



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
FINANCE AND LICENSE COMMITTEE MEETING
TUESDAY, FEBRUARY 2, 2021 AT 6:30 P.M.
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074
Lower Level Conference Room

MINUTES

1. **Roll Call-** Members present were Alderpersons Jonathan Pleitner, Dan Benning and Deborah Postl. Also present was City Administrator Anthony Brown and City Clerk Susan Westerbeke.
2. **Approve Minutes of Previous Meetings-** Motion made by Ald. Postl, seconded by Ald. Benning to approve the minutes of the previous meetings as presented. Motion carried unanimously.
3. **Treasurer Report December Financials-** The City Administrator reviewed the financials. Discussion was held on municipal credit card purchasing options with internal controls set by the City Administrator. Various invoices were discussed and will be reviewed further.
4. **Consideration and Possible Action on Revised Memorandum Template for City Council/Boards/Committees/Commissions-** The City Administrator reviewed the proposed template for meeting memo's. This draft addresses the request for more detail with the agenda item question, fiscal impact, background and staff recommendations along with other needed information. Discussion was held on the template. Motion made by Ald. Benning, seconded by Ald. Postl to recommend approval of the revised memorandum template for city meetings as presented. Motion carried unanimously.
5. **Consideration and Possible Action on a Purchasing Policy-** The City Administrator reviewed the draft policy which will provide consistency and a uniform process for purchasing. It includes thresholds, bid contract bidding and approvals. Discussion was held on the policy draft. Motion made by Ald. Benning, seconded by Ald. Postl to recommend approval of the purchasing policy with modifications. Motion carried unanimously.
6. **Review and Possible Action on Navigating from Safer at Home to Your Home Port Plan-** The City Administrator reviewed the re-opening risk assessment for recreational and senior programming along with special event programs. Discussion was held on the guidelines for re-opening the summer programs and special events as they are submitted within the required 60 day deadline. Motion made by Ald. Benning, seconded by Ald. Postl to recommend approval of the Safer at Home to Your Home Port Plan as submitted, including the required Event Permit Application deadline of 60-days and Event Applications approved by staff. Motion carried unanimously.
7. **Consideration and Possible Action on Proposed 2021 Beer Garden Operational Plan-** Recreation Director Kiley Schulte was present to review the proposed operation plan. A full review of the previous year's beer gardens was completed, at that point the future goals and organization of the event was developed. The recommendation is to have the Friends of Park & Recreation 501c3 organization partner with the Park & Recreation Department to operate the proposed 15 beer garden events in 2021. The Friends of Park and Recreation would carry the insurance, provide the set up and staff member to facilitate the weekly event, and work with the various civic organizations to provide the extra staffing needed. The profits would be 50/50 split with the civic organizations. Discussion was held on the proposed plan. Motion made by Ald. Pleitner, seconded by Ald. Benning to recommend consideration by Common Council of the proposed operational plan. Motion carried unanimously.

- 8. Consideration and Possible Action on Proposal from Strand Engineering for UV Disinfection Upgrade at Wastewater Treatment Plan (WWTP)-** Wastewater Superintendent Dan Buehler was present to review the proposal. This is a 31-year-old system replacement. The scope of service by Strand Engineering includes pre-design services, design services, bid-related services and construction related services all at time and expense for \$44,390. Board of Public Works recommends approval. Motion made by Ald. Benning, seconded by Ald. Postl to recommend approval of the proposed agreement with Strand Engineering for services related to the UV Disinfection upgrade not to exceed \$44,390 as presented. Motion carried unanimously.
- 9. Review 2021 CIP Project Planning Schedule-** This item was tabled.
- 10. Chairman's Business-** Ald. Benning requested a review of compensation for the Alderpersons and Mayor, the rate has not been increased in many years.
- 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 7:33 p.m. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk