



FINANCE COMMITTEE MEETING MINUTES

MONDAY, SEPTEMBER 26, 2022 AT 5:30 PM

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

Members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Ruetten

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, Public Works Director Jaynellen Holloway, Police Chief Robert Kaminski, Interim Streets Superintendent Stacy Winkelman, and Main Street Program Director Melissa Lampe and resident Ken Berg.

1. **Call to order:** Mayor McFarland called the meeting to order at 5:30 p.m.
2. **Review and approve:** Minutes from September 12, 2022. Ald Ruetten moved, seconded by Ald Lampe, to approve as presented, and carried by unanimous voice vote.
3. **Review and take action:** Hire Tiffany A. Cole as Part-Time Dispatcher for Police Department at Grade H, Step 2 [\$23.78/hr]. This applicant is currently working as a full-time dispatcher for Jefferson County, using the same system, so training will be minimal. Ald Lampe moved, seconded by Ald Bartz, to approve as presented, and carried by unanimous voice vote.
4. **Review and take action:** Hire Nichole Stratman as Part-Time Dispatcher for Police Department at Grade H, Step 1 [\$23.12/hr]. This applicant is an EMT in Lebanon, but has no dispatch experience. Ald Lampe moved, seconded by Ald Davis, to approve as presented, and carried by unanimous voice vote.
5. **Review and take action:** Hire Rebecca (Becky) Wegner as Administrative Assistant II for Finance Department at Grade F, Step 3 [\$20.36/hr]. There were 37 applicants for this position; three were interviewed. Software and office skills testing was administered by WI DWD (Jefferson County). Ald Ruetten moved, seconded by Ald Davis, to approve as presented, and carried by unanimous voice vote.
6. **Discussion:** City of Watertown Downtown Parking Study. A grant was secured to hire SRF Consulting Group to perform a study to establish a baseline for the existing parking supply and demand in the downtown region. The peak parking period is generally identified as the Saturday afternoons with a peak utilization of approximately 45 percent for all spaces in the downtown core. Reviewing just the public spaces, there is a peak parking demand of 53 percent of the public spaces.

Although parking capacity is available, the majority is located east of the Rock River. Forecasted parking expects Zone A (west of river and north of Main St) to have a deficit and Zone B (west of river and south of Main St) to be in the range of a surplus of just one to a deficit of 60 spaces with a full capacity event occurring at Town Square Amphitheater on a Saturday afternoon.

Parking mitigation strategies were developed and categorized into a low, medium, and high-cost category, with recommendation to prioritize the low-cost improvements:

- Low: shared parking, provision of short-term parking, new development parking requirements
- Medium: communication plans, parking surveys, improved parking signing, promotion of walking and biking downtown

- High: acquiring additional public lots, parking structure, parking meters, parking permits

This study will be given to City Council for its knowledge and to the Main Street Task Force for work on implementing the suggestions.

7. **Review and Approve:** apply for the 2023 Recycle Grant. Interim Streets Superintendent Winkelman presented a request to submit the application for a \$100,000 State Recycling Grant, a recurring practice. Ald Lampe moved, seconded by Ald Davis, to approve as presented, and carried by unanimous voice vote.
8. **Review:** rate offers for land purchase. Finance Director Stevens has requested bids from four local banks for the short-term borrowing of \$210,000, the anticipated amount needed to purchase property for the future fire station location. The comparisons were provided, but the land purchase is not yet ready to be completed.
9. **Convene into closed session** per § 19.85(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Riverhouse Purchase Agreement.) Ald Bartz moved, seconded by Ald Ruetten, to move to closed session, and carried by unanimous roll call vote.
10. **Reconvene into open session**
11. **Convene into closed session** per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel of 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. (Litigation status updates.) Ald Lampe moved, seconded by Ald Ruetten, to move to closed session, and carried by unanimous roll call vote.
12. **Reconvene into open session**
13. **Adjournment.** Ald. Ruetten moved to approve adjournment at 6:21 pm, seconded by Ald. Lampe, and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

Note: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.