



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
**GENERAL GOVERNMENT AND
FINANCE COMMITTEE MEETING**
TUESDAY, JANUARY 16, 2024 AT 6:00 P.M.
Port Washington City Hall, 100 W. Grand Avenue, Port
Washington, WI 53074
Council Chambers Side Conference Room

MINUTES

1. **Roll Call-** Members present were Alderpersons Jonathan Pleitner, Dan Benning, and Deborah Postl. Also present was Interim City Administrator/City Clerk Susan Westerbeke, and ACA/HR Director Emily Blakeslee.
2. **Approve Minutes of the Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
3. **Consideration and Possible Action on “Class B” Liquor and Class “B” Beer License for Inventors Brewpub LLC (305 E. Washington Street and Cameron Huck-Agent)-** The City Clerk reviewed the alcohol license information and confirmed all fees have been paid, and background checks were completed and approved by the Police Chief. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE ALCOHOL LICENSE AS PRESENTED. Motion carried unanimously.
4. **Consideration and Possible Action on a Software Service Agreement with BSA for a New Financial Management Program-** Finance Director-CityTreasurer Mark Emanuelson was present to discuss the Financial Management Software System RFP review process and provided feedback related to BS&A Software. The RFP generated four qualified responses. Two of the respondents were interviewed. BS&A is recommended. BS&A includes payroll and utility billing systems. This system has online applications available. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO RECOMMEND APPROVAL OF THE SELECTION OF BS&A AS THE CITY’S NEW FINANCIAL SOFTWARE VENDOR AND AUTHORIZE STAFF TO ENTER INTO A SERVICE CONTRACT CONTINGENT UPON A REVIEW BY THE CITY ATTORNEY AS PRESENTED. Motion carried unanimously.
5. **Consideration and Possible Action on a Proposal for Professional Services – Lead Service Line Inventory and Replacement Plan by CDM Smith/City Water-** Public Works Director Rob Vanden Noven was present to review the financial and budgetary information related to this project. Also present were City Engineer Roger Strohm, Water Utility Superintendent Dan Fisher, and Matthew Bednarski of CDM Smith Construction to review the Lead Service Line Inventory and Replacement Plan (LCRR). The Lead Service Line Inventory identifies materials of each public and private service line as lead, non-lead, or galvanized requiring replacement, and lead status unknown. The LCRR requires water systems to provide households with an initial notification of lead, galvanized requiring replacement or lead status unknown within 30 days of the completion of service line inventory, and then City Water on an annual basis after that. Under consideration is Phase 1, which includes engaging CDM Smith for professional services, including Task 1, which is not to exceed \$38,500 and Task 2 which is not to exceed \$83,500. It is recommended to reallocate \$75,000 from the CIP currently dedicated for master planning. Master planning will be postponed to the 2025 CIP. The remaining \$47,000 will be paid by the operating budget Outside Services Employed. The inventory is due in October 2024. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL THE PROPOSAL FOR PROFESSIONAL SERVICE LINE INVENTORY AND REPLACEMENT PLAN BY CDM SMITH/CITY WATER AS PRESENTED. Motion approved unanimously.
6. **Chairman’s Business-** None.
7. **Member’s Business-** None.

8. Public Comments/Appearances- None.

9. Adjournment- ADJOURNMENT- MOTION BY ALD. POSTL, SECONDED BY ALD. BENNING TO ADJOURN THE MEETING AT 6:26 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk.