



FINANCE COMMITTEE MEETING MINUTES

MONDAY, FEBRUARY 10, 2025, AT 5:30 PM

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

Finance Committee members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Moldenhauer

Others present: Finance Director Stevens, Attorney Chesebro, Public Health Director Quest, Chief Brower, Public Works Director Beyer, Chief Reynen, Water Systems Hartz, Zoning Administrator Zirbes, Park/Rec Director Butteris (video), Street Operations Manager Winkleman (video), Mason Becker, Tim Hayden, Luke Hensley, Mike Jacek, Lisa Schwartz (video)

1. Call to order. Ald. Lampe called the meeting to order at 5:30 p.m. and chaired the meeting (Mayor had a loss of voice).
2. Ald. Davis moved to accept the **minutes from January 13**, seconded by Ald. Moldenhauer, and approved by all.
3. Zoning Administrator Zirbes presented a proposed **update to the Building, Safety, & Zoning Fee Schedule** that hadn't been updated in ten+ years. Modifications have been introduced to meet the current expenses. Some fees have been altered to a flat fee or square footage approach for easier administration and understanding by the consumer. Comparisons with other local municipalities took place to verify the reasonableness of the new fees. A motion to recommend to Council was offered by Ald. Bartz, seconded by Ald. Moldenhauer, and approved unanimously.
4. Finance Director Stevens reviewed the processes surrounding review of **supervisory pay compression** calculations. Other time-sensitive work (payroll forms, work comp audit) doesn't allow the investment of work of the review of all full-time employees, but the task will begin by the end of February and is implemented retroactively to January 1.
5. The Forestry Department was not awarded the \$25,000 **DNR Urban Forestry grant** for 2025, which would eliminate all urban forestry work. Park/Rec Director Butteris is requesting an allocation of the Contingency Fund of \$14,160 to fund ash injection treatments, safety training, and tree purchases. An alder suggested a reduction in the tree purchasing to allow for higher priority on the other purchases. Ald. Bartz, supported by Ald. Lampe, made the motion to **modify the General Fund 01 budget** as requested. Approved unanimously.
6. Water Systems Hartz presented disparities among water distribution staff due to recent reclassifications to a higher grade (from H to J). Ald. Davis moved, seconded by Ald. Bartz, to approve the placement of **T Lenius and S Naatz to G/S J7** and **R Miller to G/S J3**. Approved.
7. Public Health Director Quest requested approval for the **purchase of an adjacent lot (510 S Second St, Parcel 291-0815-0424-040)** to allow for an expansion of parking and a drive-through building for immunization clinics and car seat checks. The funding would be a 100% grant from the WI DHS ARPA allocation. The motion was made by Ald. Davis, seconded by Ald. Moldenhauer, and unanimously approved.
8. The fire department staff presented a list of **uncollectable EMS bills** totaling \$29,249.03. Ald. Davis motioned, supported by Ald. Bartz, to write off the list. Approved by all.
9. Chief Reynen presented the request to initiate the **ordering of a replacement ladder truck** (current one placed in service in 2007). Department members have conducted an assessment of

replacement options and are recommending the replacement order be made with Emergency One. After some discussion on financing methods, a motion was made by Ald. Moldenhauer, seconded by Ald. Bartz, to move forward with determining the appropriate means to purchase the apparatus (borrowing or capital lease) and the creation of a resolution to present to Council for approval of ordering for a delivery in a future year. Unanimously approved.

10. It is a desire of the Leadership Team that the City is supportive of the work of our employees who serve in the military. It is now common for situations to arise for military service to extend beyond two weeks a year. The revision alters our differential pay provision to now not exceed three weeks per year. In addition, language has been incorporated to coincide with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Motion made by Ald. Moldenhauer, seconded by Ald. Davis, to approve the **updated military leave policy**. Approved by all.
11. Mr. Becker provided an update on the recent activities of **Intrepid Investments**, the party the City entered into a pre-development agreement with for two potential development sites: 111 S Water St and N First St parking lot. A request for an extension on the investigative work is likely to be presented.
12. Finance Director Stevens provided an **initial estimate of the 2024 General Fund results**. The budget was based on a net decrease of <\$746,732>, and the current expectation is a net increase of approximately \$400,000.
13. Finance Director Stevens presented a **draft copy of a resolution to close TID #4** along with an estimate of the increment surplus of approximately \$4,075,600. The City's portion will be approximately \$1,731,500. Administrative staff will work on providing a list of suggestions for the Council to consider directing the funds.
14. Ald. Moldenhauer moved, seconded by Ald. Bartz, to convene into closed session per § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (First Amendment to Development Agreement between City and GWCHF). Unanimously approved via roll call vote.
15. The Finance Committee reconvened into open session.
16. A motion was made by Ald. Davis, seconded by Ald. Moldenhauer, to agree to a **first amendment to the Development Agreement between the City and GWCHF** to correct the property owner to be Hoffman Matz, LLC, not the GWCHF. Unanimously approved.
17. Ald. Bartz moved, supported by Ald. Davis, to convene into closed session per § 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (TAC). All approved via a roll call vote.
18. The Finance Committee reconvened into open session.
19. Ald. Davis, seconded by Ald. Bartz, made a motion to approve the **hiring of Tiffany Cole** as a full-time dispatcher at G/S I6 with approval of a starting carryover of 370 hours of sick time. Approved by all.
20. Ald. Moldenhauer moved, seconded by Ald. Davis, to convene into closed session per § 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (JR). Unanimously approved via roll call vote.
21. The Finance Committee reconvened into open session.
22. A motion was made by Ald. Bartz, seconded by Ald. Davis, to approve the **hiring of Joshua Rios** as Information Technology Coordinator at G/S M7. Approved by all.

23. Finance Committee adjournment. Ald. Davis moved, seconded by Ald. Bartz, to adjourn the meeting at 7:01 pm. Approved unanimously.

Respectfully submitted,

Mark Stevens, Finance Director