



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
**COMMON COUNCIL MEETING**  
**TUESDAY, OCTOBER 6, 2020 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 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 Meetings

B. September 2020 Invoices

MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED AND THE SEPTEMBER 2020 INVOICES AS PRESENTED. Motion carried unanimously.

4. **MAYOR'S BUSINESS**

A. Recognition of the Tennie and Laura Shipwreck Recently Added to the National and State Register of Historic Places- The Mayor reported on the site that has been established.

B. Recognition of Donations for Police Department Body Cameras- Mayor Becker reported on the need for updated body cameras. He thanked the individual for the donation of \$2,500 and another pledge for \$800 from Anita's Garden. The Mayor presented the City Administrator with a personal donation check for \$500 and encouraged others to donate to the Police Department for the purchase of updated body cameras.

C. Appointment of Election Inspectors for 2020-2021 Term- MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO APPROVE THE APPOINTMENT OF ELIZABETH ERLWIG, JOANN PIERRINGER AND KERI KUEHN AS ELECTION INSPECTORS FOR THE 2020-2021 TERM AS PRESENTED. Motion carried unanimously.

D. November 3<sup>rd</sup> Common Council Meeting Moved to November 10<sup>th</sup> due to Election- The City Administrator requested the November 3<sup>rd</sup> Common Council meeting be moved to November 10<sup>th</sup> due to the City Clerk's commitment with the Election. There being no objection, the date of the first Common Council meeting in November will be held on Tuesday, November 10<sup>th</sup> at 7:30 p.m.

5. **OFFICERS'/STAFF REPORT**

A. City Engineer's Report

1. Update on North Breakwater Walkway Construction- The City Engineer reported on the progress of the breakwater project. Concrete removal is almost complete, and the next step is steel work followed by pouring the walkway with a projected completion date in early November weather permitting.

**B. City Planner's Report- None.**

**C. City Clerk's Report**

1. Update on Voter Registration and Absentee Voting Deadlines- The City Clerk reminded residents that the open Voter Registration period ends on October 14<sup>th</sup>. Beginning on October 15<sup>th</sup> is the late Voter Registration period through October 30<sup>th</sup> at 5:00 p.m. During this time voters registering must do so at the City Clerk's office in person. In Person Early Voting by Absentee will be held at City Hall between October 20<sup>th</sup> – October 29<sup>th</sup> from 7:30 a.m. to 4:30 p.m. Friday, October 30<sup>th</sup> from 7:30 a.m. to 5:00 p.m. is the last day to in person vote or register before Election Day on November 3<sup>rd</sup>.
2. Update on Local Government Grant Opportunities for Cost Recovery due to COVID-19- The City Clerk reported on the Roads to Recovery grant available to local units of government. The City has been allocated funds to recover costs not budgeted for due to COVID-19. This grant must be filed in early November and she is working with Department Heads to assist them in understanding the grant criteria and filing the necessary paperwork with her by submission deadline.

**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.*

Meaghan Hoffmann, Brett Hoffmann and Maxwell Barrett spoke in favor of allowing Trick or Treating to be held on October 31<sup>st</sup> for those that want to participate. Phil Bruno spoke against it due to safety concerns with the pandemic.

**7. FROM STANDING COUNCIL COMMITTEES**

**A. FINANCE AND LICENSE COMMITTEE**

1. Consideration and Possible Action on Agreement with Bassett Mechanical to Service HVAC Equipment in all City Buildings- The City Administrator reviewed the agreement, which would provide service for all city buildings in 2021 at a cost of \$45,000 for the first year. Additional years would be at a cost of \$8,000 annually. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO APPROVE THE AGREEMENT WITH BASSETT MECHANICAL TO SERVICE THE CITY HVAC EQUIPMENT IN ALL CITY BUILDINGS SUBJECT TO REVIEW AND APPROVAL OF THE CITY ATTORNEY FOR THE COSTS PRESENTED IN THE AGREEMENT. Motion carried unanimously.

2. Consideration and Possible Action on Agreement with GovHR to Conduct and it and Assess the City's Human Resources Services, Functions and Policies- The City Administrator reviewed the scope of agreement, which includes updating the employee handbook, insurance records, position descriptions, compliance with documentation, performance evaluations and payroll. The process will take approximately 16 weeks to complete at a cost of \$7,750. MOTION MADE BY ALD. NEUMYER, SECONDED BY ALD. POSTL TO APPROVE THE AGREEMENT WITH GOVHR TO CONDUCT AN AUDIT AND ASSESSMENT AT A COST OF \$7,750 AS PRESENTED. Motion carried unanimously.

**B. PERSONNEL COMMITTEE**

1. Consideration and Possible Action on Establishing a Limited Term Employee to Review and Update the City's Impact Fee Ordinance and Process- The City Administrator reviewed assessment studies being conducted at various departments. This would include an impact fee review and after completed improvements would be suggested. The current ordinance would be reviewed by the City Attorney. This limited term, part-time position will not exceed 40 hours at a cost of \$4,000. This review would be completed within the next few months. Mark Gottlieb is being recommended for this position with his extensive background and experience. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO APPROVE THE ESTABLISHMENT OF A PART-TIME LIMITED TERM POSITION AND TO HIRE MARK

GOTTLIEB TO COMPLETE THIS REVIEW AND UPDATE NOT TO EXCEED \$4,000. Motion carried unanimously.

**8. FROM CITY BOARDS/COMMISSIONS-** None.

**9. UNFINISHED BUSINESS**

**A.** Discussion and Possible Action on City Halloween Trick-or-Treating- Discussion was held on allowing Trick-or-Treating to be held on Saturday, October 31<sup>st</sup> from 4:00 to 7:00 p.m. It was requested that a link be created on the City Website and a post to the City Facebook page be made providing information to the DHS guidelines for safe distancing and other recommendations for safe Trick-or-Treating. The City Clerk will set those posts up for the public on Wednesday.

**B.** Discussion and Possible Action on Creation of Ad-Hoc Diversity and Inclusion Committee- Ald. Benning reported on the meeting that was held. A survey was posted to the City Website today, looking for resident's feedback. There will be a resolution for this ad-hoc committee created for approval at a future meeting. Membership on the committee would include members of the Police & Fire Commission, City Staff members and members of the public. There was discussion held on adding younger individuals, possibly high school students to the committee as well. The City Attorney reviewed the difference between a standing committee, which must be created by Ordinance and an Ad-Hoc committee which can be created by Resolution.

**10. NEW BUSINESS**

**A.** Review Wastewater Treatment Plant Facilities Planning and Rate Study-Strand Engineering- Phil Bzdusek from Strand Engineering gave a presentation on the status of the plant, future needs and costs of potential upgrades, including new rates.

**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 9:56 P.M. Motion carried unanimously.

Respectfully submitted by  
Susan L. Westerbeke, City Clerk

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