



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
FINANCE AND LICENSE COMMITTEE MEETING
TUESDAY, MARCH 2, 2021 AT 7:15 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 were 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 meeting as presented. Motion carried unanimously.
3. **Approve January Financials-** City Treasurer Jennifer Clark was present to report and answer questions. Motion made by Ald. Pleitner, seconded by Ald. Benning to approve the January 2021 financial statement as presented. Motion carried unanimously.
4. **Review and Approval of Budget and Financial Policies-One-Time Review Policy-** The City Administrator reviewed the policy with the Committee. This policy will address the one time revenues or expenses related to item such as grants or single purchases that do not repeat throughout the budget year. For smaller amounts \$10,000 or less the City Administrator would review and approve. For larger amounts over \$10,000 the approval would be given by Finance & License Committee and Common Council. Discussion was held, followed by a Motion made by Ald. Postl, seconded by Ald. Benning to recommend approval of the Budget and Financial Policy as presented. Motion carried unanimously.
5. **Chairman's Business-** None.
6. **Member's Business-** A brief discussion was held on the timeline for upcoming borrowings and the financial service company to be used.
7. **Public Comments/Appearances-** None.
8. **Adjournment-** Motion made by Ald. Pleitner, seconded by Ald. Postl to adjourn the meeting at 7:24 p.m. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk