

**MINUTES**  
**CITY OF PORT WASHINGTON**  
**CITY COUNCIL MEETING**  
**Tuesday, July 19, 2011, 7:30 P.M., City Hall**

**1. ROLL CALL-** A duly convened meeting of the Common Council was called to order at 7:30 p.m. by Mayor Scott Huebner in Council Chambers. Council members present: Aldermen Mike Ehrlich, Dan Becker, Dave Larson, Jim Vollmar and Paul Neumyer. Absent and Excused: Joe Dean and Burt Babcock. Also present: City Administrator Mark Grams, City Engineer Robert Vanden Noven, City Planner Randy Tetzlaff and City Attorney Eric Eberhardt. Present for this meeting Charlie Imig, Park and Recreation Director, Catherine Kiener, Senior Center Director and Mark Mitchell, Fire Chief.

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

**3. CONSENT AGENDA**

- A. Approve Minutes Of Previous Meeting
- B. Approve Original Operator's License Applications
- C. Approve Temporary Class "B"/"Class B" Retailer's License Applications

MOTION MADE BY ALDERMAN LARSON, SECONDED BY ALDERMAN BECKER TO APPROVE THE MINUTES AS PRESENTED, ORIGINAL OPERATOR LICENSE APPLICATIONS FOR ADAM FERRAINO, JOSHUA ELLENSON, BILLIEJO ESSELMANN, DAWN KOPZCZ, LAUREN RANDULA, SARAH RISCH, KRISTINA USELDING, AMY VOIGT, THERESA ZAWLOCKI, ANGELA HARTWIG, AARON KOENIG, NICOLE KAPP, PETER OGLEVIE, NICOLE KLOEHN AND SUZETTE POULL AND A TEMPORARY CLASS "B"/"CLASS B" RETAILERS LICENSE APPLICATION FOR CHRIST THE KING CHURCH FOR COMMUNITY CHICKEN ROAST ON JULY 31, 2011. Motion carried unanimously.  
MOTION MADE BY ALDERMAN LARSON, SECONDED BY ALDERMAN EHRLICH TO DENY AN OPERATOR LICENSE FOR SHIRLEY DEKKER AND ASKS THE APPLICANT TO RECTIFY HER LEGAL ISSUES AND REAPPLY. Motion carried unanimously.

**4. MAYOR'S BUSINESS-** Mayor Huebner would like to thank the Armin Schwanz family for the donation of a painting of the City lakefront which was painted in 1975. It will hang in the City Administrator Office where the public can see it.

**5. OFFICERS'/STAFF REPORT**

- A. Update On Highway 33 Project- Rob Vanden Noven reported that the utilities are complete and the water main work is almost complete. The vehicle temporary lane will be completed and open for use starting next week. The project is 4-6 weeks behind at this time.
- B. Start Of Paramedic Service- Administrator Grams reported that a letter from the State has been received granting the paramedic service for the City. The service is scheduled to begin on August 1<sup>st</sup>. Chief Mark Mitchell was present and reported on the preparations being made so the service is ready to begin on August 1<sup>st</sup>.

**6. PUBLIC COMMENTS/APPEARANCES**

***Your comments are welcome. Please limit your discussion to 3 minutes. If you need more time, please contact the City Administrator and request that your topic be placed on the City Council Agenda.***

>Jackie Oleson, 3370 Terry Lane- Jackie Oleson is the President of the Historical Society. A capital fund campaign was started, but raising money for both the purchase of

the Fire Engine House and the costs of ongoing preservation has become difficult. A business plan has been developed which includes operating a museum along with an office for the Historical Society. The Society has currently raised \$100,000 which is significant, but not enough to purchase the property. A current proposal has been drafted which includes leasing the property from the City for \$1.00 per year and the Society would cover the costs of the property maintenance.

>Amy Leader, 190 W. Walters Street- Inquired about details in the public nuisance section of the Municipal Code, specifically regarding smells and odors and how many signatures would be required on a petition.

>Mary Enright, 126 S. Spring Street- Commented to the Council about the plants she has planted in the right-of-way area in front of her home. They are a nice alternative to dandelions growing there and she supports that being allowed.

>Kendel Feilen, 648 Evergreen Terrace- Inquired whether the Fire Chief is a certified EMT, if not his suggestion is that the Finance Committee when considering the Fire Chief's salary adjustment requires him to be a certified EMT. On another matter Mr. Feilen asked the Council to modify the Municipal Code to remove language that allows the Mayor and City Alderman to utilize police powers and issue citations or make arrests.

## 7. COMMITTEES

### A. FINANCE AND LICENSE COMMITTEE

1. Resolution 2011-10 (Transfer Of Funds)-Alderman Larson reported on the need for a transfer from Contingency Fund to the Police Clothing Fund to complete payment for the order of bullet proof vests for the officers.

MOTION MADE BY ALDERMAN LARSON, SECONDED BY ALDERMAN NEUMYER TO APPROVE RESOLUTION 2011-10 AS PRESENTED. Motion carried unanimously.

2. Consider City Revaluation Proposal For 2012- Alderman Larson reported on the Revaluation Proposal. The proposal is for \$113,500. The City's commercial values have fallen below 90% and a total revaluation is necessary. The revaluation will take place over the course of a year; however the City will be able to pay for the revaluation over a three year period. Administrator Grams commented that there is a 60 day waiting period within the contract which the City can utilize while waiting for the State to send the final percent the City is currently at.

MOTION MADE BY ALDERMAN LARSON, SECONDED BY ALDERMAN EHRLICH TO APPROVE THE REVALUATION PROPOSAL FOR 2012 AS PRESENTED TO INCLUDE THE 60 DAY WAITING PERIOD PRIOR TO SIGNING THE CONTRACT. Motion carried unanimously.

3. Approve Hiring Willis For GASB 45 Work- Alderman Larson reported on this annual requirement to analyze the post employment benefits. This proposal with actuarial firm Willis is for \$3,000.

MOTION MADE BY ALDERMAN LARSON, SECONDED BY ALDERMAN BECKER TO APPROVE THIS PROPOSAL WITH WILLIS AS PRESENTED. Motion carried unanimously.

### B. PERSONNEL COMMITTEE

1. Consider Salary Adjustment For Fire Chief- Administrator Grams reported that this recommendation comes from the Finance Committee to approve the salary adjustment for the Fire Chief due to the increase in responsibility being added by the EMS program. The increase is 2% which comes to \$1,500 annually.

MOTION MADE BY ALDERMAN BECKER, SECONDED BY ALDERMAN EHRLICH TO APPROVE THE 2% SALARY INCREASE FOR THE FIRE CHIEF BEGINNING ON AUGUST 1, 2011 AS PRESENTED. Motion carried unanimously.

4. Consider Hiring Person For Assistant To Senior Center Director- Administrator Grams reported that the previous hire had to resign for personal reasons. The Personnel Committee reviewed the need for an assistant position and is recommending hiring the second candidate from the last interview process, Beth Smyth. This position will be for 10-12 hours per week at \$11.00 per hour. Catherine Kiener, Senior Center Director was present to answer questions.

MOTION MADE BY ALDERMAN EHRLICH, SECONDED BY ALDERMAN BECKER TO APPROVE HIRING BETH SMYTH AT \$11.00 PER HOUR FOR 10-12 HOURS PER WEEK. Motion carried unanimously.

5. Consider Hiring Attorney Ron Stadler to Assist In Drafting New Employee Handbook-Administrator Grams reported on the need to draft a new handbook due to the new State Collective Bargaining law that has been passed. The cost would not exceed \$1,000 for the service.

MOTION MADE BY ALDERMAN BECKER, SECONDED BY ALDERMAN LARSON TO APPROVE THE HIRING OF ATTORNEY RON STADLER AS PRESENTED AND NOT TO EXCEED \$1,000. Motion carried unanimously.

## **8. BOARDS/COMMISSION**

### **A. Police And Fire Commission**

1. Ordinance 2011-5 (Amend Chapter 2.12.010 Regarding Appointment Of Police And Fire Commission Secretary) 1<sup>st</sup> Reading- Administrator Grams reported on the recommendation of the Police and Fire Commission. If no one comes forward on the Commission to serve as Secretary, the Commission wants the ability to hire someone outside the Commission to come in at \$25.00 per meeting and serve as Secretary.

### **B. Park And Recreation Board**

1. Approve Proposals For Installation Of Playground Equipment In The Misty Ridge And Woods At White Pines Subdivisions- Administrator Grams reported that the Park and Recreation Board sent out a survey to the residents of the subdivisions for their input on the type of playground to be put in. The Park and Recreation Board requests that the low bidder, Miller & Associates, be hired to install the equipment at Misty Ridge and Woods At White Pines Subdivision. No property tax dollars will be used for this project, the project will be paid for by developer park fees. Charlie Imig, Park and Recreation Director was present to answer questions.

MOTION MADE BY ALDERMAN VOLLMAR, SECONDED BY ALDERMAN NEUMYER TO APPROVE THE LOW BID FROM MILLER & ASSOCIATES AS PRESENTED. Motion carried unanimously.

**9. UNFINISHED BUSINESS**

**A. Ordinance 2011-4 (Amending The Municipal Code Regarding**

**Maintenance Of Lawns) 2<sup>nd</sup> Reading-** Administrator Grams reported that the draft ordinance has been scaled down since the first reading. Changes include the length of grass from 12 inches to 8 inches and the time of maintenance from 10 days to 5 days. There is an appeal process that has been added. The planting in the parkway issue, which has become a concern of some residents, was addressed. The current ordinance has language not allowing planting in the parkways; the new draft ordinance changes the language to allow for more latitude with this issue. There was also concern about land along the bluff, ravines, detention ponds or hills. These areas have been made exceptions to the law.

MOTION MADE BY ALDERMAN BECKER, SECONDED BY ALDERMAN EHRLICH TO APPROVE ORDINANCE 2011-4 AS PRESENTED WITH THE ADDITION THAT THE COMMON COUNCIL HEARS ANY APPEALS. Motion carried unanimously.

**10. NEW BUSINESS**

**A. Approve Change Orders For Senior Center Project-** Administrator Grams reported on the change order, four changes are relate to electrical. Alderman Ehrlich reported on the other changes, which include shelving and door issues. The total cost of the change order is \$1,641.96.

MOTION MADE BY ALDERMAN BECKER, SECONDED BY ALDERMAN NEUMYER TO APPROVE THE SENIOR CENTER PROJECT CHANGE ORDERS AS PRESENTED. 3 AYES, 1 NEY (ALDERMAN VOLLMAR), 1 ABSTAIN (ALDERMAN EHRLICH). Motion carried.

**11. FORTHCOMING EVENTS-** Alderman Becker reminded everyone of the upcoming Lions Fest on July 29, 30, 31. Alderman Ehrlich commented that Fish Day was a great event once again.

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

**13. ADJOURNMENT-** MOTION MADE BY ALDERMAN LARSON, SECONDED BY ALDERMAN BECKER TO ADJOURN THE MEETING AT 8:43 P.M. Motion carried unanimously.