



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
**COMMON COUNCIL MEETING**  
**TUESDAY, NOVEMBER 2, 2021 AT 6:30 P.M.**  
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074

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**MINUTES**

**1. ROLL CALL** – Council President Dan Benning convened the Common Council meeting at 6:30 p.m. Mayor Neitzke was in attendance by telephone. Members present were Alderpersons Deborah Postl, Paul Neumyer, Mike Gasper, Jonathan Pleitner, Pat Tearney (appeared by telephone), and John Sigwart. Council President and Alderperson Dan Benning was also a voting member at the meeting . Also present were 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 Meeting- **MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO APPROVE THE CONSENT AGENDA AS PRESENTED. Motion carried unanimously.**

**4. MAYOR'S BUSINESS**

**A.** Mayor's Updates – Mayor Neitzke met with Senator Tammy Baldwin to request funds from the Federal level for the breakwater project. Mayor Neitzke thanked the Finance and License Committee for their work and time commitment on the budget. Mayor Neitzke also thanked Dan Benning for chairing the meeting.

**B.** Proclamation Celebrating and Honoring Veterans – Mayor Neitzke read a Proclamation recognizing November 11<sup>th</sup> as Veterans Day and to reflect and appreciate the veterans for their service and their families for their support.

**5. OFFICERS'/STAFF REPORT**

- A.** City Engineer's Report
- B.** City Planner's Report
- C.** City Clerk's Report

Written reports were submitted to Council.

**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. None.*

## **7. FROM STANDING COUNCIL COMMITTEES**

### **A. FINANCE AND LICENSE COMMITTEE**

1. Consideration and Possible Action on Application for Transfer of Retail License for Sale of Intoxicating Liquor from One Premises to Another (Locally Inspired Inc, Applicant 126 E. Main Street to 226 E. Main Street) – Ald. Pleitner reported that Owner-Agent Kelly Brown requested her annual Class A Liquor License be moved to her new location in November. The required application and fee were submitted to the City Clerk. The Finance and License Committee has recommended approval. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. GASPER TO APPROVE THE TRANSFER OF PREMISE FOR THE CLASS A INTOXICATING LIQUOR LICENSE FROM 126 E. MAIN STREET TO 226 E. MAIN STREET FOR LOCALLY INSPIRED INC. d/b/a LOCALLY INSPIRED, KELLY BROWN- AGENT AS PRESENTED. Motion carried unanimously.

2. Resolution 2021-23: Adopting the 2022 Schedule of Application, License, Permit and Other Fees, Costs, Taxes and Charges for the City of Port Washington – Ald. Pleitner reported the License and Fee Schedule includes all applications, licenses, permits and other fees, costs, taxes, and charges to defray and recover the City's administrative and other expenses of reviewing, processing, publishing, issuing, and regulating municipal licenses, permits and the like. The Finance and License Committee recommended approval. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO APPROVE THE 2022 SCHEDULE OF APPLICATION, LICENSE, PERMIT AND OTHER FEES, COSTS, TAXES AND CHARGES AS PRESENTED. Motion carried unanimously.

3. Consideration and Possible Action to Engage Clifton Larson Allen (CLA) to Perform Audit Services – City Treasurer Jennifer Clark was present and reported four proposals were received, three met the criteria and were reviewed. Staff recommended Clifton Larson Allen (CLA) to perform audit services. The Finance and License Committee recommended approval. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO APPROVE TO ENGAGE WITH CLIFTON LARSON ALLEN (CLA) TO PERFORM AUDIT SERVICES NOT TO EXCEED \$43,650 FOR 2021 AND A 2.9% INCREASE IN SUBSEQUENT YEARS AS PRESENTED. Motion carried unanimously.

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

### **A. PLAN COMMISSION**

1. Public Hearing to Accept Public Comments on the Proposed Amendment Updating the Land Use Element of the City of Port Washington Comprehensive Plan 2035 – MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO OPEN THE PUBLIC HEARING. Motion carried unanimously. No public comments. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO CLOSE THE PUBLIC HEARING. Motion carried unanimously.

2. Ordinance 2021-14: Amending the Land Use Element of the City of Port Washington Comprehensive Plan 2035 – City Planner reported the Comprehensive Plan was approved in 2008 and staff is updating the most relevant portion of this plan – the land use element, which guides the city on future land use and development decisions. The update provided by Staff is comprised of two portions: 1) the policy and recommendation text documents; and 2) the future land use plan. The Common Council was asked to approve the proposed update to the Land Use Element of the City's Comprehensive Plan via Ordinance 2021-14. Ald. Sigwart asked the City Planner to match the pictures to the Port Washington map to make it easier for the public to understand. Ald. Gasper would like to see more mixed-use than industrial/commercial. Ald. Pleitner would like to see less multi-family and more single-family in same areas. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. NEUMYER TO APPROVE ORDINANCE 2021-14 AMENDING CHAPTER VII OF THE CITY OF PORT WASHINGTON COMPREHENSIVE PLAN FOR 2035 AS PRESENTED. City Attorney stated State Statute allows for one reading however our Municipal Code states there must be two readings. This ordinance will appear on the November 16<sup>th</sup> agenda for final consideration and no action was taken.

3. Introduction of Resolution 2021-24: Discontinue a Public Alley Located East of N. Montgomery Street and West of the Existing North-South Alley, North of W. Jackson Street and South of Van Buren Street – City Planner reported a citizen requested the platted-only alley that runs east-west along the property from N Montgomery Street to the western boundary of the existing alley located between Montgomery and Milwaukee streets be vacated. This alley was platted but never constructed. The eastern portion of this platted-only alley was vacated in 2017. Plan Commission

unanimously recommended discontinuance of the alley. City Attorney stated that residents who live next to the alley way should not assume they can erect structures on vacant property they do not own. MOTION MADE BY ALD. NEUMYER, SECONDED BY ALD. POSTL TO SET A PUBLIC HEARING FOR THIS ITEM. Motion carried unanimously.

## **9. UNFINISHED BUSINESS**

**A.** Ordinance 2021-13: Amending Wards and Aldermanic Districts- 2<sup>nd</sup> Reading – The City Clerk reported on Ordinance 2021-13 confirming Aldermanic and Ward boundaries for voting purposes. Ald. Sigwart inquired how residents were notified if their wards are changed. The City Clerk confirmed they will be sent a letter notifying them of any ward and/or voting locations changes. Ald. Gasper expressed that his proposed District 3 boundary is not compact at the local level or the county level and will not approve this ordinance. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO APPROVE ORDINANCE 2021-13 AN ORDINANCE REVISING ALDERMANIC DISTRICT AND WARD BOUNDARIES FOR VOTING PURPOSES AS PRESENTED. VOTE TAKEN: AYE: 6 (POSTL, NEUMYER, BENNING, PLEITNER, TEARNEY, SIGWART), NO: 1 (GASPER). Motion carried.

**B.** Resolution 2021-22: Consideration and Possible Action on Final Resolution 2021-22 for Special Assessments for Stormwater Laterals – City Engineer reported on the previous meeting and public hearing that were held, and the confusion by a resident in Randy Circle as to the payment of the lateral connection. Future projects will require a signed form by property owners, which will be discussed by the Board of Public Works at a future meeting. MOTION MADE BY ALD. TEARNEY, SECONDED BY ALD. PLEITNER TO APPROVE RESOLUTION 2021-22 FINAL RESOLUTION AUTHORIZING SPECIAL ASSESSMENTS TO BE LEVIED AGAINST BENEFITED PROPERTY FOR 2021 STORMWATER LATERAL IMPROVEMENTS ON BEUTEL ROAD AND ON RANDY CIRCLE AS PRESENTED. Motion carried unanimously.

Mayor Neitzke arrived at 7:24 p.m. and presided over the remainder of the meeting.

## **10. NEW BUSINESS**

**A.** Discussion Regarding Future Use of Robert's Rules of Order "Informal Consideration" Procedure by Common Council for Specific Matters – The City Administrator reported on discussions held regarding the use of the "Committee of the Whole" to facilitate more complex topics and allow more latitude in discussions with leadership, staff and others involved. During those discussion another procedure was considered that may serve the council as a better option. The City Attorney reviewed the use of "Informal Consideration" as a process for the Council to hold an informal consideration where open discussions can be held on specific topics. This can be invoked by a simple motion. Future use of this option may be utilized if needed.

**B.** Consideration and Possible Action on City Staff Authorization to Order 2022 Capital Vehicles – The City Administrator reported that while drafting the 2022 Capital Improvement Plan, staff ran into supply-demand issues including pricing that may increase, vehicle production may stop, and delivery delays. Not purchasing vehicles in 2022 was considered, however, many vehicles have aged and run their course. Waiting 18-24 months would not be wise due to the historically low interest rate environment, workplace safety, and productivity. Staff requested authorization to order the identified vehicles prior to the 2022 Capital Budget being adopted. The Finance and License Committee previously discussed this issue and recommended approval. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO AUTHORIZE ORDERING EIGHT (8) VEHICLES AT THIS TIME WITH DELIVERY IN 2022 AS PRESENTED. Motion carried unanimously.

**C.** Presentation of the 2022 City of Port Washington Proposed Budget – The City Administrator gave a detailed presentation on the proposed 2022 budgets and proposed 2021 tax levy. A budget public hearing will be held on November 16<sup>th</sup> followed by final consideration of the budgets and tax levy. Ald. Pleitner reviewed the budget highlights in Revenues and Expenditures. General Fund Budget will increase 2.7%, the City tax rate will be reduced by \$5.23 per thousand valuation.

**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 8:14 P.M. Motion carried unanimously.

Respectfully submitted,  
Susan L. Westerbeke, City Clerk

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