



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
FINANCE AND LICENSE COMMITTEE MEETING
TUESDAY, JUNE 7, 2022 AT 4:30 P.M.
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074
Lower Level Conference Room**

MINUTES

1. Roll Call – Members present were Ald. Jonathan Pleitner, Dan Benning, and Deborah Postl. Also present was City Administrator Tony Brown and City Clerk Susan Westerbeke.
2. Approve Minutes of Previous Meetings – MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
3. Presentation and Possible Action on Report on Financing 2022 General Fund Capital Improvement Projects – The City Administrator reviewed previous financing and current projects. Carol Wirth, Wisconsin Public Finance Professionals, LLC, was present to report the 2022 General Fund (GF) Capital Improvement Plan (CIP) has approximately \$3,950,000 of projects that were approved during the 2022 Budget Process. Of which, \$3,722,000 was supported by debt financing. After refining the projects to be completed during the fiscal year [with input from department heads], the overall GF CIP expenditure increased \$425,000 to \$4,375,000. Even with the increased overall total GF CIP expenditure, the amount of debt finance is decreasing by roughly \$22,000 to \$3,700,000. This was able to be accomplished by utilizing other revenue sources to fund projects - \$675,000 of projects are going to be supported by TIF #2 (\$205,500), grants (\$311,000), cash on hand (\$89,900), and other funds (\$68,500). To finance these projects Staff has worked with Wisconsin Public Finance Professionals, LLC to develop a debt financing plan to minimize the tax rate impact, allow greater flexibility in utilizing the funds and manage the City's annual debt service amount. Next step is to approve the parameters Resolution, which will be completed at the June 21st meeting. Closing and delivery of funds to the City will be August 1st.
4. Consideration and Possible Action on a Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC for the Issuance of \$3,700,000 General Obligation Promissory Notes – The agreement with Wisconsin Public Finance Professionals, LLC includes a cost of \$19,750. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO RECOMMEND APPROVAL OF MUNICIPAL ADVISORY AGREEMENT WITH WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC FOR THE ISSUANCE OF \$3,700,00 GENERAL OBLIGATION PROMISSORY NOTES FOR \$19,750 AS PRESENTED. Motion carried unanimously.
5. Consideration and Possible Action on Successor of Agent for GPM Southeast, LLC d/b/a Rstore #4509 and Rstore #4510 (1100 S. Spring Street and 1605 N. Wisconsin Street) – The City Clerk reported the request for change of alcohol agent for both gas stations within the City. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF RHONDA ANN URLAUB AS SUCCESSOR AGENT FOR GPM SOUTHEAST, LLC d/b/a RSTORE #4509 AND #4510 AS PRESENTED. Motion carried unanimously.
6. Consideration and Possible Action on Renewal of Annual Alcohol and Cabaret Licenses for 2022-2023 Licensing Year – The City Clerk reported on the renewal applications for alcohol license including Class “A” Beer / “Class A” Liquor Licenses and Class “B” Beer and “Class B” Liquor and Class C Wine License, along with the Annual Cabaret Licenses. The Class B Alcohol Quota and reserve licenses have been reviewed. MOTION MADE BY ALD. JONATHAN PLEITNER, SECONDED BY ALD. POSTL TO APPROVE THE 2022-2023 RENEWAL OF ALCOHOL LICENSES AND ANNUAL CABARET LICENSES AS PRESENTED. Motion carried unanimously.

7. Consideration and Possible Action on Review and Recommended Modifications to the City of Port Washington Revolving Loan Fund Program – The City Planner reported on the recommended changes to the program and fees charged. Recommendation is to raise the fee from \$1,800 to \$2,000 and interest rate floor of 2% for the loan program. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF ESTABLISHING A REVOLVING LOAN FUND INTEREST RATE FLOOR OF 2% AND TO RAISE THE PROGRAM FEE FROM \$1,800 TO \$2,000 AS PRESENTED. Motion carried unanimously.
8. Consideration and Possible Action on Approval of a Community Development Investment Grant Agreement Between the Wisconsin Economic Development Corporation and the City of Port Washington Related to the Inventor's Brewpub Project on the North Slip – The City Planner reviewed the request for approval of a \$250,000 grant agreement. Before funds can be accessed there needs to be a developer's agreement between the City and TBF Development LLC finalized. The City Administrator informed Council that within the developer's agreement, the City will need to receive reimbursement of expenses, and agreement to provide protection with regards to City liability. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. PLEITNER TO RECOMMEND APPROVAL OF THE STAFF RECOMMENDATION TO APPROVE THE COMMUNITY DEVELOPMENT INVESTMENT GRANT AGREEMENT BETWEEN THE WISCONSIN ECONOMIC DEVELOPMENT CORPORATION AND THE CITY OF PORT WASHINGTON AS PRESENTED. VOTE TAKEN: AYE: 2, NO: 1 (POSTL) Motion carried.
9. Consideration and Possible Action on Engaging with GovHR for the Completion of a Classification and Compensation Study – The Assistant City Administrator/Human Resource Director, Emily Blakeslee, was present to review employee compensation. This study is focused on updating job descriptions, compensation, and classification. The recommendation is to engage GovHR for the compensation study at a cost of \$24,900. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO RECOMMEND APPROVAL TO ENGAGE GOVHR FOR THE COMPLETION OF A CLASSIFICATION AND COMPENSATION STUDY AS PRESENTED. Motion carried unanimously.
10. Chairman's Business - None
11. Member's Business – The City Administrator responded to an inquiry from Ald. Benning on fuel charges for garbage/recycling service. There was a buffer put in the agreement with Harter's to allow for cost increases. Other Departments do not anticipate large fuel increases. Harter's may have increases in 2023.
12. Public Comments/Appearances - None
13. Adjournment – MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO ADJOURN THE MEETING AT 5:31 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk