



FINANCE COMMITTEE MEETING MINUTES

MONDAY, APRIL 21, 2025, AT 5:30 PM

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

Finance Committee members present: Mayor Stocks, Alderpersons Berg, Davis, Lampe, and Smith
Others present: Finance Director Stevens, Attorney Chesebro, Fire Chief Reynen, Andrea Peters, Mason Becker

1. Call to order. Mayor Stocks called the meeting to order at 5:30 p.m.
2. Ald. Davis made a motion, seconded by Ald. Berg, to **approve the minutes of the Finance Committee meeting of April 7**. Approved unanimously.
3. Fire Department staff presented a request to **write off the list of uncollectable EMS bill balances**. Ald. Lampe moved, supported by Ald. Davis, to approve the request. Unanimously approved.
4. Our Public Health Department is an agent of the WI Department of Agriculture Trade and Consumer Protection (DATCP), conducting inspections and licensing of retail food, lodging, and recreational establishments. Currently the City is required to pass along 12% of fees to the DATCP. The **DATCP fee** will be increasing to 13% on July 1, 2025, 14% on July 1, 2026, and 15% on July 1, 2027. A **proposed fee schedule** that adds a 15% fee (from 13%) to the 2020 base fees is recommended for adoption as of July 1, 2025. In addition, Public Health will discontinue contracting body art licensing and inspection. Ald. Smith moved for the fee schedule adoption, seconded by Ald. Lampe. Approved unanimously.
5. Mr. Becker made a presentation on the latest progress on the **Rock River District** (riverwalk, targeted redevelopment and revitalization along river). The RDA contracted in 2024 to update a project plan after hosting a number of community open house events, focus groups, and discussions with key city staff. The refined concepts approved by the RDA board were presented to the Plan Commission in October 2024. That group supported the continued work to estimate project costs that have now been broken down by design and installation of various sections. The Public Works Commission reviewed the project proposal in late March and recommended its addition to the City's Capital Improvements Project (CIP) list. Mr. Becker relayed that the RDA understands the overall expense is substantial and acknowledged the need for fundraising and pursuit of grants to afford the project. Perhaps TID#8 increment value could be utilized as well.

Ald. Lampe moved to endorse the RDA vision as presented with support from Ald. Davis. Discussion took place on the merits of the south and north pedestrian bridge features. There is also a desire for more details to be laid out as to funding sources, and the possibility of developer participation. An amendment to the motion was offered by Ald. Lampe to amend the plan's inclusion on the CIP from 2026 through 2029. After further discussion, a second amendment was made by Ald. Smith, seconded by Ald. Davis, to extend the inclusion through what is scheduled in 2030. Second amendment approved unanimously. Original motion approved unanimously.
6. A motion was made by Ald. Davis, supported by Ald. Smith, to convene into **closed session** per § 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (2024 Riverfest extraordinary services billing). Unanimously approved on roll call vote with abstention by Ald. Lampe.

7. After convening into open session, Ald. Smith moved, seconded by Ald. Berg, to accept **\$25,000 as full settlement for the 2024 services provided to Riverfest Festival** with a requirement that this bill is paid in full before approval of the 2025 special event permit at the next Public Safety meeting. Approved by all.
8. Finance Committee adjournment. Ald. Berg moved, seconded by Ald. Davis, to adjourn the Finance Committee at 8:12 p.m., and was carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director