



FINANCE COMMITTEE MEETING MINUTES

MONDAY, MARCH 24, 2025, AT 5:30 PM

MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094

Finance Committee members present: Mayor McFarland, Alderpersons Bartz, Davis, and Moldenhauer
Others present: Finance Director Stevens, Public Works Director Beyer, Streets Operations Manager Winkleman, Mason Becker, Lisa Schwartz, Police Chief Brower (video)

1. Call to order. Mayor McFarland called the meeting to order at 5:30 p.m.
2. A motion was made by Ald. Bartz, seconded by Ald. Davis, to **approve the minutes from March 10**. Approved.
3. A recent promotion in the **Street Division** is prompting a need to **increase the pay rates of incumbents**. Street Operations Manager Winkleman is recommending increases effective 3/19/25 for John Butschke (H6 to H7), Keith Rein (H6 to H7), Lukas Saeger (H5 to H7), and Adam Quest (H5 to H7). A motion was made by Ald. Moldenhauer, seconded by Ald. Bartz, to approve request. All approved.
4. Police Chief Brower summarized recent **promotional pricing for both mobile (vehicle) and portable (carried by officers) radios** that will allow both types to be purchased within the 2025 borrowing allocation and General Fund wage savings. This is a tremendous savings and affords the purchase of the mobile radios that were scheduled to be purchased in a later year. Ald. Davis moved, supported by Ald. Bartz, to approve the purchase of 43 Kenwood Viking portable radios and 16 Kenwood Viking mobile radios, along with installation and 5-year warranty, for \$230,341.72 with approved budget of \$223,470 and salary savings of \$6,872. Approved by all.
5. A memo of recommended health benefit updates to the employee handbook was presented but cited as incomplete with a couple of changes. Ald. Davis moved to postpone any action, seconded by Ald. Moldenhauer, and approved unanimously.
6. Mayor McFarland suggested a change to the handbook regarding **travel outside of Wisconsin**. A request for job-related travel currently requires approval of both department head and mayor. It is recommended that this can be handled as an advance approval by just the department head. This had been approved by the Finance Committee at its June 16, 2022, meeting, but was not presented to Common Council for its adoption. Motion by Ald. Davis, seconded by Ald. Bartz, to recommend to Council and approved by all.
7. An agreement was presented to approve **UPS access to a graveled area of 925 S Twelfth St** (airport area) as a parking lot for \$500 per month effective January 1, 2025. A motion was made by Ald. Bartz, supported by Ald. Moldenhauer, and unanimously approved.
8. Jefferson County requested that we sign a **confidentiality agreement** which outlines the responsibilities of both parties in handling, storing, and using protected information of judicial officials or their families. Ald. Davis moved, seconded by Ald. Moldenhauer, to approve entering into this agreement. Approved by all.
9. As discussed in prior meetings, it is appropriate timing for the **termination of Tax Incremental District (TID) #4**. The City must approve and notify the WI Department of Revenue no later than April 15. A motion was made by Ald. Bartz, seconded by Ald. Davis, to recommend closure to Common Council. Approved by all.

10. The city portion of the **TID #4 increment value** is approximately \$1.7 million. An amount of \$840,000 has been committed to the Rock River Ridge infrastructure, leaving a remainder of approximately \$891,500. Discussion ensued to talk through the possible uses that all tie into needs cited in the 2019 Comprehensive Plan recommendations. Mr. Stevens will craft a request for budget modifications to allow for the following:

- a. Mary/Clark St utilities extensions (two) \$393,000
- b. Portable traffic barriers (and trailer) \$125,000
- c. City-wide sign grant program \$ 25,000
 - 50% up to \$1,000
- d. Wilbur St expansion to N Votek Dr \$100,000
 - Grant request underway for additional \$100K or remainder from annual streets infrastructure

The Parks Director will be asked to update what would be needed for Washington Park diamond renovations. Funding seawall additions was also considered a priority. Future assignments of remaining funds could take place in the upcoming budget creation season. Ald. Davis made a motion to approve the four requests above, seconded by Ald. Bartz, and approved by all.

11. Mr. Stevens presented a summary **compilation of the facilities use study completed last fall with financing models** of a few approaches. This included a renovation of City Hall to make use of the upcoming vacancy, improve efficiency of the facilities, create a safe working environment for City employees, and allow for a centralized location for customer interactions. As well, additions to the Public Works and Health Department facilities and the construction of a new Park/Rec/Forestry office have been mapped out as a possible plan over five years.
12. An offer received by the City to purchase city-owned parcels was not presented. No action was warranted by the Finance Committee; the offer was denied by the Plan Commission.
13. Finance Committee adjournment. Ald. Bartz moved, seconded by Ald. Moldenhauer, to adjourn the Finance Committee at 6:50 p.m., and was carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director