



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
GENERAL GOVERNMENT AND
FINANCE COMMITTEE MEETING
TUESDAY, OCTOBER 17, 2023 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 Anthony Brown, City Clerk Susan Westerbeke, and ACA/HR Director Emily Blakeslee.
- 2. Approve Minutes of the Previous Meeting-** MOTION BY ALD. POSTL, SECONDED BY ALD. BENNING TO APPROVE THE MINUTES FROM THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
- 3. Resolution 2023-11: Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$6,000,000 General Obligation Promissory Notes-** Carol Wirth of Wisconsin Public Finance Professionals was present to review the financing. This resolution authorizes the issuance to not exceed \$6,000,000 in General Obligation Promissory notes to pay for General Fund Capital Improvement Projects for 2023 and 2024. Additionally, it empowers the City Administrator, as the "Authorized Officer," the authority to accept bids on the Notes if the results in the lowest true interest cost and certain terms and conditions are met. Specifically, the purchase price is not to be less than 100% or no more than 103% of the principal amount, i.e., \$6,000,000. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF RESOLUTION 2023-11 AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF NOT TO EXCEED \$6,000,000 GENERAL OBLIGATION PROMISSORY NOTES AS PRESENTED. Motion carried unanimously.
- 4. Consideration and Possible Action on Scope of Engagement with Quarles and Brady LLP for Issuance of \$6,000,000 of General Obligation Promissory Notes for the City of Port Washington, WI.-** Ms. Wirth presented the engagement letter from Quarles and Brady LLP to serve as the city's bond counsel for the proposed issuance of \$6,000,000 of General Obligation Promissory Notes. This letter identifies the role of bond counsel during this transaction. The estimated fee to complete these services is \$19,700.00. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF THE SCOPE OF ENGAGEMENT WITH QUARLES AND BRADY TO SERVE AS BOND COUNSEL FOR THE PROPOSED ISSUANCE OF \$6,000,000 OF GENERAL OBLIGATION PROMISSORY NOTES AS PRESENTED. Motion carried unanimously.
- 5. Update on the 2024 Proposed City Budget-** The City Administrator asked if there were any questions related to the proposed budget. Finance Director-Treasurer Mark Emanuelson was present to answer questions.
- 6. Resolution 2023-12: Amending License and Fee Schedule-** The City Administrator presented the License and Fee Schedule which is adopted during the annual budget process. The proposed License and Fee Schedule includes all applications, licenses, permits and other fees, costs, taxes, and charges to defray and recover the City's administrative and other expenses of reviewing, processing, publishing, issuing, and regulating municipal licenses, permits and the like. Discussion followed the presentation. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF RESOLUTION 2023-12 AMENDING THE LICENSE AND FEE SCHEDULE AS PRESENTED. Motion carried unanimously.

- 7. Ordinance 2023-17: An Ordinance Creating Compliance Requirements for Stormwater Maintenance Agreement- 1st Reading-** Public Works Director Rob Vanden Noven was present to discuss revisions to Ordinance 473-8 Stormwater Management Maintenance Agreement. To maintain compliance with the city's NR216 permit for stormwater management the city must undertake a minimum of three of seven tasks prior to October 31, 2023. The tasks the city is taking to maintain compliance include 1) Create and revise an ordinance that requires the development and implementation of a maintenance plan for all privately-owned storm water treatment facilities. The permittee shall develop and implement procedures and measures to verify and track that the storm water facilities are inspected on a regular schedule and maintained in accordance with the plans; 2) Inventory the condition of the conveyance system and outfalls; and 3) Conduct an analysis of the current municipal street cleaning program to determine if additional pollutant loading reductions can be achieved. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF ORDINANCE 2023-17 CREATING COMPLIANCE REQUIREMENTS FOR STORMWATER MAINTENANCE AGREEMENT AS PRESENTED. Motion carried unanimously.
- 8. Chairman's Business-** Alderperson Benning inquired on the status of the reallocation of American Rescue Plan Act (ARPA) funding. The Finance Director will provide an update at a future meeting.
- 9. Member's Business-** An inquiry was made on the future insurance costs for the city, which is currently be reviewed and will be presented at a future meeting.
- 10. Public Comments/Appearances-** None.
- 11. Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO ADJOURN THE MEETING AT 6:09 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk