

**MINUTES  
CITY OF PORT WASHINGTON  
FINANCE AND LICENSE COMMITTEE MEETING  
Tuesday, July 12, 2016, 6:30 P.M.**

1. Roll Call- Members present were Aldermen Dave Larson, Bill Driscoll and Doug Biggs. Also present were City Administrator Mark Grams and City Clerk Susan Westerbeke
2. Approve Minutes Of Previous Meeting- Motion made by Alderman Biggs, seconded by Alderman Driscoll to approve the minutes as presented. Motion carried unanimously.
3. Approve Original Operator License Applications- Motion made by Alderman Driscoll, seconded by Alderman Biggs to recommend approval of Original Operator Licenses for Brenda Biloff, Jaron Gilbert, Jacob, Koller, David Harley, Marlene Heimsch, Alexander Tubbs, Maria Welz, Matthew Wolf, Jean Gruen, David Rothe, Mackenzie Nourse and Joseph Tarlo as presented. Motion carried unanimously.
4. Approve Temporary Class “B”/ “Class B” Retailers License Applications- Motion made by Alderman Biggs, seconded by Alderman Driscoll to recommend approval for Temporary Class “B”/ “Class B” Retailers Licenses and Temporary Operator Licenses for the following:
  - \*VFW Post 7588, Beer Garden on August 6, 2016 at East Mini Shelter At Upper Lake Park, Temporary Operators: Dennis Ansay, Richard Thomas, Charles Ellmauer
  - \*VFW Post 7588, Beer Garden on August 13, 2016 at East Mini Shelter At Upper Lake Park, Temporary Operators: Kevin Rudser
  - \*VFW Post 7588, Beer Garden on August 20, 2016 at East Mini Shelter At Upper Lake Park, Temporary Operators: Dennis Ansay, Nicole Nelson, Angela Peacy, Samantha Kerbel, Danielle Peiffer, Christina Brickner, Jennifer Monahan, Chad Anhalt, Tim Setzer, Nicki Setzer
  - \*Port Washington Historical Society on July 30, 2016 for Summer Night At Light at 311 Johnson St., Temporary Operators: Wayne Chrusciel
  - \*St. John’s Lutheran Church on August 7, 2016 for Bach Fest at Rotary Park Pavilion, Temporary Operators: Thomas Morono II
  - \*Greater Port Washington Kiwanis Club, Port Washington Fish Day on July 16, 2016 At Lower Kiwanis Pavilion At Marina, Temporary Operators: John Sigwart, Erin Norris, Gary Boehle, Carol Boehle. Motion carried unanimously.
5. Approve Temporary Operator License Applications- See approval above.
6. Approve Event Cabaret License Applications- Motion made by Alderman Driscoll, seconded by Alderman Biggs to recommend approval of Even Cabaret licenses for the following:
  - \*VFW Post 7588 on August 6, 2016, East Mini Shelter At Upper Lake Park for Beer Garden
  - \*VFW Post 7588 on August 13, 2016, East Mini Shelter At Upper Lake Park for Beer Garden
  - \*VFW Post 7588 on August 20, 2016, East Mini Shelter At Upper Lake Park for Beer Garden
  - \*BE3 on August 20, 2016, Lion’s Park Pavilion Upper Lake Park for Land Regatta Run/WalkMotion carried unanimously.
7. Approve Event Permit Application For Land Regatta Walk/Run, August 20, 2016 And Street Closing- Motion made by Alderman Biggs, seconded by Alderman Driscoll to recommend approval of the Event Permit Application for Land Regatta Walk/Run on August 20, 2016 as presented. Motion carried unanimously.

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8. Approve Vendor Relationship With City Branded Merchandise- Maureen Boylan, Marketing and Communications Coordinator was present to report that there were three bids received from different vendors and the company with the lowest bid is Express Promotions. They will provide the Web Portal creation for the online purchasing of merchandise at a cost of \$400. Alderman Biggs inquired if there was a contract or agreement with the company to review, Ms. Boylan responded that would look into that. The City Administrator reported that this will be online sales and City Hall will not be displaying or taking returned merchandise. The online orders, if delivered to the city, will save the buyer shipping. Park and Rec Department was agreed to accept the shipped orders for individuals to pick up at their location. Merchandise cannot be returned and will not be accepted for return by the Park and Recreation Department. Motion made by Alderman Biggs, seconded by Alderman Driscoll to recommend approval of Express Promotions for providing the Web Portal creation for \$400, subject to a contract/agreement being received. Motion carried unanimously.
9. Update On Senior Center Fund Raising- Alderman Driscoll reported on the professional fund raiser that the Friends of the Senior Center has hired to assist with the capital campaign. The plan is to raise at least \$500,000 to match the grant that was recently applied for.
10. Possible Union Cemetery Assistance- The City Administrator reported to the Committee the WI State Statutes regarding the maintenance and upkeep of cemeteries in municipalities. If a cemetery association fails to maintain a cemetery over a period of time or association dissolves, the municipality must take responsibility statutorily. Craig Heatwole, President of the Union Cemetery Association was present to report on the status of the cemetery on southwest corner of Chestnut Street and Keeney Street, address 301 S. Keeney Street. The cemetery has few lots left to be sold; the low interest rates not generating revenue in the trust and the changes in burial practices have not yielded the income necessary to sustain the annual maintenance costs. The maintenance employee had to be laid off due to lack of funds and Heatwole is attempting to maintain the property himself part-time, which is impossible to do on his own. To keep the cemetery under proper care is a 40 hour per week job during the summer season. There was discussion held on how to maintain the property, volunteers are beginning to step forward. The Park and Recreation Department has reviewed the site and reports they do not have enough summer employees to dedicate to that location to assist at this time. The City will look into assisting with the maintenance.
11. Public Comments/Appearances- \*Marylou Lopez- commented about the horrible conditions at Union Cemetery where she has family members buried and her husband will be buried shortly. Asked the City to assist with this situation and help get the cemetery back into respectable condition.
12. Chairman's Business- None.
13. Member's Business- None.
14. Adjournment- Motion made by Alderman Biggs, seconded by Alderman Driscoll to adjourn the meeting at 7:37 p.m. Motion carried unanimously.