



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
GENERAL GOVERNMENT AND  
FINANCE COMMITTEE MEETING  
TUESDAY, DECEMBER 19, 2023 AT 5:45 P.M.  
Port Washington City Hall, 100 W. Grand Avenue, Port  
Washington, WI 53074  
Council Chambers Side Conference Room

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MINUTES

- 1. Roll Call-** Members present were Alderpersons Jonathan Pleitner, Dan Benning, and Deborah Postl. Also present was Interim City Administrator/City Clerk Susan Westerbeke, and ACA/HR Director Emily Blakeslee.
- 2. Approve Minutes of the Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO APPROVE THE MINUTES FROM THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
- 3. Resolution 2023-16: Resolution Authorizing A Referendum For The City Of Port Washington To Allow The City To Exceed The State Imposed Levy Limit For Hiring Additional Fire Department Personnel Beginning With The 2024 Levy (Collected in 2025) And On An Ongoing Basis-** Finance Director-Treasurer Mark Emanuelson was present to discuss the resolution. Throughout the first half of 2023, the Fire Department staff developed several organizational models and staffing options designed to address the existing and future staffing challenges within the Port Washington Fire Department (PWFD). On September 5, 2023, the Common Council endorsed the Fire Department's proposed hybrid staffing model and directed staff to initiate the process for a spring 2024 referendum to ask the public to support a levy limit increase for the required funding to implement that staffing model. At that time, Fire Department staff estimated that to achieve the addition of six new full-time positions and maintain the existing two full-time positions funded by the Ozaukee County program, the city must secure approximately \$975,000 in sustainable funding for the year 2024 and moving forward. In addition, the city has applied approximately \$200,000 per year of American Rescue Plan Act (ARPA) funding to support current staffing, therefore a total of approximately \$1,175,000 would be needed to implement the enhanced staffing model in 2025 and moving forward. This is the amount of the proposed levy limit increase under Resolution 2023-16. The Finance Director confirmed an inflationary index was included in the calculations. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF RESOLUTION 2023-16: A RESOLUTION AUTHORIZING A REFERENDUM FOR THE CITY OF PORT WASHINGTON TO ALLOW THE CITY TO EXCEED THE STATE IMPOSED LEVY LIMIT FOR HIRING ADDITIONAL FIRE DEPARTMENT PERSONNEL BEGINNING WITH THE 2024 TAX LEVY (COLLECTED IN 2025) AND ON AN ONGOING BASIS AS PRESENTED. Motion carried unanimously.
- 4. Consideration and Possible Action on an Agreement for Professional Services with GRAEF-USA, Inc. Relating to the Creation of a New City Zoning Code-** The Planning and Development Director Bob Harris was present to review the agreement. After a consensus by the Common Council on the need to re-write the current zoning code (originally written in 1965) to address on-going and future development and redevelopment issues in Port Washington, the Planning Department was approved to budget \$200,000 in capital funds to hire a consulting team for the project. In September 2023, staff issued a Request for Proposal (RFP) seeking consultant services for the zoning code re-write project. In November 2023, the Common Council approved the recommended team of GRAEF (with CiviTek Consulting, the primary sub-consultant) as the preferred consultant for the project, subject to finalization and approval of the final agreement. Graef was the only firm who offered their own staff attorney review. This process is expected to begin in January 2024 and take 12 to 18 months to complete, including public information sessions during the process. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO RECOMMEND APPROVAL OF THE AGREEMENT FOR PROFESSIONAL SERVICES WITH GRAEF-USA, INC RELATING TO THE CREATION OF A NEW CITY ZONING CODE AS PRESENTED. Motion carried unanimously.

**Consideration and Possible Action on a Contract Amendment with Short Elliot Hendrickson, Inc (SEH) to Provide Construction Services for the Water Filtration Plant Improvement Project-**

The Public Works Director Rob Vanden Noven reviewed the contract amendment. Also present was Tom Nennig from City Water, and Brad Weiss from SEH. At the November 21, 2023 meeting of the Common Council, the contract to construct improvements to the Water Filtration Plant was awarded to CD Smith. The proposed amendment to the SEH Agreement for professional services is to provide construction services including shop drawing review, contract administration, and on-site observation, documentation and enforcement of project plans and specifications. It is best practice to hire the engineering firm that prepared the design for these activities because it reduces risk to the City by ensuring that the construction meets the design intent. This amendment, which is currently under final review by the City Attorney, shall not exceed \$1.2 million. The City Attorney has minor language updates. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE CONTRACT AMENDMENT WITH SHORT ELLIOT HENDRICKSON (SEH) TO PROVIDE CONSTRUCTION RELATED ENGINEERING SERVICES FOR THE WATER FILTRATION PLANT UPGRADE PROJECT, WITH CITY ATTORNEY REVIEW AND APPROVAL AS PRESENTED. Motion carried unanimously.

**5. Chairman's Business-** None.

**6. Member's Business-** None.

**7. Public Comments/Appearances-** None.

**8. Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO ADJOURN THE MEETING AT 6:14 PM. Motion carried unanimously.

Respectfully submitted,  
Susan L. Westerbeke, City Clerk