



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
FINANCE AND LICENSE COMMITTEE MEETING
TUESDAY, OCTOBER 6, 2020 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 Dan Benning, Deborah Postl and Jonathan Pleitner by phone. Also present was City Administrator Anthony Brown and City Clerk Susan Westerbeke.
2. **Approve Minutes of Previous Meeting Minutes-** Motion made by Ald. Postl, seconded by Ald. Pleitner to approve the minutes of the previous meeting as presented. Motion carried unanimously.
3. **Treasurer Report September Financials-** City Treasurer Jennifer Clark was present to answer questions.
4. **Consideration and Possible Action on Agreement with Bassett Mechanical to Service HVAC Equipment in all City Buildings-** The City Administrator reported on the survey of the 9 city buildings. This is a three year agreement and the first year will be at a cost of \$45,000. The representative from Bassett Mechanical was present to review the service agreement, company policy and technician availability in our area. Motion made by Ald. Postl, seconded by Ald. Pleitner to recommend approval of the agreement with Bassett Mechanical subject to the review and approval of the City Attorney. Motion carried unanimously.
5. **Consideration and Possible Action on Agreement with GovHR to Conduct and Audit and Assess the City's Human Resources Services, Functions and Policies-** The City Administrator reported on the need for the employee handbook to be updated along with employee job descriptions, evaluations, payroll, human resources and insurance records. GovHR will provide that service over a 16 week period at a cost of \$7,750. Motion made by Ald. Pleitner, seconded by Ald. Postl to recommend approval of hiring GovHR at a cost of \$7,750 and subject to the review and approval of the City Attorney as presented. Motion carried unanimously.
6. **Chairman's Business-** Discussion was held on the upcoming budget meeting schedule.
7. **Member's Business-** None.
8. **Public Comments/Appearances-** None.
9. **Adjournment-** Motion made by Ald. Postl, seconded by Ald. Pleitner to adjourn the meeting at 7:31 p.m. Motion carried unanimously.