



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
GENERAL GOVERNMENT AND
FINANCE COMMITTEE MEETING
TUESDAY, JULY 2, 2024 AT 5:45 P.M.
Port Washington City Hall, 100 W. Grand Avenue,
Port Washington, WI 53074
Lower Level Conference Room**

AGENDA

- 1. Roll Call**
- 2. Approve Minutes of the Previous Meeting**
- 3. Consideration and Possible Recommendation on Approval to Use \$25,000 of Capital Reserves to be able to Move Forward with the Moore Road Pedestrian Bridge Project in 2024**
- 4. Review of Initial Capital Planning Requests**
- 5. Discussion on the 2025 Budget Schedule**
- 6. Discussion on Recommendations to Council for Ordinance Creation, Amendments or Revisions**
- 7. Consideration and Possible Action on 2024 General Government and Finance Committee Charter**
- 8. Discussion on Board, Committee and Commission Charter Presentations to Council**
- 9. Chairman's Business**
- 10. Member's Business**
- 11. Public Comments/Appearances**
- 12. Adjournment**

Committee Members: Alderpersons- Jonathan Pleitner, Dan Benning, Deborah Postl

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting. Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
GENERAL GOVERNMENT AND
FINANCE COMMITTEE MEETING
TUESDAY, JUNE 18, 2024 AT 5:00 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, Deborah Postl and Dan Benning. Also present was City Administrator Melissa Pingel, and City Clerk Susan Westerbeke.
2. **Approve Minutes of the Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
3. **Consideration and Possible Action on Original and Renewal of Alcohol Licenses and Cabaret License for the July 1, 2024-June 30, 2025 License Year-** The City Clerk presented the Original and Renewal of Alcohol Licenses and Cabaret Licenses for the July 1, 2024 to June 30, 2024 License Year. Once approved by Common Council the licenses will be created and issued by the City Clerk. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO RECOMMEND APPROVAL OF THE ORIGINAL AND RENEWAL OF ALCOHOL LICENSES AND CABARET LICENSES FOR THE JULY 1, 2024-JUNE 30, 2025 LICENSE YEAR AS PRESENTED. Motion carried unanimously.
4. **Consideration and Possible Action on Authorizing a Public Facility and Impact Fee Study-** Finance Director/Treasurer Mark Emanuelson reported on the Public Facility and Impact Fee Study. Currently, the City is currently in the design phase for construction of a new public safety building. The proposed study will identify the proportionate share of the cost identified as attributable to the need to serve future development and the amount of that maximum eligible cost that the City desires to recover through impact fees. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO RECOMMEND AUTHORIZATION OF A PUBLIC FACILITY AND IMPACT FEE STUDY BY TRILOGY CONSULTING AS PRESENTED. Motion carried unanimously.
5. **Consideration and Recommendation of Ordinance 2024-7: An Ordinance Repealing and Recreating Chapter 450 of the City Code Relating to Floodplain Zoning-** City Engineer Roger Strohm reviewed Ordinance 2024-7 and related historical information. On January 31, 2024, the Federal Emergency Management Agency (FEMA) sent the City a notice that FEMA issued the final flood hazard determination for Ozaukee County (flood plain maps) which go in effect on July 31, 2024. For the City to remain covered by the National Flood Insurance Program (NFIP), it must do the following: 1) Adopt the current effective Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM). In layman's terms these documents are known as the flood study and flood plain maps; 2) Either amend existing regulations or adopt the standards of 44 CFR Par 60.3(d) and (e) into one new, comprehensive set of regulations. On February 2, 2024, the Department of Natural Resources (DNR) provided the City with a model ordinance that accomplishes the two bullet points above. The attached ordinance follows the DNR model ordinance except to number the sections consistent with our ordinances. The NFIP provides affordable flood insurance to residents of the City for flood damage. One notable change based on 2019 Act 175 is that there are instances where the repair/modification of an existing structure in the flood plain can exceed 50% of the value of the structure. The DNR requested additional minor language be included with the ordinance. There is a minor modification of language being requested by the DNR to the draft they inadvertently failed to include. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. PLEITNER TO RECOMMEND ADOPTION OF ORDINANCE 2024-7: AN ORDINANCE REPEALING AND RECREATING CHAPTER 450 OF THE CITY CODE RELATING TO FLOODPLAIN ZONING WITH MINOR LANGUAGE AMENDMENT REQUESTED BY THE DNR AS PRESENTED. Motion carried unanimously.

- 6. Consideration and Recommendation to Order and Purchase a 2028 Pierce Enforcer 100' Aerial Tower Truck-** Fire Chief Mark Mitchell was present to discuss the order and purchase of a 2028 Pierce Enforcer 100' Aerial Tower Truck. At the June 10, 2024 meeting of the Police and Fire Commission, Chief Mitchell presented a proposal from Reliant Fire Apparatus, Inc. which is the dealership for Pierce Manufacturing related to this truck for \$2,096,590.00. The Police and Fire Commission reviewed the proposal and the pre-payment options. It was noted that there will be a 1.75 percent increase on August 1, 2024. After discussion, Chief Mitchell recommended the acceptance of the proposal. The Police and Fire Commission unanimously approved, to recommend the Common Council accept the proposal for the order and purchase of the truck. The Police and Fire Commission motion also included information related to the August 1, 2024 price increase. Discussion was held on funding for and order and purchase of a new truck. This truck will be used for mutual aid as well. With the current review of city facilities and capital projects being completed, this request will be included for review and consideration at a future meeting, therefore no action was taken.
- 7. Chairman's Business-** Chairperson Benning reviewed the draft Charter ordinance for this Committee. The Committee members will submit changes to the City Clerk prior to the next meeting.
- 8. Member's Business-** Discussion was held on the process by which ordinances will be reviewed, amended, revised and created in the future. Discussion was held on city facilities management.
- 9. Public Comments/Appearances-** Ald. John Sigwart suggested the Committee work with the City Attorney to review financial commitments made by the Council where delivery would not be received for three to five years in the future. Discussion was held on this process.
- 10. Adjournment-** MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO ADJOURN THE MEETING AT 6:15 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk

AGENDA ITEM MEMORANDUM

City of Port Washington

TO: General Government and Finance

FROM: Mark Emanuelson, Finance Director / Treasurer

DATE: July 2, 2024

SUBJECT: Consideration and Possible Recommendation on approval to use \$25,000 of capital reserves to be able to move forward with the Moore Road Pedestrian Bridge project in 2024.

ISSUE: Should the City approve the use of \$25,000 of capital reserves to be able to move forward with the repairs to the Moore Road Pedestrian Bridge in 2024?

STAFF RECOMMENDATION: Staff recommends recommending approval of the use of \$25,000 of capital reserves to move forward with the repairs to the Moore Road Pedestrian Bridge in 2024?

RECOMMENDED MOTION: I move to recommend approval of the use of \$25,000 of capital reserves to move forward with the repairs to the Moore Road Pedestrian Bridge in 2024.

BACKGROUND/DISCUSSION: The City budgeted as part of its 2024 capital projects program to perform repairs on the Moore Road Pedestrian Bridge to the high school football field. The Moore Road Pedestrian Bridge repairs were to be funded through the use of \$10,000 of the capital projects 2024 tax levy. Quoted costs for repairing the pedestrian bridge are approximately \$35,000 which is significantly more than the \$10,000 budgeted. This budget was established prior to the bridge inspection being completed. The inspection identified additional corroded structural members. The inspection report is attached.

Typically, budgets are developed using staff's best estimates of anticipated project costs based on the information available at that time. Actual costs will vary pending the outcome of actual project bidding or contractor quotes. Within the capital budget there are several funding sources to support the projects identified within the budget. Some projects may be more or less than anticipated and as the Common Council approves these contracts can generally net out from a budgetary perspective.

In this case, the city budgeted a total of \$99,500 of tax levy to fund numerous smaller projects in 2024. The anticipated additional costs to complete this project cannot be absorbed by other project cost saving from tax levy supported projects. At this point capital reserves are very limited, but funding for these additional costs could be covered by capital reserves at the end of the year as part of the fiscal close at year end. Staff estimates that the current year end capital reserves will be sufficient to cover these additional costs.

STRATEGIC PLAN:

1. **Strategic Direction:** Creating Accountability Through Policies & Procedures
2. **Impact on Strategic Direction:** Review and approval of funding sources for projects that have exceeded original budgetary estimates help to ensure fiscal accountability.

LEGAL:

1. **City Attorney Review:** N/A.
2. **Legal Comments & Conclusions:** N/A
3. **Statutory References:** N/A

FISCAL IMPACT:

1. **Amount of Recommendation/Cost of Project:**
 - Initial Project Cost Estimate: \$10,000
 - Approved Budget Project Cost: \$10,000
 - Prior Year Expenditures: N/A
 - Total Project Costs to Date: N/A
2. **Source of Funding:** Capital reserves
3. **Operating and Maintenance Cost:** N/A

BOARD/COMMITTEE/COMMISSION RECOMMENDATION: None.

PUBLIC OUTREACH: None

IF APPROVED, NEXT STEPS: Approval by Common Council, contract for required repairs.

ATTACHMENTS: Inspection Report

Date: 5/09/2024

Structure

Pedestrian Bridge over Sauk Creek
800 ft N of STH 53
Port Washington, WI

Description

The existing structure is an underdeck steel truss with a timber deck founded on concrete abutments.

Item	Deficiency	Repair/Scope
1	Existing timber longitudinal stringer rot west end center (photo 1)	Sister new 4"x6" timber members to existing timber stringers with galvanized through bolts 1/2" diameter at 6" spacing. Estimated timber length is 6', but must extend minimum 3' into sound material. Shim to existing masonry abutment with hard wood blocking.
2	Existing timber longitudinal stringers not connected (photo 2)	Lag bolt all timber stringers where lapped with 1/2" diameter galvanized hardware at 6" on center.
3	Existing steel traverse bracing corrosion damage (photos 3 and 4)	Install new cross braces with shear tab bolted to existing steel longitudinal girders. Existing transverse bracing can be removed and new braces installed at same location or new bracing can be installed adjacent to existing bracing. Existing pedestrian railing verticals are attached to existing braces and would need to be removed and reinstalled if existing braces are removed. Shim between new bracing and existing timber longitudinal stringers for full bearing. Provide layout for approval of new bracing location if adjacent to existing bracing. Existing cross bracing is approximately 6" deep. New cross bracing to match or have greater depth. W6x25 anticipated

Item	Deficiency	Repair/Scope
4	<p>Existing lower arch has corrosion damage at connection points.</p> <p>North truss, 1st connection from west end</p> <p>South truss, 1st and 2nd connections from west end</p> <p>(photos 5, 6 and 7)</p>	<p>Install 3/8" thick by 5" tall (min.) by 14" long cover plate and bolt to exterior face of existing angle at locations noted. The lower chord bends approximately 10 degrees at each connection point. Contractor to verify. Existing bolts in vertical member to be removed and replaced. Existing bolt size and length unknown. New bolt assembly to match existing size. New bolt assemblies to be galvanized and tensioned 1/3 turn past snug. Field drill and install additional bolts at 1st connection from west. Minimum 6 bolts per new cover plate. Take precaution to support structure during construction by, but not limited to, performing work on only one connection at a time, limiting live load on structure during work, and shoring. Provide structure protection plan to owner prior to construction. A stability analysis of the structure has not been performed.</p>
5		<p>Clean and paint 1' from center of each lower connection point for each member. Paint in not needed at upper connection points. Use product from WisDOT 517.3000.S Structure Overcoating Cleaning and Priming, Structure approved product epoxy primer. Existing structure has not been tested for lead-based paint. Contractor should assume lead-based paint is present, and any disturbance activity should be properly contained and waste disposed of properly at an approved facility.</p>
6		<p>Comply with any environmental or in-stream requirements or restrictions as directed by the WDNR or owner</p>



Photo 1. Longitudinal stringer damage west end center



Photo 2. Longitudinal stringers



Photo 3. Cross bracing



Photo 4. Cross bracing damage



Photo 5. Lower arch connection damage



Photo 6. Lower arch connection 1st from the west



Photo 7. Lower arch connection 2nd from the west



Photo 8. Structure overview

GENERAL GOVERNMENT AND FINANCE COMMITTEE CHARTER FOR 2024



Each of the City of Port Washington's Boards, Commissions, and Committees (BCC's) will have an annual charter. This charter will identify the mission of the BCC, the key strategies to monitor and the operational expectations for the year. The Charter includes the mission, membership, responsibilities, timelines, and deliverables/measures of success. The Charters will be brought to the City Common Council for approval after the City budget is approved, but no later than January of the preceding year. The measures of success shall be monitored by the BCC's and communicated to the Common Council through the Council's appointed representative each quarter and reported in Department's monthly reports to the Council.

PURPOSE OF GENERAL GOVERNMENT AND FINANCE COMMITTEE

- **Ordinance Language:** Section 8-11. General Government and Finance Committee. [Amended 6-16-2020 by Ord. No. 2020-3; 7-18-2023 by Ord. No. 2023-14; 8-1-2023 by Ord. 2023-15]

A.

How constituted. This Committee shall consist of three Alderpersons appointed by the Mayor, subject to confirmation by the Common Council. The term of office shall be for one year, commencing on the third Tuesday in April of each year, except that the initial appointment of the members shall commence immediately upon Common Council confirmation of such appointments following the adoption of the ordinance from which this subsection is derived, and shall expire in April 2024. The City Administrator, Finance Director, and City Clerk shall serve as staff liaisons to the General Government and Finance Committee.

B.

Organization. The Committee shall choose a Chairperson from its members at its first organizational meeting of the year.

C.

Responsibilities. The Committee shall be responsible for the following matters:

(1) General government:

- (a) Periodically reviewing, and making recommendations for changes to, this Code, including any proposed ordinances.
- (b) Periodically reviewing rules, laws, and county and state legislation, and advising the Common Council regarding the same.
- (c) Periodically reviewing the City Administrator's procedures for implementing the City's administrative policies.
- (d) All general governmental matters and functions which are not specifically delegated, assigned, or reserved to other City committees or City officers.

(2) Finance, licenses and permits:

- (a) Exercising policy guidance over the City's financial interests, including reviewing and making recommendations regarding assessments, audits, bills, budgets, claims, purchasing, receipt and disbursement of funds, taxes, and related matters.

- (b) Reviewing and making recommendations to the Common Council regarding applications for licenses and permits, as required by this Code or state statutes.
- (c) Other financial, licensing, and permitting matters and functions which are not specifically delegated, assigned, or reserved to other City committees or City officers.

D.

License applications to the Committee.

- (1) Except as otherwise provided in this Code, all applications for licenses and permits under this Code shall be referred to the General Government and Finance Committee for its review and recommendation to the Common Council as to issuance, and no license or permit shall be issued by the Common Council or the City Clerk until the recommendation of the Committee is heard by the Common Council.

- **Mission Statement:** Provide oversight of the municipal codes, and ordinances, administrative procedures, and financial interests to ensure fulfillment of the city's strategic goals.

GENERAL GOVERNMENT AND FINANCE COMMITTEE MEMBERSHIP

- **Meeting Date and Time:** 1st and 3rd Tuesdays of Each Month at 5:45 p.m.
- **Member List and Term:**
 Dan Benning (2025)
 Jonathan Pleitner (2025)
 Deborah Postl (2025)

STRATEGIC RESPONSIBILITIES

- **Strategic Goals**
 - Creating Accountability Through Policies & Procedures (SD2.)
 - Assessment and Updating of City Ordinances
 - Review Financial, Licensing and Permitting
- **2024 Committee Goals**
 - 1) Review and establish a process for bi-annual submission, review, and recommendation of ordinance updates to the Common Council.
 - 2) Define requirements and expectations for the financial and commercial terms review of purchase agreements or service contracts with the City.

OPERATIONAL RESPONSIBILITIES

- **For Budget Preparation/Submittal/Monitoring:** N/A
- **For Purchase and Disposal of Equipment:** N/A
- **For Personnel Decision Making:** N/A

OBSTACLES, RISKS AND COUNTERMEASURES TO STRATEGIC RESPONSIBILITIES

- Potential time and staffing availability issues at specific times in the calendar year

DEPARTMENT BUDGET: N/A

MEASURES OF SUCCESS

- Budget: Review and Propose the City Budget and Capital Expenses to the Common Council

REPORTING

- To Common Council