



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
FINANCE AND LICENSE COMMITTEE MEETING
TUESDAY, SEPTEMBER 7, 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, Deborah Postl, and Dan Benning. Also present were City Administrator Anthony Brown and City Clerk Susan Westerbeke.
2. Approve Minutes of Previous Meeting – Motion made by Ald. Postl, seconded by Ald. Benning to approve the minutes of the previous meeting as presented. Motion carried unanimously.
3. Resolution 2021-14 A Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,265,000 Water System Revenue Bonds, Series 2021 of the City of Port Washington, Ozaukee County, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds – City Administrator reviewed Resolution 2021-14, which delegates authority to the City Administrator to accept the bid for the Bonds that result in the lowest true interest cost for the Bonds, provided the terms and conditions provided for in the resolution are met. Wisconsin Public Finance Professionals, LLC is directed to sell the Bonds at public sale in an amount not to exceed \$2,265,000. Motion made by Ald. Benning, seconded by Ald. Postl to recommend approval of Resolution 2021-14 A Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,265,000 Water System revenue Bonds, Series 2021 of the City of Port Washington, Ozaukee County, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds as presented. Motion carried unanimously.
4. Consideration and Possible Action on Scope of Engagement with Quarles & Brady LLP for Proposed Issuance of \$2,265,000 City of Port Washington (the "City") Water System Revenue Bonds, Series 2021 (the "Securities") – City Administrator reviewed the Scope of Engagement with Quarles & Brady LLP for the proposed issuance of \$2,265,000 of Water System Revenue Bonds, which identifies the role of the bond counsel in this transaction. The estimated fee to complete these services is \$13,875. Motion made by Ald. Benning, seconded by Ald. Postl to recommend approval the Scope of Engagement with Quarles & Brady, LLP regarding Proposed Issuance of \$2,265,000 City of Port Washington (the "City") Water System Revenue Bonds, Series 2021 (the "Securities") not to exceed \$13,875 as presented. Motion carried unanimously.
5. Resolution 2021-15 A Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$990,000 Taxable Water System Revenue Bond Anticipation Notes, Series 2021 – City Administrator reviewed Resolution 2021-15, which delegates authority to the City Administrator to accept the bid for the Bond Anticipation Notes (BANs) that result in the lowest true interest cost for the BANs, provided the terms and conditions provided for in the resolution are met. Wisconsin Public Finance Professionals, LLS is directed to sell the BANs at public sale in an amount not to exceed \$990,000. Motion made by Ald. Postl, seconded by Ald. Benning to recommend approval of Resolution 2021-15 A Resolution Authorizing the Issuance and Establishing Parameters for the Sale of not to Exceed \$990,000 Taxable Water System Revenue Bond Anticipation Notes, Series 2021 as presented. Motion carried unanimously.
6. Consideration and Possible Action on Scope of Engagement with Quarles & Brady LLP for Proposed Issuance of \$990,000 City of Port Washington (the "City") Taxable Water System Revenue Bond Anticipation Notes, Series 2021 (the "Securities") – City Administrator reviewed the Scope of Engagement with Quarles & Brady LLP regarding proposed issuance of \$990,000 Taxable Water System Revenue Bond Anticipation Notes, which identifies the role of the bond counsel in this transaction. The estimated fee to complete these services is \$8,500. Motion made by Ald. Postl, seconded by Ald. Benning to recommend approval of the Scope of Engagement with Quarles & Brady, LLP regarding Proposed issuance of \$990,000 City of Port Washington (the "City") Taxable Water System Revenue Bond Anticipation Notes, Series 2021 (the "Securities") not to exceed \$8,500 as presented. Motion carried unanimously.

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7. Consideration and Possible Action on Exclusive Residential Solid Waste and Recyclables Collection and Disposal Contract with Harter's Fox Valley Disposal, LLC – City Administrator reviewed the Advanced Disposal Contract and issues with performance. Staff discussed providing the same solid waste and recycling collection services with Green for Life (GFL), John's Disposal, and Harter's Fox Valley Disposal (Harter's). In this investigation and evaluation process, based on cost and municipal references, it became evident that Harter's would be a good fit. Staff worked with Harter's to develop a contract to succeed Advance Disposal, starting on Monday September 18, 2021. This is a five (5) year contract to exclusively provide residential weekly solid waste and every other week recycling collection service to approximately 3,980 household units. Each household unit will receive a new set of 96-gallon carts from Harter's for collection. The pick-up time is from 7:00 a.m. to 6:00 p.m. Holidays will remain the same. There are several provisions in the contract to set service level expectations for the City and Harter's. If Harter's does not collect a household, they have to notify the City within 24 hours. The City can direct Harter's to collect the household within two (2) business days. The same timeline applies to situations where they City identifies a household that was not picked up and any other verified complaints. If Harter's suspends collection services due to personnel, equipment, vehicle and/or weather conditions, they must notify the City within two (2) hours of service disruption. A performance bond of \$50,000 is to be maintained for the duration of the contract to ensure Harter's performs. Motion made by Ald. Benning, seconded by Ald. Postl to recommend approval of City of Port Washington Exclusive Residential Solid Waste and Recyclables Collection & Disposal Contract with Harter's Fox Valley Disposal LLC as presented. Motion carried unanimously.

8. Consideration and Possible Action on Engaging Northspan for Strategic Planning Services – City Administrator reviewed the community survey that was completed. The Request for Proposals (RFP) was sent out; six (6) proposals were submitted. These proposals were reviewed, and three companies were interviewed. Northspan is being recommended. Motion made by Ald. Benning, seconded by Ald. Postl to recommend approval of Northspan for Strategic Planning Services at a cost of \$69,573.60 as presented. Motion carried unanimously.

9. Consideration and Possible Action on Temporary Class B Retailers License and Temporary Operator Licenses for Port Washington Main Street Ladies Night Out and Wine Walk (September 15, 2021, on N. Franklin St, Main St., W Grand Ave.) – City Clerk reported on the Temporary Class B Retailers License Application from Port Washington Main Street which includes downtown businesses who will be serving wine to patrons during the Ladies Night Out and Wine Walk event on Wednesday September 15th between 4:00 – 9:00 p.m. These businesses have also submitted Temporary Operator License Applications as required. During this event, there will be 11 local businesses providing wine to their patrons. There are businesses that do not hold annual alcohol licenses in the city, and this is a one-day event where they can serve wine. Motion made by Ald. Benning, seconded by Ald. Post to recommend approval of the Temporary Class B Retailers License and Temporary Operator Licenses for Port Washington Main Street Ladies Night Out and Wine Walk September 15, 2021, on N. Franklin St, Main St, W Grand Ave as presented. Motion carried unanimously.

10. Chairman's Business – Discussion was held on future Finance & License Committee meeting times to coincide when Council begins its new start time on October 5, 2021. Consensus was that Finance & License Committee will begin at 5:30 p.m. on October 5th going forward.

11. Member's Business - Discussion was held on Departmental Budget meeting schedule.

12. Public Comments/Appearances - None

13. Adjournment – Motion made by Ald. Postl, seconded by Ald. Benning to adjourn the meeting at 7:30 p.m. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk