



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, FEBRUARY 13, 2023 AT 5:30 PM

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

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

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, Police Chief Robert Kaminski, Fire Chief Travis Teesch, Street Operations Manager Stacy Winkelman, Water/WW Manager Pete Hartz, Andrew Beyer, Tony Rauterberg

1. **Call to order.** Mayor McFarland called the meeting to order at 5:31 p.m.
2. A motion to accept the **minutes of the January 23, 2023**, meeting was made by Ald. Bartz, seconded by Ald. Lampe, and approved by voice vote.
3. Status update: **Riverhouse on the Rock** has contracted with the City to move forward with the purchase of 111 S. Water St (adjacent to Town Square) with a **close date of February 23**. A construction permit is to be pulled and work is to begin within 90 days, and the developer agreement requires construction completion no later than 18 months. Nick Patterson, development project manager, is the point of contact until a construction manager is assigned and connected via video conference to answer questions. He will be requesting modifications for alternate options in unit mix and financing options as well as an extension for a mid- to late summer start.
4. Ald. Davis moved, supported by Ald. Bartz, to hire **Andrew Day** to fill the open vacancy of **IT Coordinator** at Grade M Step 1 [\$33.24/hr.]. Andrew has a number of years of experience working for another municipality. Approved by voice vote.
5. Pete Hartz requested the hiring of **Cody Lauersdorf** to fill the open vacancy with the water team as the **Water Operator I** at Grade I Step 2 [\$26.14/hr.], and permission to offer to the alternative candidate if necessary. Cody possesses some of the expected licenses for this position. He was one of 18 applicants. A motion was made. By Ald. Lampe, seconded by Ald. Davis, to approve as presented, and approved through voice vote.
6. Pete Hartz requested a **two-step adjustment** for **Nate Butterbrodt** to a Grade H Step 4 [\$25.48/hr.] for successfully obtaining the wastewater operations licenses from the Wisconsin Department of Natural Resources. Ald. Lampe moved, seconded by Ald. Bartz, to approve as presented, and approved through a voice vote.
7. The Wisconsin Department of Natural Resources (WDNR) has awarded two Urban Nonpoint Source & Storm Water Construction Grants (Yardwaste Site Biofilter, 2023 Annual Street and Utility Project Catch Basins) that were originally submitted identifying the Director of Public Works as the authorized official. The **WDNR is requesting the Mayor to be listed as the authorized official** so that all paperwork identifies one City representative. Ald. Davis, seconded by Ald. Lampe, moved to authorize this change on both grants, and the committee approved through voice vote.
8. Engineering staff evaluated the Wisconsin Economic Development Corp (**WEDC**) new grant program to assist communities in drawing customers and visitors to commercial areas and is recommending an **alley revitalization project** to improve access to Main Street businesses through rear entrances. The **Vibrant Spaces Grant** offers a 50% cost share with awards between \$25,000 and \$50,000. The City's funding match would be through the stormwater utility. Ald. Bartz

moved, seconded by Ald. Davis, to approve the submittal of a grant for alley improvements, and all approved via voice vote.

9. Chief Teesch explained the process that was taken to interview and recommend the awarding of a **contract for fire station design**. An RFP garnered four architect/engineering submissions. A panel of eight graders evaluated the offerings, and two companies were chosen to be interviewed. It is the recommendation to award a contract to **Short Elliott Hendrickson Inc (SEH)** for services not to exceed \$547,580 (pricing subject to change when scope potentially reduces square footage). Ald. Bartz made the motion, supported by Ald. Lampe, to approve the recommendation, and approved unanimously by voice vote.
10. The **Transit Commission** has followed the appropriate steps to **increase rates for elderly and disabled (\$0.25, from \$2.75 to \$3.00)** and **out-of-town rides (\$1.50, from \$8.50 to \$10.00)**. A final approval is requested. Ald Davis moved, supported by Ald. Bartz, to forward this recommendation to City Council with an effective date of April 1, 2023. All approved by voice vote.
11. Mayor McFarland provided an update of the **Achievement Recognition Award (ARA)** policy and template nomination form. The Finance Committee is the panel that determines eligibility of department heads. HR will provide Finance Committee members the nomination forms, and the committee should be prepared to determine award recipients.
12. Adjournment. Ald. Lampe moved to approve adjournment at 6:25, seconded by Ald. Davis, 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.