



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
FINANCE AND LICENSE COMMITTEE MEETING
TUESDAY, AUGUST 4, 2020 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 Meeting-** Motion made by Ald. Postl, seconded by Ald. Benning to approve the minutes of the previous meeting as presented. Motion carried unanimously.
3. **Treasurer Report July Financials-** City Treasurer Jennifer Clark was present to report.
4. **Approve Authorization to Amend the Contract for Revaluation Assessment Services with Associated Appraisal Consultants, Inc-** The City Administrator reported on the concern about the revaluation, which is scheduled to include reviewing the inside of homes during COVID-19. The revaluation can still be completed; however, all assessments will be completed with all outside visits of properties. In addition, a property questionnaire would be mailed out to owners to complete. This change in service effects the current contract and Associated Appraisals was asked to provide addendums showing the changes and fee reduction due to them. The City Administrator reviewed the three addendums with the Committee. The contract savings will be \$36,000 and addendums do not include postage for all mailings to property owners. Motion made by Ald. Benning, seconded by Ald. Postl to recommend approval of amending the contract with Associated Appraisal Consultants, Inc. including Addendum A., B., C. as presented. Motion carried unanimously.
5. **Approve WEC CARES Subgrant Agreement for 2020 HAVA Coronavirus Aid, Relief and Economic Security-** The City Clerk reported on the subgrant agreement and criteria to participate in the process to allow the City to recoup expenses incurred due to the pandemic. The criteria include costs related to the substantial increase in absentee voting by mail, extra staffing needed, supplies/postage, and sanitary/safety equipment. The allocated funds available to the City is determined by the number of registered voters on June 1, 2020, which was 7,509, multiplied by \$1.10 for each at a total of \$8,200. There is also \$200 issued to each municipality that participates. Once the agreement is submitted the City the funds will be released at that time. The Clerk will submit the required expenditure reports by the deadlines set and the Wisconsin Election Commission will be responsible for submitting the final documentation covering the matching funds required for this Federal grant. Motion made by Ald. Benning, seconded by Ald. Postl to recommend approval of the WEC CARES Subgrant Agreement for 2020 HAVA Coronavirus Aid, Relief and Economic Security as presented. Motion carried unanimously.
6. **Approve Event Permit Applications for August 2020**
 - a. **Port Washington Main Street & Park and Recreation Department Food Truck Friday & Friday Night Flicks- (8/14 & 8/28)**
 - b. **Be3 Beer Garden- (8/15)**

Discussion was held on the events to be considered along with the current calendar of events with applications on file. Some organizations have withdrawn their applications due to the pandemic, event staffing issues and costs of running an event. Recreation Director Kiley Schulte and Port Washington Main Street Director Melissa Alexander were present to report on their event schedules and park rentals. Port Washington Main Street board met this past week and has decided to not proceed with public events at this time. There are events being held virtually with the downtown businesses being featured. Park rentals due include private parties where there may be large gatherings. Further discussion was held regarding safe distancing, requiring face coverings of event hosts and staff. Motion made by Ald. Benning, seconded by Ald. Postl to recommend approval of Port Washington Main Street/Park and Recreation Department Food Truck Friday & Friday Night Flicks on August 14th and 28th and Be3 Beer Garden on August 15th as presented. Motion carried unanimously.

- 7. Approve Authorizing to Award the North Breakwater Walkway Project to Michel Construction-** The City Administrator reviewed the bid process that was held, Michels being the lowest bidder. Foth recommends the hiring of this firm. The City Attorney was present to review the Michels bid documents and the identified typographical error. The error was corrected by Michels and they remain the lowest bidder. Motion made by Ald. Benning, seconded by Ald. Postl to recommend awarding the bid project to Michel Construction with change order as presented. Motion carried unanimously.
- 8. Chairman's Business-** The City Administrator reported on the budget process. Department Heads will be sent a budget memo giving them a questionnaire and budget worksheet with a 3 year history to complete.
- 9. Member's Business-** Ald. Benning reported on a recent meeting held with the City Administrator, City Clerk and IT firm to obtain information on future IT services and needs.
Ald. Postl informed the Committee that she will be working on a citywide purchasing and ordering policy for office supplies.
- 10. Public Comments/Appearances-** None.
- 11. Adjournment-** Motion made by Ald. Postl, seconded by Ald. Benning to adjourn the meeting at 7:26 p.m. Motion carried unanimously.

Respectfully Submitted by
Susan L. Westerbeke, City Clerk