



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
**GENERAL GOVERNMENT AND
FINANCE COMMITTEE MEETING**
TUESDAY, SEPTEMBER 3, 2024 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 Dan Benning, Jonathan Pleitner and Deborah Postl. Also present was City Administrator Melissa Pingel, Director of Administration/City Clerk Susan Westerbeke and Finance Director/City Treasurer Mark Emanuelson.
2. **Approve Minutes of the Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
3. **Consideration and Possible Action to Update the American Rescue Plan Act (ARPA)**
Expenditure Schedule- The Finance Director/Treasurer reviewed the previous and current summary of the ARPA Funds expenditures and anticipated funding in 2025. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD POSTL TO RECOMMEND THE PROPOSED UPDATE TO THE AMERICAN RESCUE PLAN ACT (ARPA) EXPENDITURE SCHEDULE AS PRESENTED. Motion carried unanimously.
4. **Consideration and Possible Action on a Recommendation to Move Forward with the Phase 2 Implementation of the Building Permits Module within BS&A-** The Finance Director/City Treasurer reviewed the Phase 1 portion of the software implementation and requested Phase 2 module for Building Permits. This would be a change order to the original scope of services. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO RECOMMEND APPROVAL OF PHASE 2 IMPLEMENTATION OF THE BUILDING PERMITS MODULE WITHIN BS&A AS PRESENTED. Motion carried unanimously.
5. **Discussion on the Development of the Fire Department Budgets Within the Levy Limit Referendum Context-** The Finance Director/City Treasurer reviewed the Fire Department staffing approved under the April 2024 Levy Limit Referendum. Staff meetings were held regarding the enhanced staffing model and will be considered by the Police and Fire Commission at an upcoming meeting.
6. **Chairman's Business-** Budget documents should be ready for review by September 16. Budget meetings are scheduled for September 19, 20 and 23.
7. **Member's/Liaisons' Business-** None.
8. **Public Comments/Appearances-** Ald. John Sigwart inquired about the status of the city facility assessment reports. The City Administrator indicated the facility assessment reports should be available in the month of October.
9. **Next Meeting on Tuesday, September 17, 2024**
10. **Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO ADJOURN AT 6:07 P.M. Motion carried unanimously.

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