



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
GENERAL GOVERNMENT AND  
FINANCE COMMITTEE MEETING  
TUESDAY, MAY 7, 2024 AT 5:30 P.M.  
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI  
53074  
Council Chambers Side Conference Room

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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.
2. **Approve Minutes of the Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
3. **Quarterly Financial Report (1<sup>st</sup> Quarter 2024)-** Finance Director-Treasurer Mark Emanuelson was present to review the First Quarter 2024 Financial Report with the Committee and answer questions.
4. **Consideration and Possible Action on Approval of a Class B Liquor and Class B Beer Alcohol License and Annual Cabaret License (American Legion Post 82, 435 N. Lake Street)-** The City Clerk has 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 RECOMMENDED APPROVAL OF A CLASS B LIQUOR AND CLASS B BEER ALCOHOL LICENSE AND ANNUAL CABARET LICENSE AS PRESENTED. Motion carried unanimously.
5. **Resolution 2024-3: Authorizing The Issuance And Sale Of Up To \$12,850,100 Taxable Sewer System Revenue Bonds, Series 2024, And Providing For Other Details And Covenants With Respect Thereto-** The Finance Director-Treasurer reviewed Resolution 2024-3 to obtain a loan from the Wisconsin Department of Natural Resources (WDNR) through its Clean Water Fund Loan program. The Clean Water Fund Loan provides a long-term loan (20 years) at a reduced interest rate (55 percent of market rate) to finance the upgrade of the Wastewater Treatment Plant. The current advertised rate is 2.145% for our loan. The loan amount is \$12,850,100. This amount includes design costs (\$487,200), construction administration (\$750,000), construction costs (\$11,028,000), contingency (\$551,400), and miscellaneous and closing costs (\$33,500). MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING RECOMMENDED APPROVAL OF RESOLUTION 2024-3 AUTHORIZING THE ISSUANCE AND SALE OF UP TO \$12,850,100 TAXABLE SEWER SYSTEM REVENUE BONDS, SERIES 2024, AND PROVIDING FOR OTHER DETAILS AND COVENANTS WITH RESPECT THERETO AS PRESENTED. Motion carried unanimously.
6. **Consideration and Possible Action on Authorizing Bray Architects to Proceed with Final Design of the Public Safety Building-** Public Works Director Rob Vanden Noven reviewed Phase 2 – Design Phase Services related to the Public Safety Building. At the February 6, 2024 Common Council Meeting, the agreement with Bray Architects for Phase 1 Planning Services for developing a program and conceptual master plan for a public safety building to replace the existing police and fire department buildings was approved. As the master planning phase is complete. Bray Architects is now ready to begin Phase 2. Discussion was held, consensus of the Committee was to table this until a future meeting to allow staff time compile more financial information including long range capital improvement plan. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO POSTPONE THIS ITEM UNTIL A FUTURE MEETING. Motion carried unanimously.
7. **Consideration and Possible Action on Approval of Owners Representation for the Public Safety Building Project-** Discussion was held and the consensus of the Committee was to table this item until a future meeting. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO POSTPONE THIS ITEM UNTIL A FUTURE MEETING. Motion carried unanimously.
8. **Consideration and Possible Action on Authorizing Public Facility and Impact Fee Study-** Discussion was held and the consensus was to table this item until a future meeting. The Committee requested that the scope of the Impact Fee Study be expanded. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO POSTPONE THIS ITEM UNTIL A FUTURE MEETING AND INSTRUCT STAFF TO OBTAIN EXPANDED SCOPE OF STUDY. Motion carried unanimously.

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- 9. Ordinance 2024-3: Amending Municipal Code Regarding BCC Term Schedule- 1<sup>st</sup> Reading-** The City Clerk reviewed Ordinance 2024-3. The current code states the date of appointment, and the term of office start dates, for some but not all appointed members of the City's boards, committees, and commissions. The appointments are made by the mayor and approved by the Common Council. This ordinance amends several sections of City Code to specify the mayoral appointment date, and the term of the office starting date of all appointment members of the City boards, Commissions, and Committees. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. TO RECOMMEND APPROVAL ORDINANCE 2024-3: AMENDING MUNICIPAL CODE REGARDING BOARDS, COMMISSIONS AND COMMITTEE TERM SCHEDULE AS PRESENTED. Motion carried unanimously.
- 10. Chairman's Business-** None.
- 11. Member's Business-** None.
- 12. Public Comments/Appearances-** Ald. John Sigwart supported the Committee's decision to delay action and expand further research related to the Public Safety Building.
- 13. Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. TO ADJOURN THE MEETING AT 6:23 P.M. Motion carried unanimously.

Respectfully submitted,  
Susan L. Westerbeke, City Clerk