



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
COMMUNITY DEVELOPMENT AUTHORITY  
MONDAY, NOVEMBER 17, 2025, AT 6:00 P.M.  
Port Washington City Hall, 100 W. Grand Avenue  
Port Washington, WI 53074  
Lower-Level Conference Room

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## MEETING AGENDA

1. Roll Call
2. Approve Previous Meeting Minutes
3. Public Appearances and Comments
4. Brownfield Redevelopment and Future CDA Planning – Discussion Only
5. Staff Development Updates
6. Set Next Meeting Date
7. Adjournment

Committee Members: Bill Prince (Chairman); Theodore Neitzke IV, Mayor; Ald. Mike Gasper; Missy Larson; Richard Sternhagen; Rory Palubiski; (Vacancy)

Staff Liaison: Bob Harris, Director of Planning and Development

***Special Accommodations:** Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at 262-284-5585 or [cityclerk@portwashingtonwi.gov](mailto:cityclerk@portwashingtonwi.gov) at least one (1) business day prior to the meeting.*

***Notice of Possible Quorum:** Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [*State ex rel. Badke vs. Greendale Village Board*, 173 Wis. 2d 553 (1993).]*

**MINUTES OF THE CITY OF PORT WASHINGTON  
COMMUNITY DEVELOPMENT AUTHORITY  
July 21, 2025**

Present: Mayor Neitzke, Ald. Mike Gasper, Bill Prince, Missy Larson, Rory Palubiski; Excused: Rick Sternhagen

Also Present: Bob Harris, Director of Planning & Development; Kathleen Cady Schilling, Ozaukee Economic Development

1. **Roll Call** – The July 21, 2025, meeting of the Community Development Authority was called to order and a quorum was present.
2. **Approve Previous Meeting Minutes - A Motion to approve the August 19, 2024, meeting minutes was made by Mayor Neitzke and Seconded by Rory Palubiski. All voting Aye, the Motion was passed.**
3. **Public Appearances and Comments** – None.
4. **Member Introductions**
5. **Revolving Loan Fund** – Consideration and Possible Action on an Application for a City of Port Washington Revolving Loan Fund for a Proposed Commercial Property Purchase; 302 N Franklin Street; MMB Holdings LLC, Applicant

**A Motion was made by M. Larson and Seconded by R. Palubiski to approve the Revolving Loan Fund request with the following conditions:**

1. That \$60,000 RLF loan is provided to MMB Holdings, LLC. The loan would be used for the purchase of a property at 302 N Franklin Street, Port Washington
2. That a loan of \$320,000 is provided to the Company by Port Washington State Bank.
3. That the RLF loan is provided with a five-year term and ten year amortization (with an extension available for the full ten years) at an interest rate of 3.75 percent.
4. That the RLF loan would have a six month deferral of principal payments.
5. Collateral will be provided as a second mortgage and second position on the assignment of all leases and rents at 302 N. Franklin Street, Port Washington, WI. Additionally, personal guarantees from both Kelly Brown and Charles Brown, Jr.

**All voting aye, the Motion passed.**

6. **CDA Roles and Powers** – Discussion Only
7. **Future CDA Planning** – Discussion Only
8. **Adjournment - Motion by Missy Larson and seconded by Rory Palubiski to adjourn. All voting aye, the meeting adjourned at 7:06 pm.**