



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
FINANCE AND LICENSE COMMITTEE MEETING  
WEDNESDAY, FEBRUARY 17, 2021 AT 6:30 P.M.**  
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074  
Lower Level 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 Anthony Brown and Deputy City Clerk Kelsey Hughes.
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. **Review 2021 CIP Project Planning Schedule** – The City Administrator presented all projects scheduled for 2021 with the budgeted amount, final amount, and project status.
4. **Consideration and Possible Action on 2021 Capital Improvement Plan (CIP) Budget Amendments**
  - a. **Fire Department Capital Project: Two Thermal Imaging Cameras-** Fire Department requests that a portion of 2021 capital funds assigned for one fire/ambulance project (\$25,000.00) be reallocated for the emergency purchase of two thermal imaging cameras (\$13,000.00). The two thermal imaging cameras currently are in disrepair. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO APPROVE THE PURCHASING OF TWO THERMAL IMAGING CAMERAS FOR \$13,000.00 AS PRESENTED. Motion carried unanimously.
  - b. **Parks Department Capital Project: Purchase of Utility Vehicle-**The purchase of a new mower was budgeted for \$50,000. The second bid received was at \$37,171.23 with a trade-in. The Parks & Forestry Department is requesting that \$12,000 of the remaining budgeted \$50,000 be reappropriated for the purchase of the Gator Utility vehicle. The purchase of both would total approximately \$49,000.00. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO APPROVE THE PURCHASE OF A GATOR UTILITY VEHICLE AS PRESENTED. Motion carried unanimously.
5. **Consideration and Possible Action on Sewer Rate Increase-** Wastewater Superintendent Dan Buehler – Strand Engineering completed the wastewater study and recommend a 3% increase for this year due to Summer Sewer Credit being eliminated (estimated 2-3%). The 3% increase would be an across the board increase with variable and fixed rates increasing 3% each. MOTION MADE BY ALD BENNING, SECONDED BY ALD. POSTL TO APPROVE A 3% SEWER RATE INCREASE ACROSS THE BOARD STARTING WITH THE NEXT WATER BILLING CYCLE AS PRESENTED. Motion carried unanimously.
6. **Review and Approval of Budget and Financial Policies – Budget Transfer Policy-** The City currently does not have a uniform policy governing the transfer of funds after the annual budget appropriation is approved. The transfers outlined in the policy are only to transfer appropriations between line items within a fund, not to increase the total budget or to transfer resources between funds. All budget transfers would be performed in the City’s accounting system by the Finance Department. Ald. Benning requests Policy states funds will not be allowed to transfer between Capital and General Operating budget. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO APPROVE THE BUDGET TRANSFER POLICY WITH RECOMMENDED CHANGES. Motion carried unanimously.

- 7. Consideration and Possible Action of Resolution 2021-1: Adopting the 2021 License and Fee Schedule for the City of Port Washington-**Ordinance 2020-9 will be in effect on February 26, 2021. The License and Fee Schedule covers all applications, licenses, permits and other fees, costs, taxes, and charge to cover and recover the City's administrative expenses and other expenses of reviewing, processing, publishing, issuing, and regulating municipal licenses, permits, and the like. The License and Fee schedule will be reviewed quarterly. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO APPROVE RESOLUTION 2021-01 ADOPTING THE 2021 SCHEDULE OF APPLICATION, LICENSE, PERMIT AND OTHER FEES, COSTS, TAXES AND CHARGES FOR THE CITY OF PORT WASHINGTON AS PRESENTED. Motion carried unanimously.
- 8. Chairman's Business-**Ald. Pleitner discusses an ordinance for the elimination of Summer Sewer Credit and generally not in favor of the Proposed 2021 Beer Garden Operational Plan.
- 9. Member's Business-**Ald. Benning requested update on audit-currently in progress. Auditors might not come on site this year. City Treasurer Jennifer Clark will send out preliminary numbers for 2020 to the Department Heads.
- 10. Public Comments/Appearances-**None.
- 11. Adjournment-**MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO ADJOURN THE MEETING AT 7:21 P.M. Motion carried unanimously.

Respectfully submitted:  
Susan L. Westerbeke, City Clerk