



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
COMMON COUNCIL MEETING**

**TUESDAY, JUNE 15, 2021 AT 7:30 P.M.**

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

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**MINUTES**

**1. ROLL CALL** – Mayor Ted Neitzke IV convened the Common Council meeting at 7:30 p.m. Members present were Alderpersons Deborah Postl, Paul Neumyer, Mike Gasper, Dan Benning, Jonathan Pleitner, and Pat Tearney. Alderman John Sigwart was absent and excused. Also, present was City Engineer Rob Vanden Noven, 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 Meetings

**B.** Approve May Financials

MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE THE CONSENT AGENDA AS PRESENTED. Motion carried unanimously.

**4. MAYOR'S BUSINESS**

**A.** Mayor's Updates – The Mayor and City Administrator toured Allen Edmonds last week, and have also toured Badger Technology Group, Ansay & Associates, and Bernie's Fine Meats. Mayor Neitzke has met with the Ozaukee – Washington Land Trust and is also working on a Mayor's Ordinance with Ald. Postl.

**B.** July Common Council Meeting- July 6<sup>th</sup>

**5. OFFICERS'/STAFF REPORT**

**A.** City Engineer reported that water improvements are being completed and on schedule. We are still waiting on We Energies to complete electrical for Heart of the Harbor. Sidewalk improvements on Hales Trail and Crestview start mid-July. There will be a conference meeting on the lighthouse.

**B.** City Planner reported that there will be a small Plan Commission Agenda for June 17, 2021.

**C.** City Clerk reported on the upcoming city events to be held in June and July.

**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.*

Marty Becker would like to see city staff continue working on the Fire Station study and land acquisition. Carl Wagner from Port Washington Lions Club mentioned the July 16<sup>th</sup> & 17<sup>th</sup> Summer Festival being held includes other organizations and will be held in Veteran's Park.

**7. FROM STANDING COUNCIL COMMITTEES**

**A. FINANCE AND LICENSE COMMITTEE**

**1.** Consideration and Possible Action on Renewal of Alcohol Licenses for

July 1, 2021 – June 30, 2022 – Ald. Pleitner reported that all establishments have

filed completed applications, the required documentation. Background checks have been approved by Police Chief Hingiss. The Finance & License Committee recommends approval. MOTION MADE BY ALD.

PLEITNER, SECONDED BY ALD. BENNING TO APPROVE THE RENEWAL OF ALCOHOL LICENSES FOR JULY 1, 2021 – JUNE 30, 2022, AS PRESENTED. Motion carried unanimously.

2. Consideration and Possible Action on Original Class “A” Beer / “Class A” Liquor License (Dolgencorp LLC d/b/a Dollar General), Class “B” Beer and “Class C” Wine Alcohol Licenses (Hill A Beans LLC d/b/a Java Dock & Cauldron 86 LLC d/b/a Dockside Deli) for July 1, 2021 – June 30, 2022 – Ald. Pleitner

reported the applications received were complete and background checks have been approved by Police Chief Hingiss. The Finance & License Committee recommends approval. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE THE ORIGINAL COMBINATION CLASS “A” BEER / “CLASS A” LIQUOR LICENSE FOR DOLGENCORP, LLC D/B/A DOLLAR GENERAL, IMRAN KAHN – AGENT, THE ORIGINAL CLASS “B” BEER AND “CLASS C” WINE ALCOHOL LICENSE FOR HILL A BEANS, LLC D/B/A JAVA DOCK CAFÉ, ANGELA HILL – AGENT, AND THE CLASS “B” BEER AND “CLASS C” WINE ALCOHOL LICENSE FOR CAULDRON 86, LLC D/B/A DOCKSIDE DELI, SCOTT CATHART – AGENT AS PRESENTED. Motion carried unanimously.

3. Consideration and Possible Action on Annual Cabaret Licenses for July 1, 2021 –

June 30, 2022 – Ald. Pleitner reported the establishments have submitted complete applications, all required fees have been paid. The Finance & License Committee recommends approval. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE THE ANNUAL CABARET LICENSES FOR JULY 1, 2021 – JUNE 30, 2022, AS PRESENTED. Motion carried unanimously.

4. Consideration and Possible Action on Temporary Class B Retailers License for

Port Washington Lions Club-Summer Festival Event July 16<sup>th</sup> & 17<sup>th</sup> – Ald. Pleitner reports on the Port Washington Lions Club Application for Temporary Class B Retailers License for the Summer Festival Event on July 16<sup>th</sup> & 17<sup>th</sup>, 2021. The Finance & License Committee recommends approval. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE THE TEMPORARY CLASS B RETAILERS LICENSE FOR PORT WASHINGTON LIONS CLUB – SUMMER FESTIVAL EVENT JULY 16<sup>TH</sup> & 17<sup>TH</sup> AS PRESENTED. Motion carried unanimously.

## **B. DIVERSITY AND INCLUSION COMMITTEE**

1. Update from Diversity And Inclusion Committee and Consideration and Possible Action on Minor Revision to the Community Unity Statement – Ald. Benning

provided an update, stating the Committee has met with the School District to discuss the use of marketing and a website to provide public information. The Committee also provided seminars in May and June to City Staff. The Committee would like to change the language in the Unity Statement by removing the word “citizen” and replacing with the word “all”. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. PLEITNER TO APPROVE THE LANGUAGE CHANGE IN THE COMMUNITY UNITY STATEMENT AS PRESENTED. Motion carried unanimously.

## **8. FROM CITY BOARDS/COMMISSIONS**

### **A. BOARD OF PUBLIC WORKS**

1. Review Water Treatment Plant Condition and Needs Assessment Report from Short, Elliot, Hendrickson, Inc. (SEH) and City Water, LLC – The City Engineer

reported on the orders from the DNR to come into compliance with State Administrative Code requiring back-up power at the plant and requiring that the clear wells located at the plant to be no less than 2 feet above ground water level as do the low lift pumps. In addition to these ordered improvements, major items (notably electrical) have become obsolete and require replacement. Representatives from Short, Elliot, Hendricks (SEH) were in attendance to present the Assessment Report. Estimated project cost is \$15,584,000 for Water Filtration Plant upgrades.

2. Consideration and Possible Action on a Professional Services Agreement with Short, Elliot, Hendrickson, Inc. (SEH) for Engineering Services on the Proposed Water Treatment Plan Improvements – The City Engineer reviewed two deadlines:

one with the DNR and the other a grant application. The recommendation is to approve the Agreement with Short, Elliot, Hendrickson, Inc for Engineering Services not to exceed \$914,000. Short, Elliot, Hendrickson, Inc will be at the Board of Public Works meeting to present their design proposal to meet these DNR and operational requirements. MOTION MADE BY ALD. GASPER, SECONDED BY ALD. TEARNEY TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH SHORT, ELLIOT, HENDRICKSON, INC (SEH) FOR ENGINEERING SERVICES ON THE PROPOSED WATER TREATMENT PLAN IMPROVEMENTS NOT TO EXCEED \$914,000 AND SUBJECT TO CITY ATTORNEY REVIEW AND APPROVAL. Motion carried unanimously.

3. Consideration and Possible Action on Resolution 2021-7 Compliance Maintenance Resolution for 2020 Compliance Maintenance Annual Report (CMAR) – City Engineer reported on the Compliance Maintenance Annual Report which is required by the DNR to measure performance of the Wastewater Utility. It covers compliance and maintenance of the treatment plant and associated collection system. The report is graded A – F for 9 various categories to obtain a GPA for the utility. The Port Washington facility received A's in 9 of 9 categories for a GPA of 4.0. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. GASPER TO APPROVE RESOLUTION 2021-7 COMPLIANCE MAINTENANCE RESOLUTION FOR THE 2020 COMPLIANCE MAINTENANCE ANNUAL REPORT AS PRESENTED. Motion carried unanimously.

4. Consideration of Possible Action on the Purchase of UV Disinfection Equipment for the Wastewater Treatment Plant – The City Engineer reported on the purchase of equipment prior to beginning project. Strand Engineering accepted proposals from Wedeco (Evoqua) and Trojan UV. We currently have a Trojan 2 channel operation. Wedeco was unable to propose a 1 channel operation. Trojan was able to propose a 1 channel design which was approved by Strand Engineering with an estimated cost of \$299,720. The Board of Public Works recommended approval. The City Administrator reviewed the utility projects and funding of them in 2021 and going forward. MOTION MADE BY ALD. GASPER, SECONDED BY ALD. PLEITNER TO APPROVE THE PURCHASE OF UV DISINFECTION EQUIPMENT FOR THE WASTEWATER TREATMENT PLANT FROM TROJAN IN THE AMOUNT OF \$299,720 AND SUBJECT TO CITY ATTORNEY REVIEW AND APPROVAL. Motion carried unanimously.

5. Consideration and Possible Action on Award of Contract for the Construction of Improvements to Spinnaker West Pond – The City Engineer reported on the ongoing project due to years of flooding issues. The construction of improvements to the existing Spinnaker West Pond is the first step towards mitigating flooding for the 5-6 homes that are impacted by a 100-year event. The greatest “bottleneck” for stormwater is at North Spring Street, however, prior to enlarging that culvert (as well as the Garfield culvert), the pond must be enlarged to maintain the existing flow rate downstream of Spring St. This project will not mitigate flooding the 100-year event on its own. The low bidder was Highway Landscaper at \$632,233. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO APPROVE AWARD OF THE CONTRACT FOR THE CONSTRUCTION OF IMPROVEMENTS TO SPINNAKER WEST POND TO HIGHWAY LANDSCAPER FOR \$632,233. Motion carried unanimously.

## 9. UNFINISHED BUSINESS

A. Consideration and Possible Action on the Design and Substantial Completion Date of the New Fish Cleaning Station (Facility) – Presentation given by Rinka. Ansay representative Ian McCain was present to report on proposed design and answer questions. The delay in building the station is due to a delay in obtaining product. It is being requested that the construction and operational deadline in the Third Amendment to the Redevelopment Agreement be extended from July 31, 2021, to April 1, 2022. Construction of the new fish cleaning station would commence after September 15, 2021. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. PLEITNER TO EXTEND THE CONSTRUCTION AND OPERATIONAL DEADLINE OF THE FISH CLEANING STATION TO BE COMPLETED BY APRIL 1, 2022, AS PRESENTED. Motion carried unanimously.

## 10. NEW BUSINESS

A. Ordinance 2021-9: Amending Municipal Code for Approval of Temporary Class B Retailers Licenses- 1<sup>st</sup> Reading – The City Clerk reviewed Ordinance 2021-9 Amending Municipal Code for Approval of Temporary Class “B” (Picnic) Beer Licenses and Temporary “Class B” (Picnic) Wine Licenses, which would allow the City to better coordinate and efficiently streamline the event approval process. The City Clerk was previously authorized to approve event applications that meet all criteria. Temporary Class B Licenses were not included in this approval process. This license application is always included within an event application request but has now become the outlier form that has to be held separately for approval at a city meeting. This has created confusion for organizations, creates extra steps in the process in the City Clerk’s office, and in certain circumstances, can hold up a final approval. This ordinance will be considered on a second reading on July 6<sup>th</sup>.

B. Review and Discussion on the Draft Future Land Use Plan – The City Planner reviewed the process of updating the City’s future land use map section of its Comprehensive Plan. A Draft Future Land Use Map and accompanying text document containing related policy and development recommendation was created and shared via the City’s public website and Facebook page. The City Planner invites further input from the public and Common Council Members. The goal is to review this again in August, including possible consideration.

**C.** Review and Discussion on the Draft Strategic Plan Request for Proposal – The City Administrator reviewed the draft request for proposal. The 2021 Capital Improvement Plan has funds allocated to undertake a facilitate strategic planning process. To solicit bids from a consultant with an expertise in group facilitation and training a request for proposal (RFP) was drafted for publication. The goal is to create a vision that can be utilized by City Staff to provide services. Proposals would be due in July and Council would review and make a recommendation in August.

**11. FORTHCOMING EVENTS** – Various events were mentioned.

**12. PUBLIC COMMENTS/APPEARANCES** – None.

**13. ADJOURNMENT** – MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO  
ADJOURN THE MEETING AT 9:52 P.M. Motion carried unanimously.

Respectfully Submitted  
Susan L. Westerbeke, City Clerk

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