



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
GENERAL GOVERNMENT AND
FINANCE COMMITTEE MEETING
TUESDAY, FEBRUARY 3, 2026, AT 5:30 P.M.
Port Washington City Hall, 100 W. Grand Avenue,
Port Washington, WI 53074
Lower Level Conference Room

AGENDA

1. Roll Call
2. Approval of Minutes of the Previous Meeting
3. Consideration and Possible Recommendation for Approval of Ordinance 2026-1: An Ordinance Repealing §214.13 and Amending §141-1 of the Municipal Code
4. Consideration and Possible Recommendation for Approval of Ordinance 2026-2: Amending Administrative Portions of the Municipal Code
5. Chairman's Business
6. Member's/Liaisons' Business
7. Public Comments/Appearances
8. Next Meeting- Tuesday, February 17, 2026, at 5:30 p.m.
9. Adjournment

Committee Members: Alderpersons- Dan Benning and Jonathan Pleitner
Staff Liaisons: Melissa Gossett, Susan Westerbeke and Mark Emanuelson

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 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).]



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
GENERAL GOVERNMENT AND
FINANCE COMMITTEE MEETING
TUESDAY, JANUARY 20, 2026, AT 5:30 P.M.
Port Washington City Hall, 100 W. Grand Avenue,
Port Washington, WI 53074
Lower Level Conference Room

MINTUES

1. **Roll Call-** Chairperson Dan Benning called the meeting to order at 5:30 p.m. Members present were Alderpersons Dan Benning and Jonathan Pleitner. Also present was City Administrator Melissa Gossett, Director of Administration/City Clerk Susan Westerbeke, and City Treasurer/Finance Director Mark Emanuelson.
2. **Approval of Minutes of the Previous Meeting-** MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE THE MINUTES OF THE NOVEMBER 17, 2025 MEETING. Motion carried unanimously.
3. **Consideration and Possible Recommendation for Approval of the Updated Paramedic Intercept Agreement-** The City Treasurer/Finance Director gave a brief report. Fire Chief/EMS Service Director Joe DeBoer was present to report on the previous agreement and current practices. This agreement will include a change to a flat rate and allow billing for calls that do not require transport, however other services were provided. This agreement provides for a more comprehensive billing process. MOTION TO RECOMMEND APPROVAL OF THE UPDATED PARAMEDIC INTERCEPT AGREEMENT AS PRESENTED. Motion carried unanimously.
4. **Consideration and Possible Recommendation on the Adoption of Resolution 2026-01: Approving 2026 Budget Amendments for Deferred Capital Projects-** The City Treasurer/Finance Director reviewed the amendment request moving items forward into 2026. Discussion was held. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO RECOMMEND APPROVAL OF RESOLUTION 2026-01: APPROVING 2026 BUDGET AMENDMENTS FOR DEFERRED CAPITAL PROJECTS AS PRESENTED BY STAFF. Motion carried unanimously.
5. **Consideration and Possible Action on Approval of Original Alcohol License for “Class B Liquor” and Class “B” Beer and Annual Cabaret License for Salt at Newport Shores LLC, Roger Erickson-Agent (324 N. Lake Street)-** The Director of Administration/City Clerk reviewed the license application. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO RECOMMEND APPROVAL OF ORIGINAL ALCOHOL LICENSE FOR “CLASS B LIQUOR” AND CLASS “B” BEER AND ANNUAL CABARET LICENSE FOR SALT AT NEWPORT SHORES LLC, ROGER ERICKSON-AGENT AT 324 N LAKE STREET AS PRESENTED. Motion carried unanimously.
6. **Review and Discussion of Quarter 1 Ordinances-** The City Administrator reviewed the ordinance list with the committee. Discussion was held on proposed ordinances, the order they will be taken throughout the year and the processes moving forward.
7. **Chairman’s Business-** None.
8. **Member’s/Liaisons’ Business-** None.
9. **Public Comments/Apearances-** None.
10. **Next Meeting-** Tuesday, February 3, 2026, at 5:30 p.m.
11. **Adjournment** MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO ADJOURN THE MEETING AT 6:22 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, Director of Administration/City Clerk



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
SPECIAL GENERAL GOVERNMENT AND
FINANCE COMMITTEE WORK SESSION
MONDAY, JANUARY 26, 2026 AT 9:00 A.M.
Port Washington City Hall, 100 W. Grand Avenue,
Port Washington, WI 53074
COUNCIL CHAMBERS**

MINUTES

- 1. Roll Call-** Chairperson Dan Benning called the meeting to order at 9:00 a.m. Members present were Alderpersons Dan Benning and Jonathan Pleitner. Also present was City Administrator Melissa Gossett and Director of Administration/City Clerk Susan Westerbeke, Director of Public Works Rob Vanden Noven, Director of Parks, Recreation and Forestry Jon Crain, and City Engineer Roger Strohm. Also present were Alderpersons Deb Postl, Paul Neumyer and Mike Gasper.
- 2. Work Session on Facility Condition Assessment-** The City Administrator spoke on the facilities assessment which was completed during 3rd and 4th quarters of 2024 by Kraus-Anderson. Present to review the assessment report was their Facilities Assessment Manager James Rongstad. The review included level of conditions for each facility and a report on the assessment details. Discussion was held on each facility, its condition and the proposed year for completion of the necessary updates.
- 3. Adjournment-** MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO ADJOURN AT 10:50 A.M. Motion carried unanimously.

Respectfully submitted,
Susan Westerbeke, Director of Administration/City Clerk

AGENDA ITEM MEMORANDUM

City of Port Washington

TO: General Government and Finance Committee **FROM: Matthew Nugent, City Attorney**

DATE: February 3, 2026

SUBJECT: Ordinance 2026-01 AN ORDINANCE REPEALING §214-13 AND AMENDING §141-1

ISSUE: Should the General Government and Finance Committee recommend Common Council approve Ordinance 2026-01?

STAFF RECOMMENDATION: City Attorney recommends recommending Common Council adopt Ordinance 2026-01

RECOMMENDED MOTION: I move to recommend Common Council adopt Ordinance 2026-01.

BACKGROUND/DISCUSSION: Ordinance 2026-01 calls for two changes: repeals §214-13 and amends § 141-1.

§ 214-13, as it currently stands, regulates the Beer Garden Series events that take place in Upper Lake Park. Beer Garden Series Events are events hosted by the Friends of Port Washington Parks and Recreation on behalf of other charitable organizations in a series outside of typical beer garden rentals. In spring 2025, after discussion amongst staff, including Parks and Recreation Director Jon Crain, the decision was taken to not strictly enforce the requirements of §214-13. The requirements had become onerous on organizers beer garden events were not being administered according to the Code. The series continued in 2025, but the requirements of the code were not strictly enforced. After reviewing the administration of the 2025 series and the expected 2026 series, it became clear that the Parks and Recreation Department's internal policies and procedures are robust enough to regulate Beer Garden events. Essentially, §214-13 has outlived its usefulness and is no longer enforceable. As such, repealing the ordinance will allow beer garden events to continue to be administered according to the Parks and Recreation Department's policies.

§ 141-1 of the City code currently calls for residents to license all cats and dogs. The amendment in Ordinance 2026-01 removes the requirement to license cats, very few cats that reside within the City are licensed. On an annual basis, roughly 20-30 cats were licensed. It is believed that there are many more cats in the City. Accordingly, the cost to administer the availability of cat licenses outpaced the revenue gained through cat license fees. As such, the Finance Department has stopped administering cat licenses with no known negative impact. Amending this section of the code will allow the code to come into compliance with current practice.

LEGAL:

1. **City Attorney Review: Yes**
2. **Legal Comments & Conclusions:** See above.

BOARD/COMMITTEE/COMMISSION RECOMMENDATION: N/A

PUBLIC OUTREACH: N/A

IF APPROVED, NEXT STEPS: If approved this item will be scheduled before the Common Council, where staff will recommend Common Council take up the matter upon its first read.

ATTACHMENTS: Ordinance 2026-01
City of Port Washington Municipal Code §214-13
City of Port Washington Municipal Code §141-4

the City, its officials, officers, members, agents, employees or authorized volunteers will not contribute to any such loss or liability. All insurance shall be in full force prior to the beginning of the event and shall remain in force throughout the event, including any pre-event setup and post-event take down or cleanup operations relating to the event. A current certificate of liability insurance evidencing the required type and amount of coverage shall be filed with the City Clerk at least 30 days prior to the event and shall be subject to review and approval by the City Attorney. An event shall not commence or proceed without submission and approval of such insurance certificate. The City's receipt and retention of such insurance certificate without comment shall not constitute or be deemed acceptance thereof or waiver of any requirement under this section.

§ 214-10. Event cancellation.

The City Administrator, Police Chief or Fire Chief may cancel an event, whether or not a license or permit has been issued, without prior notice due to any substantial change in conditions that has or is likely to adversely affect the health, safety or welfare of the public or of attendees of the event.

§ 214-11. Appeals.

- A. Appeal from determination of City Clerk or City Administrator. A person, entity or applicant aggrieved by a determination made by the City Clerk or City Administrator pursuant to this chapter shall file a written appeal with the City Clerk not later than five business days after notice of such determination. The appeal shall be heard and decided by the Common Council, following review and recommendation by the General Government and Finance Committee, at the Common Council's next regularly scheduled meeting for which legally required notice may be provided to the public. The Common Council may affirm, reverse or modify a determination of the City Clerk or City Administrator at the conclusion of such hearing, after the appellant, the City Clerk and/or City Administrator and their respective attorneys have had an opportunity to be heard. **[Amended 8-1-2023 by Ord. No. 2023-15]**
- B. Appeal from decision of Common Council. A person, entity or applicant aggrieved by a decision of the Common Council denying, suspending, revoking or nonrenewing an event license or permit, or other decision of the Common Council made pursuant to this chapter, may seek review in the Ozaukee County Circuit Court as provided in Wis. Stats. § 68.001 et seq. (Municipal Administrative Procedure) (2017-18 and as amended) or seek such other legal relief as may be available.

§ 214-12. Violations.

In addition to such other forfeitures or penalties set forth in the Municipal Code of the City of Port Washington, in the event of a violation of the terms or conditions of an event license or permit or this chapter by an organizer, sponsor, licensee or permittee, the City may deny, suspend, revoke or nonrenew such license or permit, seek injunctive relief and/or pursue all other available legal and equitable remedies. A conviction of such violation(s) may also result in the denial of a future event license or permit.

§ 214-13. Beer garden series events. [Added 4-20-2021 by Ord. No. 2021-1]

- A. Definitions. As used herein the following terms shall have the meanings indicated:

BEER GARDEN SERIES EVENT — An event held in Upper Lake Park – Picnic Area 6 beer garden facilities between May 15 and October 15, on such days and at such hours as established or revised from time to time by resolution of the Common Council. **[Amended 4-5-2023 by Ord. No. 2023-6]**

CITY PROPERTY — Has the meaning in § 214-2 of this chapter.

EVENT —

- (1) A temporary gathering of people on public property and including, but not limited to, one or more of the circumstances listed below:
 - (a) Exclusive use of all or part of City property within the City's boundaries, including, but not limited to, buildings, park shelters, open spaces, streets, and parking lots.
 - (b) The closing of a public street, public right-of-way, or public way.
 - (c) Installation or erection of temporary structures, including but not limited to tents.
 - (d) City ordinances, rules or policies require public safety support by City employees.
 - (e) The provision of extraordinary services by any City department.
 - (f) Alcohol beverages, food and/or merchandise will be offered for sale, with a portion of the net proceeds distributed to the charitable organization furnishing volunteers to provide labor for the event.
- (2) As used herein, the term "event" is not intended to include a family gathering or picnic unless it involves at least one of the above factors.

EXTRAORDINARY SERVICES — The meaning in § 214-2 of this chapter.

- B. Beer garden series events; organization; operation; permits. Beer garden series events shall be subject to the following rules and regulations:
- (1) Purpose and role of Friends of Port Washington Parks and Recreation, Inc. Friends of Port Washington Parks and Recreation, Inc., is an independent, nonstock, nonprofit corporation organized for charitable purposes under § 501(c)(3), Internal Revenue Code. Such charitable purposes include, but are not limited to, lessening the burdens of City government through general fund-raising for, and the development, maintenance, improvement and beautification of, current and future public buildings, facilities, staff, activities, events, classes and programs of the Port Washington Parks and Recreation Department, the mission of which is to improve the quality of life for all residents of Port Washington by facilitating leisure and cultural activities, special events, and services that promote mental and physical health, self-development and community involvement.
 - (2) Purposes of beer garden series events. The purposes of the beer garden series events are to provide a congenial atmosphere for the enjoyment of the citizens of the City and surrounding areas; to attract visitors and tourists to the City; to further the economic interests of the nonprofit and charitable organizations and groups within the City, thereby increasing the amount of donations from such organizations to the City for current and future public buildings, facilities, staff, activities, events, classes and programs of the Port Washington Parks and Recreation Department; and to enhance economic development through tourism, all in a manner consistent with public health, safety and welfare.
 - (3) Operations. Operation of the beer garden series events shall be administered by the Board of Directors and staff of Friends of Port Washington Parks and Recreation, Inc.
 - (4) Authorization. The President of Friends of Port Washington Parks and Recreation, Inc., is authorized to assign dates for, collect and hold in its operating account and disburse all revenues resulting from, and execute such documents as are necessary to conduct the beer garden series

events, subject to the terms and conditions set forth hereinbelow.

- (5) Licenses for sale or serving of fermented malt beverages, wine coolers, and wine. For each location at which fermented malt beverages, wine coolers or wine will be sold at a beer garden series event, an application for a temporary Class B (picnic) license shall be filed with the City Clerk at least 60 days prior to the date of said event. Each location shall have an agent and an operator licensed by the City present at all times while fermented malt beverages, wine coolers or wine is being dispensed, sold, or served. All sales, possession and consumption of fermented malt beverages, wine coolers and wine shall be within a designated area at each location. As used in this section "designated area" shall mean that portion of the premises delineated by marked lines and temporary signs, or comparable means as may be approved by the City Clerk, placed at such locations as will give reasonable notice to the public of the limits of the alcohol beverage licensed premises. A drawing showing the proposed limits of the designated area shall be included with the application for the license at the time such application is filed with the City Clerk. **[Amended 2-1-2022 by Ord. No. 2022-2]**
- (6) Written contract required. It shall be unlawful for a nonprofit or charitable group or organization to display, vend, dispense, sell or serve, or to offer to display, vend, dispense, sell or serve, any food, beverages, goods, or merchandise within Upper Lake Park – Picnic Area 6 in conjunction with a beer garden series event without first having entered into and executed a written contract with Friends of Port Washington Parks and Recreation, Inc., by its Board of Directors, for that purpose, and having paid a fee therefor in such amount as may be established or revised from time to time by said Board. The Board of Directors shall be authorized to designate where such food, beverages, goods, or merchandise is to be stored, displayed, dispensed, sold, or served. The contract shall contain the name, address, and contact information for the person(s) authorized to execute the contract on behalf of the group or organization. Friends of Port Washington Parks and Recreation, Inc., may refuse to offer or renew a contract with a group or organization if the Board of Directors reasonably determines that such group or organization has not complied with a prior contract for a beer garden series event.

C. Procedures. Beer garden series events shall be subject to the following procedures:

- (1) Application for permit; contents; fee. Friends of Port Washington Parks and Recreation, Inc., shall file an application for a beer garden series event permit with the City Clerk 60 days prior to the date of the beer garden series event. The application shall contain such information as the City Clerk may require. A permit fee in an amount established or revised from time to time by resolution of the Common Council shall be paid to the City Clerk at the time the application is filed. If issued, the permit shall set forth the exact day(s) on which and the exact location at which the beer garden series event shall occur and shall be valid only during the day(s) and at the location specified. Friends of Port Washington Parks and Recreation, Inc., shall provide the City Clerk with a complete list of participating groups and organizations at the time of filing such application, as well as a drawing showing the grounds of the event and the location of stands and booths and the proposed limits of the alcohol beverage licensed premises in Upper Lake Park – Picnic Area 6. **[Amended 2-1-2022 by Ord. No. 2022-2; at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**
- (2) Review of application; issuance of permit. Upon receipt of a complete application for a beer garden series event permit and payment of the required fee, the City Clerk shall review the information in the application for conformity with the requirements of this section. If the requirements are met, the City Clerk shall sign and issue the permit to Friends of Port Washington Parks and Recreation, Inc., which shall in turn issue identification cards to each

group or organization participating in the event. The permit shall be prominently displayed at Picnic Area 6 throughout the event. If an application is incomplete or defective, the City Clerk may deny or conditionally approve the permit and shall advise the applicant of the reason(s) for denial or the conditions to be met for its issuance.

- (3) Conditions of permit. In addition to any other conditions which may be imposed by the Common Council, Friends of Port Washington Parks and Recreation, Inc., shall comply with the following conditions and procedures for all beer garden series events:
 - (a) Liability insurance. To obtain and hold a valid permit, Friends of Port Washington Parks and Recreation, Inc., shall have in force adequate liability insurance. Adequate liability insurance is liability insurance holding the City and its employees, agents, officers, and officials harmless and indemnifying and defending the City, its employees, agents, officers, and officials from and against all claims, liability, loss, damage, or expense for bodily injury (including death) and/or property damage incurred by the City and caused by or resulting from the activities for which the beer garden series event permit was issued. As evidence of such insurance, Friends of Port Washington Parks and Recreation, Inc., shall furnish to the City Clerk, at least 30 days prior to each beer garden series event, a current certificate of liability insurance showing the existence, types, and limits of liability insurance (including, but not limited to, liquor liability coverage) as required in the City's Event Application Manual (available from the City Clerk or on the City's official website), with the City and its employees, agents, officers and officials being named as additional insureds.
 - (b) Extraordinary services provided by City. All requests for extraordinary services in connection with a beer garden series event shall be directed to the City by the Friends of Port Washington Parks and Recreation, Inc., which shall be responsible for payment or reimbursement to the City for such extraordinary services. An invoice shall be sent to the Friends of Port Washington Parks and Recreation, Inc., within 15 days after the event. Payment is due within 30 days of the date of the invoice. The City reserves the right to require full or partial advance payment of the estimated costs for extraordinary services.
 - (c) Cooperation with law enforcement officers. To protect the public health, safety and welfare, Friends of Port Washington Parks and Recreation, Inc., shall coordinate with the Chief of Police and Fire Chief as to the location of all beer garden series events. Final plans for routing traffic, booth and stand locations, and parking provisions shall be submitted to the Chief of Police and Fire Chief for their review and approval at least 30 days prior to each event.
 - (d) Cleanup. Friends of Port Washington Parks and Recreation, Inc., shall be responsible for all necessary litter removal and site cleanup following a beer garden series event. Such cleanup shall be completed within two hours after the conclusion of the event.
 - (e) Compliance with laws and regulations. In operating the beer garden series events and allowing use of Upper Lake Park – Picnic Area 6 and its facilities, Friends of Port Washington Parks and Recreation, Inc., shall treat all persons and nonprofit or charitable groups and organizations in a uniform manner. Friends of Port Washington Parks and Recreation, Inc., shall comply with the provisions of this section and all federal, state, county and City laws, regulations and ordinances governing health and sanitation for food and beverage service businesses; storage, dispensing, sale and/or service of alcohol beverages; traffic; parks; animals in public parks; health; fire safety; buildings; zoning;

and access to or use of public activities or public facilities by persons without regard to race, color, age, gender, disability, nationality, ethnic origin, sex, sexual orientation, arrest or conviction record, or any other legally protected status or characteristic. Friends of Port Washington Parks and Recreation, Inc., shall use reasonable efforts to ensure compliance by event volunteers, attendees and participants with such laws, regulations and ordinances. If during an event the Fire Chief, Police Chief or his or her designee determines that for public safety or other public purposes street or parking closures or restrictions must be modified, he or she shall notify the President of Friends of Port Washington Parks and Recreation, Inc., thereof.

- (f) Nontransferable. Beer garden series event licenses and permits shall not be transferred or assigned to any other person, group, organization, or entity without prior approval of the Common Council. Any unauthorized transfer or assignment of such license or permit shall be null and void.
 - (g) Annual report. By December 1 each year, the Friends of Port Washington Parks and Recreation, Inc., shall provide the Common Council with a written report of the beer garden series events operations, revenues, expenses, and profits distributed to participating nonprofit and charitable organizations and groups for the current year. **[Added 2-1-2022 by Ord. No. 2022-2]**
- D. Applicability of other City ordinances. Except as otherwise specifically provided in this section for beer garden series events, Friends of Port Washington Parks and Recreation, Inc., shall comply with and shall be subject to the provisions of this chapter regulating events, event licenses, and permits in the City of Port Washington, including but not limited to the penalties set forth in § 214-12 for violations of this chapter, which shall also apply to violations of this section.

ARTICLE I
Dog and Cat Licenses
[Adopted as §§ 9.14 and 9.25 of the 1984 Code]

§ 141-1. License required; fee [Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

Except as provided in § 174.054, Wis. Stats., the owner of a dog or cat more than five months of age on January 1 of any year, or five months of age within the license year, shall annually pay a dog or cat license tax and obtain a license from the City Clerk. Fees for said licenses shall be as set forth in §§ 174.05 through 174.09, Wis. Stats.

§ 141-2. Violations and penalties.

Any person who shall violate any provision of this article shall be subject to a penalty as provided in § 1-4 of this Code.

**CITY OF PORT WASHINGTON, WISCONSIN
ORDINANCE NO. 2026-01**

An Ordinance Repealing § 214-13 and Amending §141-1.

The Common Council of the City of Port Washington, Wisconsin, do ordain as follows:

Section 1. § 214-13 “Beer garden series events” of the Port Washington Municipal Code is hereby repealed.

Section 2. § 141-1 is hereby amended to read as follows:

Except as provided in § 174.054, wis. Stat., the owner of a dog more than five months of age on January 1 of any year, or five months of age within the license year, shall annually pay a dog license fee and obtain a license from the City Clerk. Fees for said licensees shall be as set forth in §§ 174.05 through 174.09, Wis. Stats.

Section 3. This ordinance shall become effective upon passage and publication.

Passed and approved this _____ day of February 2026.

ATTEST:

Susan L. Westerbeke, City Clerk

Theodore Neitzke IV, Mayor