



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
GENERAL GOVERNMENT AND
FINANCE COMMITTEE MEETING
WEDNESDAY, APRIL 3, 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 City Administrator Melissa Pingel, City Clerk Susan Westerbeke, 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. **Resolution 2024-2: Resolution Authorizing the Issuance and Sale of up to \$21,505,374 Taxable Water System Revenue Bonds, Series 2024, and Providing for Other Details and Covenants with Respect Thereto-** Wisconsin Public Finance Professionals, LLC Municipal Advisor Carol Wirth were present to discuss Resolution 2024-2. As an outcome of its 2018 sanitary survey, the WDNR required the city to raise the floor of the clear well tanks above groundwater level and to provide emergency backup power. The city subsequently evaluated the plant for additional needs. As a result of the WDNR's requirements and the study on the plant needs, the city prepared plans for improvements, conducted a rate study, obtained construction authorization from the PSC, obtained plan approval from the WDNR and solicited bids for the project. To pay for the plant design and construction, the city has opted to obtain a loan from the WDNR through its Safe Drinking Water Loan Fund. The Safe Drinking Water Loan Fund provides a long-term loan (20 years) at a reduced interest rate (55 percent of market rate) to finance drinking water projects. The current advertised rate is 2.145 percent for our loan. The loan amount is \$21,505,374. This amount includes design costs \$960,000, construction administration \$1,200,000, construction costs \$18,200,000, contingency \$910,000, and \$220,000 of miscellaneous and closing costs. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. PLEITNER TO RECOMMEND APPROVAL OF RESOLUTION 2024-2: RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF UP TO \$21,505, 374 IN TAXABLE WATER SYSTEM REVENUE BONDS, SERIES 2024, AND PROVIDING FOR OTHER DETAILS AND COVENANTS WITH RESPECT THERETO AS PRESENTED. Motion carried unanimously.
4. **Consideration and Possible Action on Scope of Engagement with Quarles and Brady LLP for the \$12,800,000 Clean Water Loan Fund for the City of Port Washington, WI-** The Finance Director-Treasurer Mark Emanuelson was present to discuss the Scope of Engagement with Quarles and Brady LLP. The attached engagement letter allows Quarles and Brady to serve as the City's bond counsel for the \$12,800,000 Clean Water Fund Loan for the City of Port Washington, Wisconsin Wastewater treatment plant project. The letter identifies what the role of bond counsel is in this transaction. The estimated fee to complete these services is \$26,000. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE SCOPE OF ENGAGEMENT WITH QUARLES AND BRADY LLP FOR THE \$12,800,000 CLEAN WATER LOAN FUND FOR THE CITY OF PORT WASHINGTON, WI AS PRESENTED. Motion carried unanimously.
5. **Consideration and Possible Action on a Municipal Advisory Agreement with Wisconsin Public Finance Professionals, LLC For the \$12,800,000 Clean Water Fund Loan-** The Finance Director-Treasurer discussed the Municipal Advisory Agreement. The attached Municipal Advisory Agreement from Ms. Wirth of Wisconsin Public Finance Professionals, LLC is an engagement letter to serve as the City's municipal advisor for the \$12,800,000 Clean Water Fund Loan for the Wastewater treatment plant project. The letter identifies what the role of municipal advisor will be for this transaction. The Municipal Advisor fees for these services are \$7,500. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO RECOMMEND APPROVAL OF THE MUNICIPAL ADVISORY AGREEMENT WITH WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC FOR THE \$12,800,000 CLEAN WATER FUND LOAN AS PRESENTED. Motion carried unanimously.

6. **Consideration and Possible Action for a One-Day Alcohol Premise Extension for Sir James Pub, 316 N. Franklin Street for May 26, 2024-** The City Clerk discussed this one-day extension of alcohol license request, which has been requested in prior years. The designated alcohol extension area directly abuts their property to the east and is owned by Port Washington State Bank, who have submitted a letter of approval for its use. Sir James Pub has also provided a copy of their business certificate of liability insurance. There have been no issues with any of their previously held annual events, therefore there are no immediate concerns about their proposed event for this year. MOTION MADE BY ALD BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL FOR A ONE-DAY ALCOHOL PREMISE EXTENSION FOR SIR JAMES PUB, 316 N. FRANKLIN STREET FOR MAY 26, 2024 AS PRESENTED.

7. **Consideration and Possible Action on a Revised Developer's Agreement for Hidden Hills North Subdivision (Bielinski Homes, Inc)-** Public Works Director Rob Vanden Noven discussed the revised developer's agreement. On June 21, 2022, the Common Council approved a Developer's Agreement with Bielinski homes for the development of the Hidden Hills North subdivision. The approved developer's agreement was never executed by the City because the developer did not provide all the required attachments and decided to delay construction until 2024. In the past two years, recodification has changed the code references in the agreement so those have been updated, and the language regarding impact fees for park development has replaced the previous language which required the developer to pay those fees upfront. Discussion centered on a revision to this Developer's Agreement Page 4, Item G. regarding street lights, allowing the use of city streetlights rather than the yard lights on the public streets. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE REVISED DEVELOPER'S AGREEMENT FOR HIDDEN HILLS NORTH SUBDIVISION WITH THE REVISIONS AS SPECIFIED IN THE DISCUSSION. Motion carried unanimously.

7. **Chairman's Business-** None.

8. **Member's Business-** None.

9. **Public Comments/Appearances-** None.

10. **Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO ADJOURN THE MEETING AT 6:06 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk