



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
COMMON COUNCIL MEETING
TUESDAY, February 2, 2021 AT 7:30 P.M.

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

MINUTES

1. **ROLL CALL-** Mayor Martin Becker convened the Common Council meeting at 7:30 p.m. Members present were Alderpersons Deborah Postl, Paul Neumyer, Mike Gasper, Dan Benning, Jonathan Pleitner, Pat Tearney and John Sigwart. Also present was City Engineer Rob Vanden Noven (by phone), City Planner Bob Harris, City Attorney Eric Eberhardt, City Administrator Anthony Brown, and City Clerk Susan Westerbeke.

2. **PLEDGE OF ALLEGIANCE TO THE FLAG-** The Pledge of Allegiance was recited.

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
- B. December 2020 Invoices

MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. NEUMYER TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED AND THE DECEMBER 2020 INVOICES AS PRESENTED. Motion carried unanimously.

4. **MAYOR'S BUSINESS**

- A. Recognition of Years of Service for Members on City Board and Commission (Ron Voigt and Marie Zirbes)- Mayor Becker thanked Ron Voigt for his 27 years of service on the Park & Recreation Board and as a representative to the Plan Commission. The Mayor also thanked Marie Zirbes for her 25 years of service as a member of the Library Board.
- B. Next Common Council Meeting to be held on February 17th .
- C. Appointment of Election Inspector for 2021- The City Clerk requested this appointment. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. TEARNEY TO APPOINT HOLLY OSTERMANN AS AN ELECTION INSPECTOR FOR 2021 AS PRESENTED. Motion carried unanimously.

5. **OFFICERS'/STAFF REPORT**

- A. City Engineer's Report- Reviewed the progress of Michels Construction in the marina area. The determination of the \$36,000 Coastal Management Grant applied for will be known in the next few months.
- B. City Planner's Report- Reported there will be various agenda items coming to the Plan Commission and Council in the next few months.
- C. City Clerk's Report- The City Clerk gave an update on In Person Early Voting by Absentee Ballot, which began at City Hall today and runs through February 12th. In Person Voter Registration also is being held at that time.

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.

Joe Burke- Inquired about updated information on various developments in the City.

Christina Brickner- Representing the Be3 organization, they are opposed to the proposed 2021 Beer Garden Operational Plan.

Andrew Bolwerk- A property owner next to the N. Wisconsin Street property on the agenda requesting a Conditional Use Grant for an auto sales and service business. He is requesting at least a 10 foot landscape buffer between the proposed business and residential property next door.

Thom Evans- Representing the Stars & Stipes Legacy organization is opposed to the 2021 Beer Garden Operational Plan.

7. FROM STANDING COUNCIL COMMITTEES

A. FINANCE AND LICENSE COMMITTEE

1. Consideration and Possible Action on Revised Memorandum

Template for City Council/Boards/Committees/Commissions- Ald. Pleitner and the City Administrator reported on the proposed template. This draft addresses the request for more detail with the agenda item question, fiscal impact, background, and staff recommendations along with other needed information. Discussion was held on the template. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO APPROVE THE REVISED MEMORANDUM TEMPLATE FOR CITY MEETINGS AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

2. Consideration and Possible Action on a Purchasing Policy- Ald. Pleitner and the City Administrator reviewed the levels of responsibility, consistency, and uniform process for purchasing this will provide to staff. It includes thresholds, bid contract bidding and approvals. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO APPROVE THE PURCHASING POLICY. Discussion was held on the policy draft and modifications were requested. AN AMENDED MOTION MADE BY ALD. PLETINER, SECONDED BY ALD. POSTL TO APPROVE THE PURCHASING POLICY WITH MODIFICATIONS AS RECOMMENDED. Motion carried unanimously.

3. Review and Possible Action on Navigating from Safer at Home to

Your Home Port Plan- The City Administrator reviewed the re-opening risk assessment for recreational and senior programming along with special event programs. City staff will review individual events and programs and work with the current trajectory and risk status and possible bask mandates. Discussion was held on the guidelines for re-opening the summer programs and special events as they are submitted within the required 60 day deadline. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. PLEITNER TO APPROVE THE SAFER AT HOME TO YOUR HOME PORT PLAN AS SUBMITTED, INCLUDING ORGANIZATIONS MEET THE 60-DAY EVENT APPLICATION DEADLINE AND BE APPROVED BY STAFF. Motion carried unanimously.

8. FROM CITY BOARDS/COMMISSIONS

A. BOARD OF PUBLIC WORKS

1. Consideration and Possible Action on Proposal from Strand Engineering for UV Disinfection Upgrade at Wastewater Treatment Plan (WWTP)-

Wastewater Superintendent Dan Buehler was present to report on the proposal. This is a 31-year-old system replacement. The scope of service by Strand Engineering includes pre-design services, design services, bid-related services and construction related services all at time and expense for \$44,390. Board of Public Works and the Finance and License Committee recommends approval. The City Attorney has reviewed and approves of the agreement. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. PLEITNER TO APPROVE THE AGREEMENT WITH STRAND ENGINEERING FOR SERVICES RELATED TO THE UV DISINFECTION UPGRADE NOT TO EXCEED \$44,390 AS PRESENTED. Motion carried unanimously.

B. PLAN COMMISSION

1. Public Hearing to Consider a Conditional Use Grant to Operate Automotive Services and Used Car Sales on Property located at 922-926 N. Wisconsin Street (Muhamed Abdiu and Peiffer Auto Service, Inc.)-

The City Attorney informed Council that the public hearing notice requires a Class II notice be published. The Planning Department published a Class I notice, therefore this public hearing will not be held. Discussion was held on the upcoming meeting dates and possible re-publication dates. It was determined this public hearing will be held on Tuesday, March 2nd and new letters to the surrounding property owners will also be mailed.

2. Consideration and Possible Action on Conditional Use Grant to Operate Automotive Services and Used Car Sales on Property located at 922-926 N. Wisconsin Street (Muhamed Abdiu and Peiffer Auto Service, Inc.)-

MOTION MADE BY ALD. GASPER, SECONDED BY ALD. POSTL TO POSTPONE THIS ITEM UNTIL THE MARCH 2ND COUNCIL MEETING.

C. PARK AND RECREATION BOARD

1. Consideration and Possible Action on Proposed 2021 Beer Garden

Operational Plan- Recreation Director Kiley Schulte was present to report on the proposed operation plan for the 2021 beer gardens. This plan addresses past concerns with consistency, equitability of dates available to organizations along with insurance costs and public safety concerns. The goal is to provide a fund-raising opportunity for civic organizations that give back to the community. Insurance coverage for the selling/serving of beer was discussed and whether the city should obtain that coverage or the Friends of Park and Recreation 501c3 would be able to. The City Attorney reviewed the legal provisions that would have to be made for this proposal to be adopted. Discussion was held on whether the 50/50 profit sharing was acceptable or there should be a larger percentage going to the civic organizations. MOTION MADE BY ALD. GASPER TO POSTPONE CONSIDERATION OF THIS UNTIL THE FEBRUARY 17TH COUNCIL MEETING TO ALLOW THE CITY ATTORNEY TO FURTHER REVIEW INSURANCE COVERAGE. Motion carried unanimously.

9. UNFINISHED BUSINESS

A. Review and Possible Action on Resolution 2020-17 Vacation and Discontinuance of that Portion of E. Jackson Street Right-Of-Way from N. Lake Street Easterly to Termination of E. Jackson Street (Newport Shores Project)-

The City Attorney reviewed the resolution. MOTION MADE BY ALD. SIGWART, SECONDED BY ALD. BENNING TO APPROVE RESOLUTION 2020-17 AS PRESENTED. Motion carried unanimously.

B. Review and Possible Action Regarding Proposed Easement Agreement Relating to Vacation of Portion of East Jackson Street (Newport Shores Redevelopment Project)-

The City Attorney reviewed the temporary and perpetual non-exclusive easements, riparian rights, access to Lake Michigan, parking, and utilities. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. PLEITNER TO APPROVE THE AMENDMENT THE EASEMENT AGREEMENT AS SPECIFIED BY THE CITY ATTORNEY. Motion carried unanimously.

C. Review and Possible Action Regarding Proposed Distribution Easement Underground Electric (WE Energies Request) Regarding New Port Shores Project-

The City Attorney reviewed the easement and updated exhibits. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE THE DISTRIBUTION EASEMENT UNDERGROUND ELECTRIC WITH WE ENERGIES AS PRESENTED. Motion carried unanimously.

10. NEW BUSINESS

A. Consideration and Possible Action on the Fourteenth-Amended Agreement for the Operation of the Mid-Moraine Municipal Court-

The City Administrator reviewed the amendment, which adds the Town of Polk to the Mid-Moraine Court and corrected language included in the amendments. The City Attorney has reviewed and approved of this amendment. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE THE FOURTEENTH AMENDED AGREEMENT FOR OPERATION OF THE MID-MORAINÉ MUNICIPAL COURT AS PRESENTED. Motion carried unanimously.

11. FORTHCOMING EVENTS- Various events were mentioned.

12. PUBLIC COMMENTS/APPEARANCES- None.

13. ADJOURNMENT- MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMEYR TO ADJOURN THE MEETING AT 9:48 P.M. Motion carried unanimously.