



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
GENERAL GOVERNMENT AND
FINANCE COMMITTEE MEETING
TUESDAY, FEBRUARY 6, 2024 AT 5:45 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. BENNING, SECONDED BY ALD. POSTL TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
- 3. Consideration and Possible Action on an Amendment to the Fire Services Contract with the Town of Port Washington-** Finance Director/Treasurer Mark Emanuelson was present to review the annual contract amendment. The City of Port Washington provides fire services to the Town of Port Washington. This agreement is amended annually to continue these services for a calendar year. The proposed written amendment, along with the calculation for the base charge for the 2024 contract year were provided. The 2024 base charge is \$117,011.44. This represents a \$20,387 or 14.8% decrease from 2023. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE AMENDMENT TO THE FIRE SERVICES CONTRACT WITH THE TOWN OF PORT WASHINGTON AS PRESENTED. Motion carried unanimously.
- 4. Consideration and Possible Action on Revolving Loan Fund for Cavalier Wine Bar-** The Director of Planning and Development Bob Harris was present to review the application for a \$25,000 Revolving Loan Fund (RLF) loan for the purpose of assisting in the financing for the Cavalier Wine Bar located at 324 Lake Street, Suite 3. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE REVOLVING LOAN FUND FOR THE CAVELIER WINE BAR AS PRESENTED. Motion carried unanimously.
- 5. Consideration and Possible Action on Original “Class B” Liquor and Class “B” Beer License for Cavalier Wine Bar LLC (324 Lake Street, Suite 3)-** The City Clerk reviewed and approved the application and required supporting documentation. All required fees have been paid and the background record check was completed and approved by Police Chief Hingiss. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO RECOMMEND APPROVAL OF THE ORIGINAL “CLASS B” LIQUOR AND CLASS “B” BEER LICENSE FOR CAVELIER WINE BAR LLC (324 LAKE STREET, SUITE 3 AND KELLY BROWN-AGENT AS PRESENTED. Motion carried unanimously.
- 6. Consideration and Possible Action on Original “Class A” Liquor and Class “A” Beer License for Shree Umiyakrupa LLC (Grand Ave Mobil, 223 W. Grand Avenue)-** The City Clerk reviewed and approved the application and required supporting documentation. All required fees have been paid and the background record check was completed and approved by Police Chief Hingiss. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE ORIGINAL “CLASS A” LIQUOR AND “CLASS A” BEER LICENSE FOR SHREE UMIYAKRUPA LLC (GRAND AVE MOBIL, 223 W GRAND AVE AND MOHAMMAD SIDDIQUIE-AGENT AS PRESENTED. Motion approved unanimously.
- 7. Consideration and Possible Action on the Approval of a Contract for Services from Bray Associates – Architects Inc. Related to the Contemplated New Public Safety Complex-** The Finance Director/Treasurer reviewed the information related to the contract. Public Works Director Rob Vanden Noven and Bray Associates - Architects Inc. staff Matt Wolfert were both present to answer the committee’s questions during discussion. At the June 20, 2023, meeting of the Common Council, the Council approved the appropriation of \$75,000 to conduct a space needs analysis, site

assessment, and concept plan for a public safety complex. Staff engaged Bray Associates – Architects Inc. to provide those services. The attached agreement identifies a cost of \$11,900 for the space needs assessment and concept plan. If the concept plan is approved at an upcoming meeting, the next steps would be to perform site surveying and additional site geotechnical, environmental, and wetland evaluation. The estimated costs for those services are \$31,000. Absent specific Common Council approval to move forward with design, the impact of this agreement will be limited to the \$42,900 as identified in the documentation. If the Common Council approves moving forward the formal facility design in preparation for construction, this agreement will engage Bray Associates – Architects Inc. for those services as delineated in the contract agreement at an anticipated rate of 5.7% of construction costs. In addition, staff has engaged CD Smith as the City’s project construction manager to provide various cost analysis on behalf of the city and identify potential project savings opportunities and alternatives in construction and design for the council to consider as the project moves forward. Mr. Wolfert provided information and answered further questions related to the project itself, and the construction management firm CD Smith. The City Attorney reviewed and recommended approval of the contract as presented. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE CONTRACT FOR SERVICES FROM BRAY ASSOCIATES – ARCHITECTS INC. RELATED TO THE CONTEMPLATED NEW PUBLIC SAFETY COMPLEX AS PRESENTED. Motion carried unanimously.

8. Consideration and Possible Action to Grant Wisconsin Bell Inc. Doing Business As AT&T a Utility Easement at 305 E. Washington Street, Inventors Brewpub and Edison Hall- The Public Works Director reviewed the information related to granting the utility easement to AT&T to install below ground conduit and cables to transmit signals used in the provision of communication, video, and information services to Inventors Brewpub and Edison Hall at 305 E Washington Street. The City Attorney reviewed and recommended approval of this easement as presented. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO RECOMMEND APPROVAL TO GRANT WISCONSIN BELL INC. DOING BUSINESS AS AT&T A UTILITY EASEMENT AT 305 E. WASHINGTON STREET, INVENTORS BREWPUB AND EDISON HALL AS PRESENTED. Motion carried unanimously.

9. Consideration and Possible Action on Developers Agreement with TBF Development LLC for WEDC Grant- City Attorney Eric Eberhardt was present to review the information related to the Developers Agreement and the WEDC-EDI Grant process. The City Attorney, in consultation with the City Treasurer, the Developer’s attorney, and representatives of Ehlers’ Inc. (City’s financial advisor), drafted the Developer’s Agreement. The Development Agreement builds in protections for the city if the project defaults. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE DEVELOPERS AGREEMENT WITH TBF DEVELOPMENT LLC FOR WEDC GRANT AS PRESENTED. Motion carried unanimously.

10. Chairman’s Business- None.

11. Member’s Business- None.

12. Public Comments/Appearances- None.

13. Adjournment- MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO ADJOURN THE MEETING AT 6:20 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk