



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
FINANCE AND LICENSE COMMITTEE MEETING
TUESDAY, JUNE 21, 2022 AT 5:30 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 Alderpersons. Jonathan Pleitner, Dan Benning, and Deb Postl. Also present were 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. Approve May Financials – Ald. Postl asked Jennifer Clark, City Treasurer, about consolidating Spectrum accounts for billing. She directed the inquiry to Judy Klumb to be consulted on the account set up. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO RECOMMEND APPROVAL OF THE MAY FINANCIALS AS PRESENTED. Motion carried unanimously.
4. Consideration and Possible Action on an Original and Renewals of Annual Alcohol and Cabaret License Applications for 2022-2023 Licensing Year - The City Clerk reviewed the Original Application for Guenther House Collective, LLC d/b/a NewPort Vintage, 114 Park St, for a Class “A” Liquor and Class “B” Beer License and Renewal Alcohol Applications for Class “B” Beer, “Class B Liquor” and Class “B” Beer Combination and “Class C Wine” along with Annual Cabaret Licenses for the 2022-2023 Licensing Year. The Finance and License Committee recommended approval. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE 2022-2023 ORIGINAL AND RENEWAL OF ALCOHOL LICENSES AND ANNUAL CABARET LICENSES AS PRESENTED. Motion carried unanimously.
5. Consideration and Possible Action on Engaging City Water to Perform Water Utility Billing Services – The City Treasurer, Jennifer Clark, informed Council that assistance is needed in processing water utility billing due to the short staffing, we are currently experiencing. City Water LLC will also review efficiencies and provide training for staff. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO RECOMMEND APPROVAL OF THE PROPOSAL FROM CITY WATER LLC TO PROVIDE PROFESSIONAL SERVICES FOR THE WATER UTILITY FOR \$21,650 AS PRESENTED. Motion carried unanimously.
6. Resolution 2022-13: Amending the Schedule of Application, License, Permit and Other Fees, Costs, Taxes and Charges to Include a TIF Review Fee for the City of Port Washington - The City Administrator reported on Resolution 2022-13. Staff recommends the Council adopt an amended License and Fee Schedule that includes a TIF review fee of \$1,000 to cover costs the city incurs. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL RESOLUTION 2022-13: AMENDING THE SCHEDULE OF APPLICATION, LICENSE, PERMIT AND OTHER FEES, COSTS, TAXES AND CHARGES TO INCLUDE A TIF REVIEW FEE OF \$1,000 FOR THE CITY OF PORT WASHINGTON AS PRESENTED. Motion carried unanimously.
7. Resolution 2022-14: Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,700,000 General Obligation Promissory Notes - The City Administrator reported on Resolution 2022-14, which will finance and support general fund capital improvement projects. This allows the City Administrator to be the authorized signer. The Committee also requested that a alternate signer be included should the City Administrator not be able to sign. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF RESOLUTION 2022-14: RESOLUTION AUTHORIZING THE ISSUANCE OF AND ESTABLISHING PARAMETERS FOR THE SALE OF \$3,700,000 GENERAL OBLIGATION PROMISSORY NOTES AND AUTHORIZING THE CITY ADMINISTRATOR TO SIGN. Motion carried unanimously.

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8. Consideration and Possible Action on Scope of Engagement with Quarles and Brady LLP for Issuance of \$3,700,000 of General Obligation Promissory Notes for the City of Port Washington, WI - The City Administrator reviewed the Scope of Engagement with Quarles and Brady LLP. There is a fee of \$13,600 for services. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO RECOMMEND APPROVAL OF THE SCOPE OF ENGAGEMENT WITH QUARLES AND BRADY LLP AT A COST OF \$13,600 FOR ISSUANCE OF \$3,700,000 OF GENERAL OBLIGATION PROMISSORY NOTES FOR THE CITY OF PORT WASHINGTON, WI AS PRESENTED Motion carried unanimously.

9. Consideration and Possible Action on a City of Port Washington Revolving Loan Fund Request- Port Family Pharmacy; 1021 N. Wisconsin Street – This Agenda item was tabled.

10. Resolution 2022-15: Resolution Approving the Borrowing through the State Trust Fund Loan Program of \$87,960 for Community Development Bonds (Phase III and Occupancy Developer Loan to Port Townhomes LLC –Lakepointe)- The City Administrator reported on Resolution 2022-15. Each phase (2 & 3) of the project, as completed, will be used to completed new soil replacement and compaction. Conditions must be met for loan to be provided. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO RECOMMEND APPROVAL OF RESOLUTION 2022-15 APPROVING THE BORROWING THROUGH THE STATE TRUST FUND LOAN PROGRAM FOR \$87,960 FOR COMMUNITY DEVELOPMENT BONDS (PHASE III AND OCCUPANCY DEVELOPER LOAN TO PORT TOWNHOMES LLC – LAKEPOINTE) AS PRESENTED. Motion carried unanimously.

11. Consideration and Possible Action on Ozaukee County EMS Grant Program Application – The City Administrator reviewed the Ozaukee County EMS Grant Program. The County would provide \$200,000 to the municipalities for three years grant. The request is for two additional positions; 1 deputy chief EMS and 1 fire/paramedic on each shift. At the end of the grant program, the City would fully fund the position through a state Medicaid program and other sources in the budget. June 30th is the deadline. Fire Chief Mitchell was present to answer questions. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE OZAUKEE COUNTY EMS GRANT PROGRAM AND TO ALLOW CITY STAFF TO MAKE REVISIONS AS NEEDED. Motion carried unanimously.

12. Chairman's Business – None.

13. Member's Business – None.

14. Public Comments/Appearances – Bill Schwalbe addressed the Committee on potential purchase of Port Exploreum which he would develop as a wedding space, and would also allow him to cater food for Schooners. Mr. Schwalbe asked the Committee whether the City would consider issuing one of the quota Class B Combination Alcohol License to him at this property. The License Committee commented that they saw no issue with approving a Class B Combo License at that location with the current information given to them and intent of the business plan expressed.

15. Adjournment – MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING AT 6:06 P.M. Motion carried unanimously.

Respectfully submitted

Susan L. Westerbeke, City Clerk