



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
COMMON COUNCIL MEETING
TUESDAY, OCTOBER 15, 2024 AT 6:30 P.M.
Port Washington City Hall, 100 W. Grand Avenue,
Port Washington, WI 53074
Council Chambers

MINUTES

1. **ROLL CALL-** Ted Neitzke IV convened the meeting of the Common Council at 6:30 p.m. Members present were Alderperson Deborah Postl, Paul Neumyer, Michael Gasper, Dan Benning, Jonathan Pleitner, and John Sigwart. Alderperson Pat Tearney was absent and excused. Also present was City Administrator Melissa Pingel, Director of Administration/City Clerk Susan Westerbeke, City Attorney Eric Eberhardt, Public Works Director Rob Vanden Noven, and Director of Planning and Development Bob Harris.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG-** The Pledge of Allegiance was recited.
3. **CONSENT AGENDA**
 - A. **Approve Minutes of Previous Meeting**
 - B. **Accept Monthly Invoices**

MOTION MADE BY MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO APPROVE AND ACCEPT THE CONSENT AGENDA AS PRESENTED. Motion carried unanimously.
4. **MAYOR'S BUSINESS**
 - A. **Appointment to Boards, Committees, Commissions-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO APPROVE THE APPOINTMENT OF SHERYL ROBERTS TO THE COMMISSION ON AGING AS PRESENTED. Motion carried unanimously.
 - B. The Mayor reported on last week's visit by Governor Evers to present the facilities grant to the Library and tour the Light Station which is also receiving a grant for renovation.
5. **OFFICERS/STAFF REPORT**
 - A. **City Administrator Presentation of the 2025 City Budget-** The City Administrator provided a detailed presentation on the proposed budget. This presentation also included 2024 year-end projections. Ald. Pleitner encouraged residents to participate in the Bike and Pedestrian Plan survey. The City Clerk provided an election update.
 - B. **Department Monthly Reports-** The reports were distributed in writing.
6. **PUBLIC COMMENTS/APPEARANCES-** Barrett Genson provided comments related to the proposed public safety building project.
7. **FROM STANDING COUNCIL COMMITTEES**
 - A. **GENERAL GOVERNMENT AND FINANCE COMMITTEE**
 1. **Presentation and Possible Action on Report on Financing 2025-2026 General Fund Capital Improvement Projects-** Finance Director/City Treasurer Mark Emanuelson provided a review of the memo and supporting documents. Carol Wirth of Wisconsin Public Finance Professionals was present to report on the proposed \$8,000,000 General Obligation Promissory Notes and upcoming parameter resolution, as well as review the related processes and deadlines. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO APPROVE THE REPORT ON FINANCING 2025-2026 GENERAL FUND CAPITAL IMPROVEMENT PROJECTS AS PRESENTED. Motion carried unanimously.
 2. **Consideration and Possible Action on a Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC for the Issuance of \$8,000,000 General Obligation Notes-** The Finance Director/City Treasurer reviewed the Municipal Advisory Agreement. The estimated fee for services is \$26,500. The General Government and Finance Committee approved this at their meeting. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING, SECONDED BY ALD. POSTL TO APPROVE THE MUNICIPAL ADVISORY AGREEMENT WITH WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC FOR THE ISSUANCE OF \$8,000,000 GENERAL OBLIGATION NOTES AS PRESENTED. Motion carried unanimously.

- 3. Consideration and Possible Action on Scope of Engagement with Quarles and Brady LLP for Issuance of \$8,000,000 of General Obligation Promissory Notes for the City of Port Washington, WI-** The Finance Director/City Treasurer reviewed the Scope of Engagement. The estimated fee for services is \$24,300. The General Government and Finance Committee approved of this at their meeting. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO APPROVE THE SCOPE OF ENGAGEMENT WITH QUARLES AND BRADY LLP FOR ISSUANCE OR \$8,000,000 OF GENERAL OBLIGATION PROMISSORY NOTES FOR THE CITY OF PORT WASHINGTON AS PRESENTED. Motion carried unanimously.
 - 4. Consideration and Possible Action on the Approval of a Not-To-Exceed for the Proposed New Public Safety Building-** Mayor Neitzke spoke regarding the need for the public safety building for both the police and fire departments. Ald. Sigwart inquired on the maximum price. Rick Miller of MC Group, which is serving as the Owner's Representative provided clarification to the items which comprise the total cost including design, structure, furnishings, and contingencies. Ald. Postl noted that after reviewing the needs of the police and fire departments and other discussions with city staff she understands the need for the building upgrade and supports the project. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. NEUMYER TO APPROVE THE NOT-TO-EXCEED AMOUNT OF \$33,500,000 AS PRESENTED. Motion carried unanimously.
 - 5. Consideration and Possible Action to Move Forward to Order and Purchase a 2028 Pierce Enforcer 100' Aerial Tower Truck-** The Finance Director/City Treasurer reviewed the request. Fire Chief Mark Mitchell was present to report on the current vehicle and the new truck which will not arrive until 2028. The City Attorney reviewed the purchase order and approved the updates to it. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. PLEITNER TO APPROVE TO MOVE FORWARD TO ORDER AND PURCHASE A 2028 PIERCE ENFORCER 100' AERIAL TRUCK NOT TO EXCEED \$2,113,280 AS PRESENTED. Motion carried unanimously.
 - 6. Consideration and Possible Action on Approval for the Implementation of the ImageTrend Software Program within the Fire Department-** The Finance Director/City Treasurer reviewed the software request. The City Attorney noted this request is subject to the City Administrator and City Attorney review and approval. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. PLEITNER TO APPROVE THE IMPLEMENTAION OF THE IMAGETREND SOFTWARE PROGRAM WITHIN THE FIRE DEPARTMENT SUBJECT TO CITY ADMINISTRATOR AND CITY ATTORNEY APPROVAL. Motion carried unanimously.
 - 7. Consideration and Possible Action to Authorize the Police Department to Execute a Purchase Order for the 2 Ford Replacement Police Units Included in the 2025 Budget-** The Finance Director/City Treasurer reported on the replacement vehicles. Police Chief Kevin Hingiss addressed the Council regarding the vehicles as they relate to the Police and Fire Commission approved budget. Captain Craig Czarnecki was present to answer questions also. Ald. Benning noted that General Government and Finance Committee approved this request with several contingencies related to pricing and budget approval by the Police and Fire Commission. The Police Chief confirmed the Police and Fire Commission approved the budget which included these vehicles. MOTION MADE BY ALD. SIGWART, SECONDED BY ALD. PLEITNER TO APPROVE TO AUTHORIZE THE POLICE DEPARTMENT TO EXECUTE A PURCHASE ORDER FOR THE 2 FORD REPLACEMENT POLICE UNITS INCLUDED IN THE 2025 BUDGET AS PRESENTED. Motion carried unanimously.
- 8. FROM CITY BOARDS/COMMISSIONS**
- A. PLAN COMMISSION**
 - 1. Ordinance 2024-10: Amending the Zoning Ordinances of the City of Port Washington Relating to Building Height Limitations for Certain Parcels of Land in the Downtown Area of the B-4 Central Business District and Amending Official Zoning Map -1st Reading-** The Director of Planning and Development discussed the Plan Commission review and process. Special exceptions process and higher elevations increase heights on buildings which are located farther west from the lake front area starting at 38 feet maximum building, to 48 feet maximum building height, and finally to 52 feet maximum building height. This item will be considered at the next Council meeting for approval following the Public Hearing.

9. UNFINISHED BUSINESS- None.

10. NEW BUSINESS

A. Consideration and Possible Action to Approve Resolution 2024-8: Authorizing 2024 DNR Forestry Grant Application- Director of Parks, Recreation and Forestry Jon Crain was present to review Resolution 2024-8. This resolution authorizes the City Forester to sign and authorize the grant funding application. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. GASPER TO APPROVE RESOLUTION 2024-8: AUTHORIZING 2024 DNR FORESTRY GRANT APPLICATION AS PRESENTED. Motion carried unanimously.

B. Consideration and Possible Action on Approval of a Developer's Agreement Between the City of Port Washington and Hollander Chocolate Company Related to a WEDC Community Development Investment Grant; 1180 S. Spring Street- The Director of Planning and Development reviewed the Developer's Agreement. The City Attorney reviewed the agreement and minor modifications were verified. Hollander Chocolate Company's President was present to answer questions and give information on a business opening timeline. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO APPROVE THE DEVELOPER'S AGREEMENT BETWEEN THE CITY OF PORT WASHINGTON AND HOLLANDER CHOCOLATE COMPANY RELATED TO A WEDC COMMUNITY DEVELOPMENT INVESTMENT GRAND; 1180 S SPRING ST AS PRESENTED. Motion carried unanimously

11. PUBLIC COMMENTS/APPEARANCES- The Fire Chief mentioned this was his last meeting representing the Fire Department as Chief as he will be retiring October 31, The Chief thanked the Council for support of the years and for the new public safety building. The Police Chief also thanked the Council for their support of the new public safety building and their new equipment. The Mayor thanked Fire Chief for his years of dedicated service to the city, and asked the Fire Chief to gavel the meeting, taking the Common Council out of session.

12. ADJOURNMENT- MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ADJOURN AT 8:10 P.M. Motion carried unanimously.

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