



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
COMMON COUNCIL MEETING
TUESDAY, SEPTEMBER 17, 2024 AT 6:30 P.M.
Port Washington City Hall, 100 W. Grand Avenue,
Port Washington, WI 53074
Council Chambers**

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. Alderperson Patrick Tearney attended by phone. 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**
 - A. **Approve Minutes of Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
4. **MAYOR'S BUSINESS**
 - A. **Proclamation Recognizing National Hispanic and Latino Heritage Month-** The Mayor provided the proclamation honoring National Hispanic and Latino Heritage Month.
The Mayor announced the receipt of a \$2.2 million Wisconsin Department of Transportation Alternative Program (TAP) Grant for restoration of the breakwater light station. The Mayor thanked Public Works Director Vanden Noven and City Engineer Roger Strohm for their work on the grant application process. Request for bids will begin in a month. Construction will begin in 2025.
5. **OFFICERS/STAFF REPORT-**
 - A. **City Administrator Update-** None.
 - B. **Department Monthly Reports-** The reports were distributed in writing. The Mayor noted several departmental highlights
6. **PUBLIC COMMENTS/APPEARANCES-** None.
7. **FROM STANDING COUNCIL COMMITTEES**
 - A. **GENERAL GOVERNMENT AND FINANCE COMMITTEE**
 1. **Consideration and Possible Action on a Recommendation to Move Forward with the Phase 2 Implementation of the Building Permits Module within BS&A-** The City Administrator provided an update on the software module. General Government and Finance Committee recommended approval of this Phase 2 Implementation of the Building Permits Module within BS&A at a previous meeting. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. PLEITNER TO APPROVE THE PHASE 2 IMPLEMENTATION OF THE BUILDING PERMITS MODULE WITHIN BS&A AS PRESENTED. Motion carried unanimously.
 2. **Consideration and Possible Action to Update the American Rescue Plan Act (ARPA) Expenditure Schedule-** The City Administrator reported on the update to the American Rescue Plan Act (ARPA) Expenditure Schedule. General Government and Finance Committee recommended approval of the update at a previous meeting. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. PLEITNER TO APPROVE THE UPDATE TO THE AMERICAN RESCUE PLAN ACT (ARPA) EXPENDITURE SCHEDULE AS PRESENTED. Motion carried unanimously.
 3. **Consideration and Possible Action to Approve an Addendum to the Legacy Architecture, Inc. Agreement for Professional Services for the North Breakwater Pier Light to Update the Construction Documents and Provide Administration Services During Construction-** The City Engineer was present to report on the Addendum to the Legacy Architecture, Inc Agreement as it relates to their services provided during the upcoming construction on the North Breakwater Pier Light. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO APPROVE THE ADDENDUM TO THE LEGACY ARCHITECTURE, INC. AGREEMENT FOR PROFESSIONAL SERVICES FOR THE NORTH BREAKWATER PIER LIGHT TO UPDATE THE CONSTRUCTION DOCUMENTS AND PROVIDE ADMINISTRATION SERVICES DURING CONSTRUCTION AS PRESENTED. Motion carried unanimously.
 4. **Consideration and Possible Action on Approval of Establishments One-Day Extension of Alcohol Premises, Port Main Street Fall Street Festival-** The City Clerk reported on the One-Day Extension of Alcohol Premises for designated establishments during the upcoming Port Main Street Fall Street Festival. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO APPROVE THE ESTABLISHMENTS ONE-DAY EXTENSION OF ALCOHOL PREMISES, PORT MAIN STREET FALL STREET FESTIVAL AS PRESENTED. Motion carried unanimously.

B. PERSONNEL COMMITTEE

1. Consideration and Possible Action on Confirming Jon Crain as Director of Parks, Recreation and Forestry- ACA/HR Director Emily Blakeslee reported on this confirmation, and the alignment of the Parks and Recreation Department with the Forestry Division. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO CONFIRM JON CRAIN AS THE DIRECTOR OF PARKS, RECREATION, AND FORESTRY AS PRESENTED. Motion carried unanimously.

8. FROM CITY BOARDS/COMMISSIONS- None.

9. UNFINISHED BUSINESS- None.

10. NEW BUSINESS

A. Presentation of Public Facilities Needs Assessment and Impact Fee Study (Sept. 2024) Prepared by Trilogy Consulting, LLC, Relating to Imposition of Fire Impact Fee and Police Impact Fee Under § 66.0617, Wis. Stats.- The City Administrator reported on the study and asked the elected officials and public to review and forward questions to the Public Works Director. Trilogy Consulting's representative Christy DeMaster will be at the October 1, 2024 Common Council Meeting to review the study and answer questions. The City Attorney informed the Council the study is very thorough and complete.

B. Presentation on the Lead Water Service Inventory- Water Utility Superintendent Dan Fisher and City Water Representative Tom Nennig were present to review the service line configurations over the past decades and identifying lead service lines to be replaced. The Lead Service Line Inventory Compliance is due to the Department of Natural Resources (DNR) on October 16, 2024. The school buildings will be tested with the new sampling protocols outlined in the Lead Service Line Replacement Plan.

C. Consideration and Possible Action on Amendment to Offer to Purchase with Shaffer Development- The City Administrator reported on the amendment to the offer to purchase, which was reviewed by the City Attorney. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE THE AMENDMENT TO OFFER TO PURCHASE WITH SHAFFER DEVELOPMENT AS PRESENTED. Motion carried unanimously.

D. Consideration and Possible Action on Authorizing the Implementation of Electronic Poll Books (Badger Books) in the City of Port Washington for Wards 1-8 at All Polling Locations Beginning in 2025- The Director of Administration/City Clerk reported on the request for purchase and implementation of Electronic Poll Books (Badger Books) in 2025. The product is authorized by the Wisconsin Election Commission (WEC) for use in the State of Wisconsin. This product is not connected to the internet and units are self-contained at all polling locations. Programming and security are managed by the WEC and City Clerk only. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO APPROVE THE IMPLEMENTATION OF ELECTRONIC POLL BOOKS (BADGER BOOKS) IN THE CITY OF PORT WASHINGTON FOR WARDS 1-8 AT ALL POLLING LOCATIONS BEGINNING IN 2025 AS PRESENTED. Motion carried unanimously.

11. PUBLIC COMMENTS/APPEARANCES- None.

12. MOTION TO CONVENE IN CLOSED SESSION - per Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation and other terms and conditions of employment or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to-wit: City Administrator's Performance Review. The Mayor read the closed session item. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO CONVENE INTO CLOSED SESSION AT 7:33 P.M. ROLL CALL VOTE TAKEN. AYE: POSTL, NEUMYER, GASPER, BENNING, PLEITNER, TEARNEY. Motion carried unanimously.

13. RECONVENE INTO OPEN SESSION to take action relating to closed session discussions or deliberations, if any. MOTION MADE BY ALD. NEUMYER, SECONDED BY ALD. POSTL TO RECONVENE IN OPEN SESSION AT 8:14 P.M. ROLL CALL VOTE TAKEN. AYE: POSTL, NEUMYER, GASPER, BENNING, PLEITNER, TEARNEY. Motion carried unanimously.

14. ADJOURNMENT- MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ADJOURN AT 8:15 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, Director of Administration/City Clerk