Department Reports-** Reports were distributed in writing.
6. **PUBLIC COMMENTS/APPEARANCES-** Two property owners from locations near 551 N. Wisconsin St. and Harrison St. discussed concerns regarding the proposed business to be located at 551 N. Wisconsin St.
7. **FROM STANDING COUNCIL COMMITTEES**
  - A. **GENERAL GOVERNMENT AND FINANCE COMMITTEE**
    1. **Consideration and Possible Action on Approval of an Original "Class B" Liquor and Class "B" Beer License and Annual Cabaret License for Lucky Devils LLC d/b/a Lucky Devils, (551 N. Wisconsin Street- Kimberleigh Noble-Agent)-** The City Clerk discussed the Liquor and Cabaret License. General Government and Finance Committee reviewed the license and recommends approval subject to the approval of the Conditional Use Grant and Land Covenant under consideration at this Council Meeting. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO APPROVE AN ORIGINAL "CLASS B" LIQUOR AND CLASS 'B' BEER LICENSE AND ANNUAL CABARET LICENSE FOR LUCKY DEVILS LLC D/B/A LUCKY DEVILS, (551 N. WISCONSIN STREET- KIMBERLEIGH NOBLE-AGENT) SUBJECT TO APPROVAL OF THE CONDITIONAL USE GRANT/LAND COVENANT AS PRESENTED. Motion carried unanimously.
    2. **Consideration and Possible Action on Approval to Use \$8,765 of Capital Reserves and the Selection of Kueny Architects to be able to Move Forward with a Facilities Assessment and Needs Analysis for the Municipal Service Center, 333 Moore Road, in 2024-** Finance Director/Treasurer Mark Emanuelson reviewed the request of use of Capital Reserves for this unbudgeted item. The Public Works Director reported on the project request. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD BENNING TO APPROVE THE USE OF \$8,765 OF CAPITAL RESERVES AND THE SELECTION OF KUENY ARCHITECTS TO BE ABLE TO MOVE FORWARD WITH A FACILITIES ASSESSMENT AND NEEDS ANALYSIS FOR THE MUNICIPAL SERVICE CENTER, 333 MOORE RD, IN 2024 AS PRESENTED. Motion carried unanimously.
    3. **Ordinance 2024-9: Repealing and Establishing One-Way Street Designations, Amending, Repealing and Recreating Parking Regulations, and Establishing Official Stop Signs- 1<sup>st</sup> Reading-** City Engineer Roger Strohm was present to review the proposed ordinance. Ald. Gasper requested a correction to a typographical error in the proposed ordinance. The second reading will occur at the next Common Council meeting.
8. **FROM CITY BOARDS/COMMISSIONS**
  - A. **PLAN COMMISSION**

**1. Public Hearing to Consider a Request by MKE Mustache Properties LLC to Rezone Land Located at 551 N. Wisconsin Street from RM-1 Single and Two Family Residence and CCM Central City Mixed with OOS Office & Special Service Overlay, to CCM Central City Mixed with OOS Office & Special Service Overlay-** The Mayor opened the public hearing. A property owner from Harrison St. expressed concerns over noise from the proposed bar to be located at 551 N. Wisconsin St. There being no other comments the Mayor closed the hearing.

**2. Ordinance 2024-8: An Ordinance Rezoning Land Within the City of Port Washington and Amending the Official Zoning Map; Property at 551 N. Wisconsin Street from RM-1 Single and Two-Family Residence and CCM-Central City Mixed with OOS-Office & Special Service Overlay to CCM-Central City Mixed with OOS-Office & Special Service Overlay, MKE Mustache Properties LLC, Applicant- 2<sup>nd</sup> Reading-** The Director of Planning and Development reviewed the proposed change in zoning to bring the entire parcel into a single zoning, correcting the current split zoning. This does not change allowed use in the zoning district. Plan Commission has reviewed this rezoning and recommends approval. MOTION MADE BY ALD. GASPER, SECONDED BY ALD. TEARNEY TO APPROVE ORDINANCE 2024-8: AN ORDINANCE REZONING LAND WITHIN THE CITY OF PORT WASHINGTON AND AMENDING THE OFFICIAL ZONING MAP; PROPERTY AT 551 N. WISCONSIN STREET FROM RM-1 SINGLE AND TWO-FAMILY RESIDENTS AND CCM-CENTRAL CITY MIXED WITH OOS-OFFICE & SPECIALTY SERVICE OVERLAY TO CCM-CENTRAL CITY MIXED WITH OOS-OFFICE & SPECIAL SERVICE OVERLAY, MKE MUSTACHE PROPERTIES LLC, APPLICANT AS PRESENTED. Motion carried unanimously.

**3. Public Hearing to Consider a Request by MKE Mustache Properties LLC for a Conditional Use Grant to Allow for a Restaurant and Bar with Outdoor Dining at 551 N. Wisconsin Street-** The Mayor opened the public hearing. James McMahon, property owner of 551 N. Wisconsin St. addressed concerns expressed by surrounding property owners. A property owner from Harrison St. expressed concerns over noise from the proposed bar to be located at 551 N. Wisconsin St. There being no other comments the Mayor closed the hearing.

**4. Consideration and Possible Action for a Conditional Use Grant and Land Covenant to Allow for a Restaurant and Bar with Outdoor Dining; 551 N. Wisconsin Street, MKE Mustache Properties, Applicant-** The Director of Planning and Development reviewed the previous history of the property as a bar and the requested Conditional Use Agreement for the current owner. If approved, the Conditional Use Grant will be reviewed in twelve months. Plan Commission has reviewed this Conditional Use Grant and Land Covenant and recommends approval. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO APPROVE A CONDITIONAL USE GRANT AND LAND COVENANT TO ALLOW FOR A RESTAURANT AND BAR WITH OUTDOOR DINING: 551 N. WISCONSIN STREET, MKE MUSTACHE PROPERTIES, APPLICANT AS PRESENTED. Motion carried unanimously.

**5. Consideration and Possible Action for a Conditional Use Grant and Land Covenant to Allow Limited Warehousing Operations; 216 S. Montgomery Street, Anneran Holdings, LLC, Applicants-** The Planning and Development Director reviewed the Conditional Use Grant and Land Covenant. The property will be used by Anneran Holding to store imported products, wine, beer and food products. The Plan Commission reviewed the Conditional Use Grant and Land Covenant and recommends approval. The City Attorney has reviewed and approved the Conditional Use Grant including the access easement. The applicant had the easement document recorded. Ald. Benning requested an amendment be added to ensure that semi-tractors and heavy trucks are limited from idling while not moving. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. GASPER TO APPROVE THE CONDITIONAL USE GRANT AND LAND COVENANT TO ALLOW LIMITED WAREHOUSING OPERATIONS; 216 S. MONTGOMERY STREET, ANNERAN HOLDINGS, LLC, APPLICANTS WITH THE AMENDMENT THAT NO IDLING OF HEAVY TRUCKS OR SEMI TRACTORS IS ALLOWED. Motion carried unanimously.

**9. UNFINISHED BUSINESS-** None.

**10. NEW BUSINESS-** None.

**11. PUBLIC COMMENTS/APPEARANCES-** Marty Becker commented on the Police and Fire Commission optional powers designation as it relates to the actions of the Common Council.

**13. ADJOURNMENT-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO  
ADJOURN AT 7:22 P.M. Motion carried unanimously.

Respectfully submitted,

Susan L. Westerbeke, Director of Administration/City Clerk

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** General Government and Finance Committee

**FROM:** Mark Emanuelson, Finance Director / Treasurer

**DATE:** September 3, 2024

**SUBJECT:** Presentation by Bray Architects on Proposed Public Safety Facility.

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**ISSUE:** Review of updated cost estimates and other options.

**STAFF RECOMMENDATION:** None

**RECOMMENDED MOTION:** None

**BACKGROUND/DISCUSSION:** As part of the ongoing public safety facility engineering and design process, Bray Architects will be presenting periodic updates to the city.

**STRATEGIC PLAN:**

1. **Strategic Direction:** Ranking Priorities to Identify funding sources
2. **Impact on Strategic Direction:** Facilities operational design and cost impacts.

**LEGAL:**

1. **City Attorney Review:** N/A.
2. **Legal Comments & Conclusions:** N/A
3. **Statutory References:** N/A

**FISCAL IMPACT:** TBD.

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

Initial Project Cost Estimate: \$35,000,000

Approved Budget Project Cost: \$0

Prior Year Expenditures: N/A

Total Project Costs to Date: \$250,000 engineering / design

2. **Source of Funding:** Debt proceeds
3. **Operating and Maintenance Cost:** TBD

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION:** None

**PUBLIC OUTREACH:** None related to the current presentation

**IF APPROVED, NEXT STEPS:** None - presentation only.

**ATTACHMENTS:** Bray Architects presentation

## design development // project update

Port Washington Safety Building

City Council Update

2024-09-03



# design development action request

## Action:

Approval to proceed into the Construction Documents phase services based on current program, design appearance, square footage, building life cycle, and current budget.

## Background:

We are here tonight to share with the City Council the Schematic Design (SD) level budget that has been prepared in partnership with Bray, CD Smith, MC Group, and the CPT.

This budget was shared with GGF on 8/20 and reflects what a project of this scope could be estimated to cost, given a bid window of early 2025.

## Considerations:

### 1. Schedule

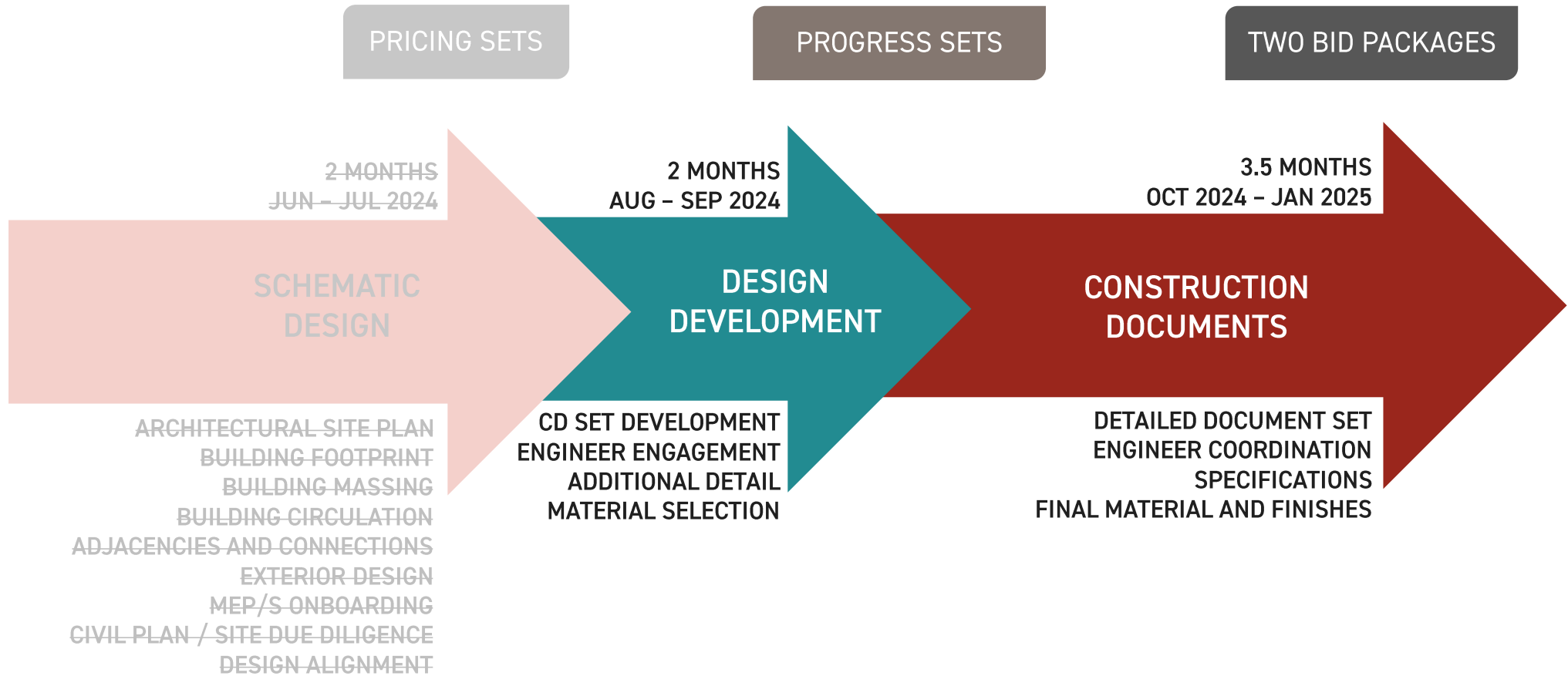
1. Design Schedule puts bidding of project in ideal window for bid market and lead times
2. Allows a spring 2025 construction start with materials ready and available

### 2. Cost Implications

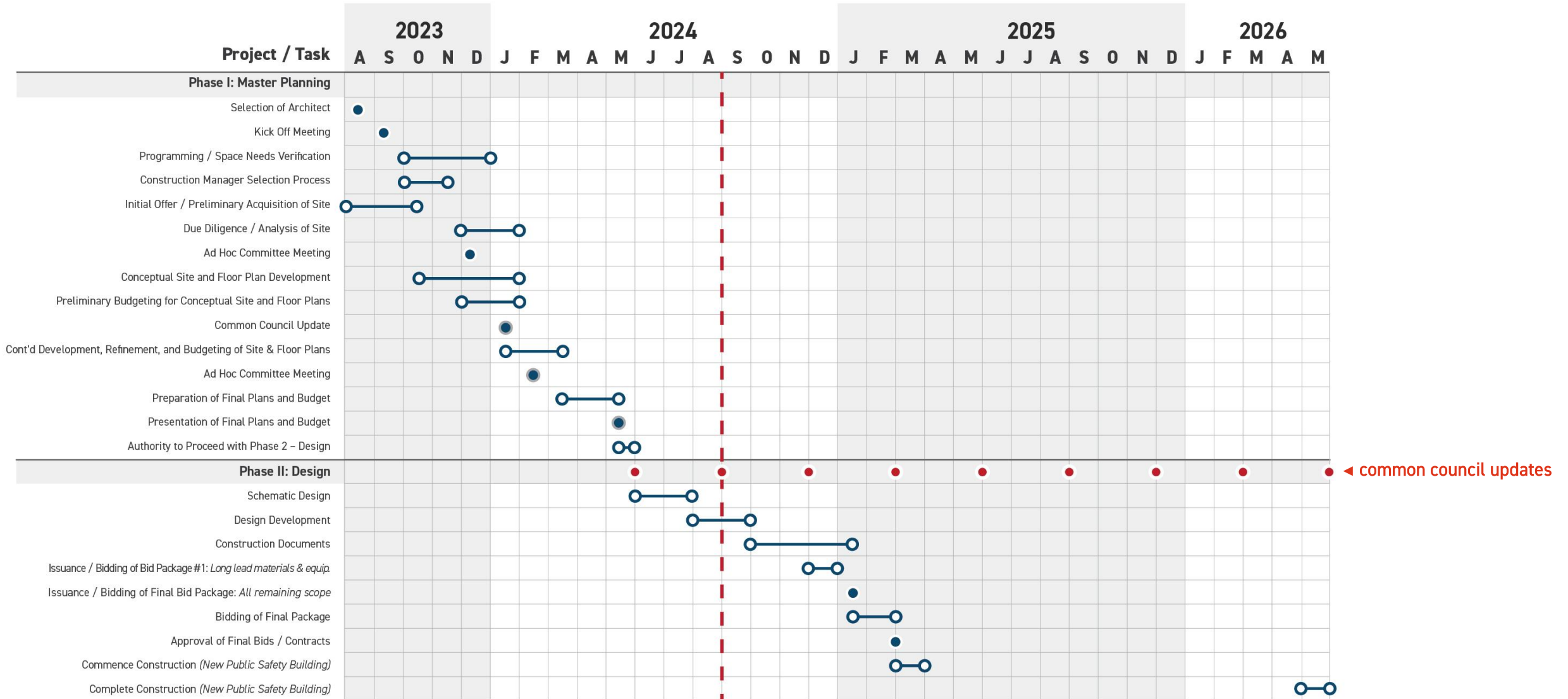
1. If scope, program, design, and/or building life cycle are revised at a later date, there will be redesign costs as well as potential market costs



# design schedule



# project schedule current



# project budget sd summary



BUDGET SUMMARY				
ITEM #	DESCRIPTION	BUDGET 2		
		TOTAL	COST/SF	NOTES
		8/5/2024		
01A	GENERAL CONDITIONS (ADMINISTRATIVE)	\$487,774.00		\$8.00
01B	GENERAL CONDITIONS (FIELD)	\$194,670.00		\$3.19
01C	EQUIPMENT	\$0.00		\$0.00
01D	MATERIALS TESTING	\$0.00		\$0.00
02A	EXISTING CONDITIONS/DEMOLITION	\$0.00		\$0.00
03A	STRUCTURAL & SITE FLATWORK CONCRETE	\$2,272,075.00		\$37.25
04A	MASONRY	\$3,279,780.00		\$53.77
05A	STRUCTURAL STEEL	\$1,717,416.00		\$28.15
05B	MISC. METALS	\$831,506.00		\$13.63
05C	COLD FORMED METAL FRAMING & SHEATHING	\$318,619.00		\$5.22
05D	NOT USED	\$0.00		\$0.00
06A	ROUGH CARPENTRY	\$381,648.00		\$6.26
06B	ARCHITECTURAL WOODWORK & COUNTERTOPS	\$506,350.00		\$8.30
06C	GLUELAM AND CLT FRAMING	\$0.00		\$0.00
06D	FINISH CARPENTRY (LABOR)	\$0.00		\$0.00
07A	ROOFING & SHEET METAL	\$764,730.00		\$12.54
07B	METAL PANELS	\$2,966,060.00		\$48.62
07C	FLUID APPLIED AIR BARRIER	\$0.00		\$0.00
07D	SELF ADHERING SHEET WATERPROOFING	\$7,920.00		\$0.13
07E	JOINT SEALANTS	\$65,000.00		\$1.07
07F	EIFS & DEFS	\$0.00		\$0.00
07G	FIREPROOFING	\$0.00		\$0.00
07H	FOAMED IN PLACE INSULATION	\$410,396.88		\$6.73
08A	ALUMINUM ENTRANCES, STOREFRONTS, & HARDWARE	\$1,317,695.75		\$21.60
08B	DOORS, FRAMES, & HARDWARE (MATERIAL)	\$868,750.00		\$14.24
09A	INTERIOR STUDS, DRYWALL, & FINISHING	\$708,125.00		\$11.61
09B	PAINTING & WALL COVERINGS	\$322,138.00		\$5.28
09C	SOFT FLOORING	\$294,386.50		\$4.83
09D	HARD FLOORING	\$278,797.00		\$4.57
09E	ACOUSTICAL CEILINGS	\$477,458.46		\$7.83

10A	SPECIALTIES	\$387,300.00	\$6.35
10B	SIGNAGE & DIRECTORY	\$85,000.00	\$1.39
10C	WALL & DOOR PROTECTION	\$0.00	\$0.00
10D	OPERABLE PANEL PARTITIONS	\$0.00	\$0.00
10E	FURNITURE	\$0.00	\$0.00
10F	EQUIPMENT	\$0.00	\$0.00
11A	OFCE EQUIPMENT (LABOR)	\$0.00	\$0.00
11B	FOOD SERVICE	\$0.00	\$0.00
12A	WINDOW TREATMENTS	\$85,274.50	\$1.40
12B	ACCESS FLOORING	\$0.00	\$0.00
12C	APPLICANCES	\$0.00	\$0.00
13A	SPECIAL CONSTRUCTION	\$0.00	\$0.00
14A	ELEVATORS	\$130,000.00	\$2.13
21A	FIRE PROTECTION	\$222,628.00	\$3.65
22A	PLUMBING	\$1,081,336.00	\$17.73
23A	HVAC	\$2,293,468.00	\$37.60
26A	ELECTRICAL, COMMUNICATIONS, ES&S	\$2,023,240.00	\$33.17
31A	EARTHWORK	\$728,397.68	\$11.94
32A	ASHPALT PAVING	\$336,844.50	\$5.52
32B	CURB & GUTTER	\$117,150.00	\$1.92
32C	LANDSCAPING	\$250,000.00	\$4.10
32D	FENCING	\$48,040.00	\$0.79
33A	SITE UTILITIES	\$439,000.00	\$7.20
99A	TRAINING TOWER	\$599,483.00	\$9.83
	<b>SUBTOTAL</b>	<b>\$27,298,457.27</b>	<b>\$447.51</b>
	ESTIMATING CONTINGENCY:	\$545,969.15	\$8.58
	CONSTRUCTION MANAGER CONTINGENCY:	\$818,953.72	\$12.88
	PRECONSTRUCTION FEE (LUMP SUM):	\$8,000.00	\$0.13
	CONSTRUCTION MANAGER FEE (LUMP SUM):	\$472,945.77	\$7.44
	GENERAL LIABILITY INSURANCE (FIXED RATE):	\$189,438.12	\$2.98
	BOND (FIXED RATE):	\$262,298.93	\$4.12
	SOFT COSTS	\$4,202,494.47	\$66.07
	FURNITURE, FIXTURES, EQUIPMENT	\$0.00	\$0.00
	BUILDERS RISK / SPECIAL INSURANCE	\$0.00	\$0.00
	APPROVED ADD ALTERNATES	\$0.00	\$0.00
	APPROVED OWNER CHANGE ORDERS	\$0.00	\$0.00
	APPROVED VALUE ENGINEERING (NOT SHOWN IN SD SET)	(\$291,999.08)	(\$4.59)
	<b>CONSTRUCTION TOTAL</b>	<b>\$33,506,558.34</b>	<b>\$526.77</b>

Current Construction Subtotal: \$27,298,457.27

Current Total SD Estimate: \$33,506,558.34

# **schematic budget** cost alignments (so far)

Below items are cost savings realized during the natural evolution of the project design. These have already been applied, and we will continue to look for additional savings where we can.

## **Cost reductions since March 28<sup>th</sup> - \$1,168,234**

### Structure

- Alignment on Wall Types and Structural framing systems resulted in a net decrease to overall structure costs

### Building Envelope and Façade

- Reduce Stone Façade and Wall Heights at PD

### Finishes

- Initial Finishes reviewed with Core Planning Team which resulted in a lower cost

### Mechanical, Electrical, Plumbing, and Fire Protection

- Engineering team developed system narratives and design documents resulting in lower costs and scope alignment

### Training Tower – Deductive Alternate Bid

- Quote received from supplier which reduced material and install costs. Previous Budget was based on larger training tower footprint and scope

### Revised Site Layout and Materials

# **schematic budget** dd-level cost savings (already identified)

Below items are currently shown in the Schematic Design documents and would be revised in the Design Development Documents. None of these are a reduction in scope, but may be in life cycle (50 yr to 30 yr)

## **Cost reduction range - \$250,000 - \$350,000**

### Site

- Reduce High Density Pavement and Curbs
- Remove Signals for Vehicular Traffic

### Substructure

- Reduce 8" concrete to 6" concrete at PD Garage

### Building Envelope & Façade

- Eliminate Cornices on West Building Façade

### Finishes

- Revise Floor, Wall, and Ceiling Materials and Locations
- Reduce Drop Ceilings to Open Structure

# plan schematic site

HWY 33 - W. GRAND

PROPERTY LINE

PROPERTY LINE



PROPERTY LINE

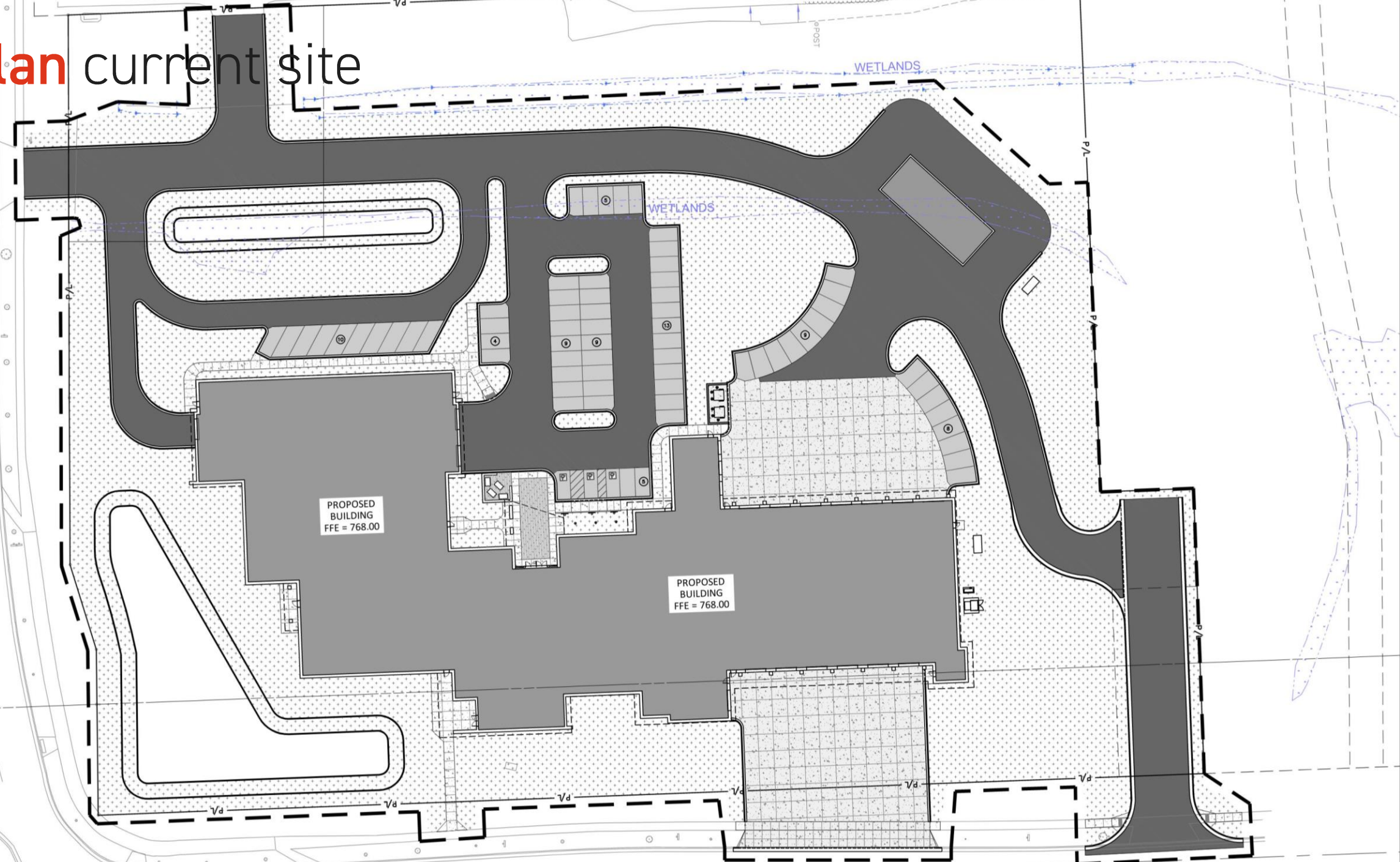
500' EASEMENT LINE

PROPERTY LINE

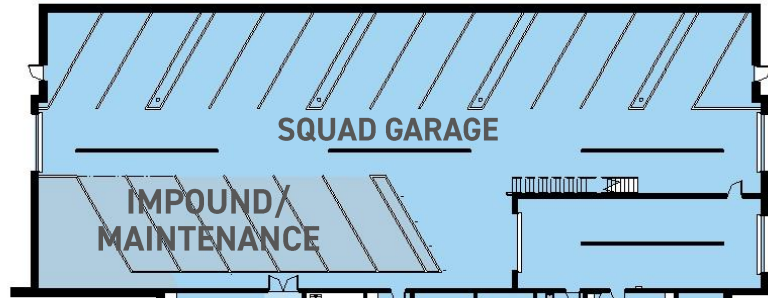
HWY LL - HERITAGE DRIVE



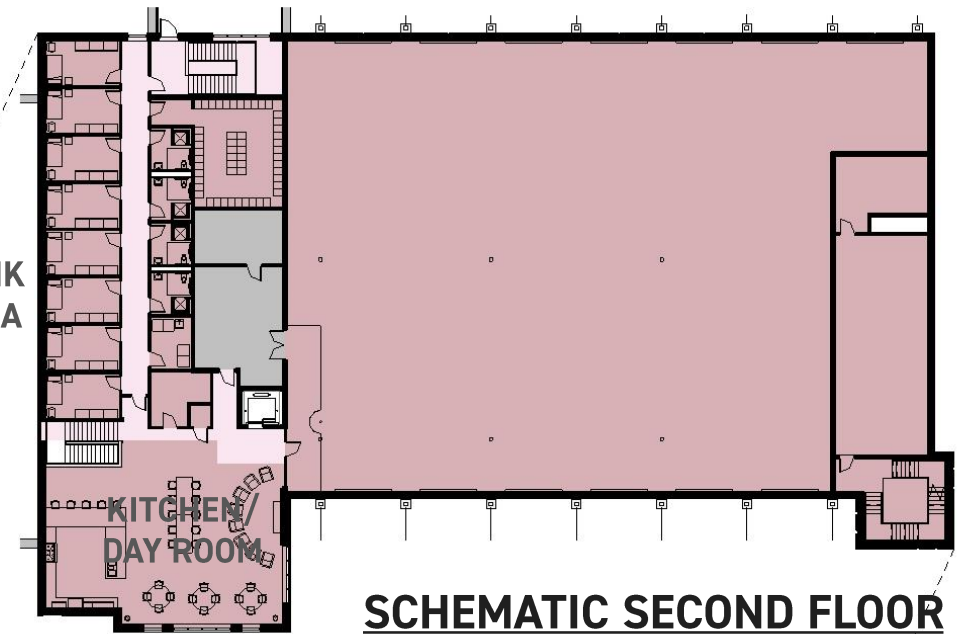
plan current site



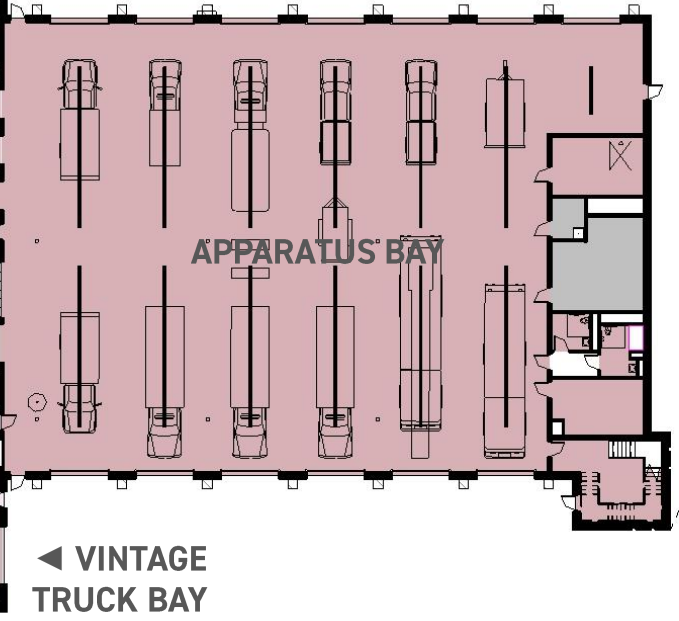
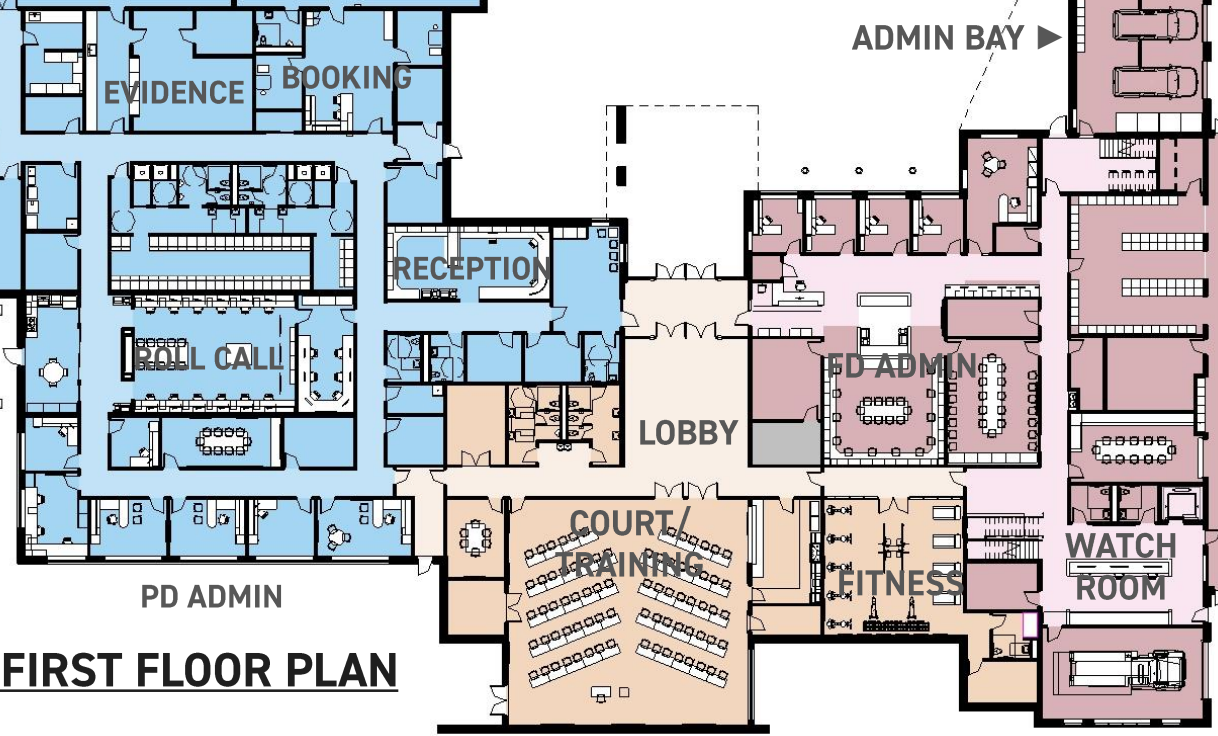
# plan building



**SCHEMATIC FIRST FLOOR PLAN**



**SCHEMATIC SECOND FLOOR**



ADMIN BAY ▶

◀ APPARATUS SUPPORT

◀ VINTAGE TRUCK BAY





# renderings aerial



# renderings exterior design



# renderings interior design



**note: interior renderings are from DD-level drawings, to be reflected in budget at next design milestone**



# Thank you!

**BRAY**ARCHITECTS

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

**FROM:** Mark Emanuelson, Finance Director / Treasurer

**DATE:** Tuesday, September 3, 2024

**SUBJECT:** Consideration and Possible Action on the Approval of a Not-To-Exceed Budget for the Proposed New Public Safety Building.

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**ISSUE:** Should the Common Council approve a not to exceed budget for the proposed new public safety building?

**STAFF RECOMMENDATION:** Staff recommends that, based on the site plan that the council approved "as presented" at the June 4th Council meeting, to approve the proposed public safety building with a "not-to-exceed" budget of \$33.5 million.

**RECOMMENDED MOTION:** "I move to approve the proposed public safety building with a "not to exceed" budget of \$33.5 million for the proposed new public safety building."

**BACKGROUND/DISCUSSION:** The city has engaged Bray Associates to continue with the design phase of the proposed new public safety building based on the site plan that the council approved "as presented" at the June 4th Council meeting.

Due to the significance of this project and in response to initial \$35 million cost estimate, Bray Associates would like the Common Council to formally approve a project budget to provide them the framework to help guide their ongoing design processes.

### STRATEGIC PLAN:

- 1. Strategic Direction:** Ranking Priorities to Identify Funding Sources
- 2. Impact on Strategic Direction:** Addressing the replacement of these City facilities has been recognized as a key strategic governance initiative. Initiating this analysis marks the initial step towards addressing this priority and ensuring the future success of City infrastructure for public safety.

### LEGAL:

- 1. City Attorney Review:** N/A
- 2. Legal Comments & Conclusions:** N/A
- 3. Statutory References:** N/A

**FISCAL IMPACT:** As referenced on page 5 of the 2025-2034 Financial Outlook analysis presented to the Common Council on August 6<sup>th</sup>, 2024, the estimated debt service tax levy impact of a \$35 million project to a homeowner with a current assessed value \$300,000 would be approximately \$600 per year. For additional context, this would be approximately \$17 per million in project costs.

**1. Amount of Recommendation/Cost of Project:** TBD

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:** Debt financing

**3. Operating and Maintenance Cost:** TBD

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION:** None.

**PUBLIC OUTREACH:** N/A.

**IF APPROVED, NEXT STEPS:** Bray Associates will use the approved budget as one of the key parameters to guide their design efforts of the project to be within the project budget.

**ATTACHMENTS:** 2025-2034 Financial Outlook.

## 2025-2034 Financial Outlook

### Debt Service

This plan begins by looking at the city’s current tax levy supported debt service schedule found below on **line 1**. Then the projected future tax levy debt service needs that would likely be required to implement the proposed capital project schedules found in appendix A are shown on **line 2**. The result is a projected total debt service need for the city which includes the anticipated costs to implement the proposed capital project schedule.

Budget Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>Tax Levy Debt Service</b>										
1 Existing Debt Schedule	4,363,000	3,803,300	3,346,500	3,179,800	3,181,900	3,155,500	3,141,300	2,689,600	1,749,200	424,300
2 Future Debt - Per Project Plan	-	1,908,000	3,467,100	4,035,000	4,603,300	5,176,800	5,682,200	6,215,000	6,509,400	7,002,700
3 Total Projected Debt Service	4,363,000	5,711,300	6,813,600	7,214,800	7,785,200	8,332,300	8,823,500	8,904,600	8,258,600	7,427,000
4 \$ Change in Debt Service	577,600	1,348,300	1,102,300	401,200	570,400	547,100	491,200	81,100	(646,000)	(831,600)
5 % Chg in Debt Service	15.26%	30.90%	19.30%	5.89%	7.91%	7.03%	6.31%	0.97%	-7.32%	-9.34%
6 Gross Debt Service cost per household (\$300,000 assessed value - 2024 base year)	\$1,003 \$133	\$1,313 \$310	\$1,566 \$253	\$1,659 \$92	\$1,790 \$131	\$1,915 \$126	\$2,028 \$113	\$2,047 \$19	\$1,899 -\$149	\$1,707 -\$191

Approximately \$600 of the projected tax levy debt service increases relate to the contemplated \$35,000,000 Public Safety Facility.

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

**FROM:** Roger Strohm, City Engineer

**DATE:** September 3, 2024

**SUBJECT:** Ordinance 2024-9: - An Ordinance Amending or Repealing One-Way Street Designations, Amending, Repealing and/or Recreating Parking Regulations, and Establishing Official Stop Signs – Second Reading.

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**ISSUE:** Should the City adopt Ordinance 2024-9 (attached) to

1. Add stop signs on Scott Road at W. Norport Drive at two locations and at Pirate Way with W. Jackson Street, and
2. Revise the traffic and parking rules on North Holden between W. Van Buren St. and W. Jackson St. to reflect the name change to Pirate Way and current signage, and
3. Repeal the Sunday morning one-way ordinance for S. Webster Street and W. Michigan Street?

**STAFF RECOMMENDATION:** Staff recommends approval of Ordinance 2024-9.

**RECOMMENDED MOTION:** “I move to approve Ordinance 2024-9, as presented.”

**BACKGROUND/DISCUSSION:**

Vehicles on Scott Road are not currently required to stop at W. Norport Drive. Based on the number of homes on Scott Road and the volume of traffic on W. Norport Drive during the school year, the Manual of Uniform Traffic Control (MUTCD) indicates that a stop sign should be considered.

On August 18, 2021, the City revised the name of N. Holden Street to Pirate Way between W. Van Buren Street and W. Jackson Street. Our current ordinances do not reflect this name change and do not reflect the current signage and operation of student drop off and pick up.

S. Webster Street and W. Michigan Avenue were designated as one-way streets for Sunday mornings to facilitate traffic for St. John’s Church. This church hasn’t operated at this site for about 20 years.

**STRATEGIC PLAN:**

1. **Strategic Direction:** Creating Accountability Through Policies and Procedures.
2. **Impact on Strategic Direction:** The City is accountable by ordinances accurately reflecting street names and use.

**LEGAL:**

1. **City Attorney Review:** Yes
2. **Legal Comments & Conclusions:** Prepared an updated ordinance.
3. **Statutory References:** N/A

**FISCAL IMPACT:**

1. **Amount of Recommendations/Cost of Project:**  
Initial Project Cost Estimate: \$500 for signs



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

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

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION:** Traffic Safety and General Government and Finance Committees recommend these changes.

**PUBLIC OUTREACH:** Discussed at open meeting.

**IF APPROVED, NEXT STEPS:** Install the stop signs on Scott Road.

**ATTACHMENTS:**  
Ordinance 2024-9

**CITY OF PORT WASHINGTON, WISCONSIN  
ORDINANCE NO. 2024-9**

**An Ordinance Amending or Repealing One-Way Street Designations, Amending, Repealing  
and/or Recreating Parking Regulations, and Establishing Official Stop Signs**

**WHEREAS**, the Traffic Safety Committee of the City of Port Washington has recommended that the Common Council adopt ordinances amending or repealing certain one-way street designations, amending, repealing and/or recreating certain parking regulations, and establishing official stop signs, in order to promote public safety,

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

**Section 1.** § 400-4 A. of the Code of the City of Port Washington is hereby amended to establish official stop signs on Scott Road, at both of its intersections with West Norport Drive.

**Section 2.** § 400-4 A. of the Code of the City of Port Washington is hereby amended to establish an official stop sign on Pirate Way, at its intersection with West Jackson Street.

**Section 3.** That portion of § 400-6 of the Code of the City of Port Washington designating North Holden Street as a one-way street traveling south from the south curb of West Van Buren Street to the north curb of West Jackson Street, is hereby repealed.

**Section 4.** § 400-6 of the Code of the City of Port Washington is hereby amended to designate Pirate Way as a one-way street traveling south from the south curb of West Van Buren Street to the north curb of West Jackson Street.

**Section 5.** That portion of § 400-6 of the Code of the City of Port Washington designating South Webster Street as a one-way street traveling south from Foster Street to Michigan Street between the hours of 6:00 a.m. and 1:00 p.m. on Sundays, is hereby repealed.

**Section 6.** That portion of § 400-6 of the Code of the City of Port Washington designating West Jackson Street as a one-way street traveling east from the east curb of North Holden Street to the west curb of North Webster Street, is amended to change “North Holden Street” to “Pirate Way.”

**Section 7.** That portion of § 400-6 of the Code of the City of Port Washington designating West Michigan Street as a one-way street traveling west from South Webster Street to South Coe Street between the hours of 6:00 a.m. and 1:00 p.m. on Sundays, is hereby repealed.

**Section 8.** That portion of § 400-10 A. of the Code of the City of Port Washington prohibiting parking on the west side of North Holden Street from the south curb of West Van Buren Street to a point 109 feet south thereof between 7:30 a.m. and 4:30 p.m. on days when school is in session, is hereby repealed.

**Section 9.** That portion of § 400-10 C. of the Code of the City of Port Washington establishing a thirty-minute parking limit on the east side of North Holden Street from the north curb of West Jackson Street to a point 271 feet north thereof from 7:00 a.m. to 4:00 p.m. on days when school is in session, is amended to change “North Holden Street” to “Pirate Way.”

**Section 10.** The table in § 400-16 H. (1) of the Code of the City of Port Washington establishing school bus only parking zones for passenger loading and unloading, is hereby repealed and recreated to read as follows:

Name of Street	Side	Times; Days	Location
Pirate Way	West	7:00 a.m. to 4:00 p.m. on days when school is in session.	From the south curb of West Van Buren Street to the north curb of West Jackson Street, extended.
Pirate Way	East	7:00 a.m. to 4:00 p.m. on days when school is in session	From the south curb of West Van Buren Street to a point 277 feet south thereof.
West Jackson Street	South	7:00 a.m. to 4:00 p.m. on days when school is in session.	From the west curb of North Webster Street to the east curb of Pirate Way, extended.

**Section 11.** § 400-16 H. (2) of the Code of the City of Port Washington, establishing vehicle parking zones for passenger loading and unloading (excluding school buses), is hereby repealed.

**Section 12.** This ordinance shall become effective upon passage and publication.

Passed and approved this \_\_\_\_\_ day of September, 2024.

ATTEST:

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

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

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

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

**DATE:** September 3, 2024

**SUBJECT: REVOLVING LOAN FUND** - Consideration and Possible Action on an Application for a City of Port Washington Revolving Loan Fund Loan for a Proposed Retail Grocery Store; 1590 Harris Drive; Thavasi Renga Thavasi and Aathira Foods LLC, Applicant.

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**ISSUE:** The Common Council is being asked to review an application for a \$25,000 Revolving Loan Fund Request for a proposed specialty grocery store.

**STAFF RECOMMENDATION:** Staff recommends the Common Council approve the Revolving Loan Fund (RLF) request with the following conditions, as recommended by the Community Development Authority (CDA):

1. That a \$25,000 RLF loan is provided to Aathira Foods, LLC. The loan would be used for the purchase of property at 1590 Harris Drive, capital improvements or working capital.
2. That a loan of \$205,000 is provided by Port Washington State Bank (PWSB).
3. That the RLF loan is provided with a five-year term and amortization and an interest rate of 4.25 percent.
4. That the RLF loan have a six month deferral of principal payments.
5. A personal guaranty of Rajesari Thavasi and Thavasi Renga Thavasi, principals in Aathria Foods, LLC.

**RECOMMENDED MOTION:** "I move to approve the Revolving Loan for Aathira Foods as recommended by staff."

### **BACKGROUND/DISCUSSION:**

The Subject site was constructed in 2008 and developed as a commercial condominium format in which each business owns its individual units. The space in question was originally a BMO bank branch with a drive thru teller service. The bank vacated the space in 2017 and it has remained vacant since.

The site was originally envisioned with an additional gas station and convenience store on the open space between the existing parking lot and Hwy 32. The applicants are Port Washington residents and have purchased this open space but currently have no plans for that land and is not part of this application.

### **ISSUES:**

#### Zoning:

- The proposed use is designated as a "retail store and shop" and is therefore a Permitted Use by Right in the B-2 zoning district subject to review and approval by the Plan Commission, which approved the use at its July 18, 2024 meeting.

Use and Operations:

- Proposed use is a grocery store specializing in Asian Indian groceries.
- A ‘grab and go’ carryout option will also be provided.
- The existing bank drive-thru lane and structure will not be used and will remain in place.
- Hours of operation will be M-F: 9:00 a.m. to 8:00 p.m. | Weekend Hours: 9:30 a.m. to 7:30 p.m.
- Staffing: One Full-time employee will staff the store. Depending on success / sales of the operation the applicants are planning for one or two additional Full-time employees within 12 months.
- Parking: The Port Washington zoning code requires 3 spaces for every 1,000 sq feet of gross floor area or three spaces.
- The on-site surface parking contains 38 spaces. It is estimated there are a minimum of 13 surplus parking stalls after accounting for the proposed use and the existing tenants.

Revolving Loan Fund Specifics: (See attached memo from Ozaukee Economic Development (OED))

**STRATEGIC PLAN:**

- 1) Strategic Direction: SD 4: Catalyzing Development to Generate Revenue
- 2) Impact on Strategic Direction: An approved loan will assist a new, local business to locate to a vacant commercial space in Port Washington.

**LEGAL:**

1. **City Attorney Review:** N/A

**FISCAL IMPACT:** N/A

**COMMUNITY DEVELOPMENT AUTHORITY RECOMMENDATION:** At its August 19, 2024 meeting, the CDA unanimously recommended the Common Council approve the loan request with the conditions as recommended by Ozaukee Economic Development (OED) (see attached OED memo)

**PUBLIC OUTREACH:** This matter was first heard before a regular public meeting of the CDA on August 19, 2024 and will be before a regular meeting of the Common Council on September 3, 2024.

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

**ATTACHMENTS:**

- 1) Ozaukee Economic Development Memorandum



## MEMORANDUM

TO: City of Port Washington – Community Development Authority  
City of Port Washington – Common Council

FROM: Kathleen Cady Schilling, Executive Director  
Ozaukee Economic Development

DATE: August 7, 2024

**SUBJECT: REVOLVING LOAN FUND LOAN: Aathira Foods, LLC**

The purpose of this memorandum is to provide a summary and staff analysis of the request from Aathira Foods, LLC for a Revolving Loan Fund (RLF) loan for start-up costs related to their Asian Indian grocery store and takeout. Aathira Foods will be located at 1590 Harris Drive, Unit One in the former Grafton State Bank/BMO Harris building. The business has requested a \$25,000 loan. This loan will be one of the simplified micro loans within the Revolving Loan Fund Program. The simplified loan program limits new loans to \$25,000, but allows for reduced loan fees and utilizes simplified loan documents.

### Background

Aathira Foods will be an Indian grocery store and take-out food business. It will be focusing on the unique market of individuals that look to make food with traditional processes that need specific ingredients that are not found in local grocery stores in the Ozaukee market. Additionally, the store will sell take-out Indian food. Merchandise sold at the site will include Indian grocery and vegetables, pre-packed snacks and food items, frozen food and household products. The business will be owned by Rajeswari Thavasi and Thavasi Renga Thavasi (husband and wife). The two owners were originally born and raised in India and have a detailed knowledge of Indian culture and cuisine. They are current US citizens and live in Grafton.

Currently, there are no Asian Indian grocery stores in Ozaukee or Sheboygan counties. This provides a large potential pool of customers. There are over 400 families in Ozaukee and Sheboygan who are currently going into Milwaukee County to fulfill their grocery needs. Additionally, some northern Milwaukee County residents may prefer to travel north rather than south for these items once an

alternative is available. Being near to Costco and other retail establishments will help draw some of these residents north. Additionally, the store also hopes to attract other county residents showing off the variety of Asian Indian ingredients and take-out items.

The company will be run by Rajeswari Thavasi, with a plan to hire another full-time employee within 3 months, based on the sales and profit numbers. The owners are currently working with the area's Indian communities and promoting the store to build up excitement for the new store. The owners are purchasing the site and the vacant land next to the site.

Aathira Foods, LLC has provided detailed projected financials for the next three years, showing that the store will should begin to show a profit within its first year and show stable but slow growth over the following three years.

### **Funding Request**

The Company is requesting that the \$25,000 RLF loan be provided with a term of five years and an interest rate of 4.25 percent, with a six month deferral of principal to ease the original start-up costs. Projected costs for this project are \$230,000. Costs for the project include purchase of the unit at 1550 Harris Drive, purchase of the vacant lot and money for capital improvements at the site. The company is receiving three loans totaling \$205,000 from Port Washington State Bank.

Since this loan is utilizing the simplified loan program, collateral for this loan will be a personal guaranty by the owners. This loan program only allows loans up to \$25,000.

### **Contingencies**

If the City approves the loan request, it is recommended that the following conditions accompany the approval:

1. That a \$25,000 RLF loan is provided to Aathira Foods, LLC. The loan would be used purchase of the property at 1590 Harris Drive, capital improvements or working capital.
2. That a loan of \$205,000 is provided by Port Washington State Bank.
3. That the RLF loan is provided with a five-year term and amortization and an interest rate of 4.25 percent.
4. That the RLF loan have a six month deferral of principal payments.
5. A personal guaranty of Rajesari Thavasi and Thavasi Renga Thavasi, principals in Aathria Foods, LLC

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