



FINANCE COMMITTEE MEETING MINUTES

MONDAY, SEPTEMBER 9, 2024, 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, Public Works Director Beyer, Water Systems Manager Hartz, Zoning Administrator Zirbes, Maureen McBroom (video)

1. Call to order. Mayor McFarland called the meeting to order at 5:31 p.m.
2. Ald. Davis, seconded by Ald. Moldenhauer, approved the **minutes from the August 26 Finance Committee meeting**. Unanimously approved.
3. Our HR consulting firm reviewed the position of **Media Productions Manager**. Ald. Bartz moved, seconded by Ald. Davis, to recommend an amendment to the payroll resolution to move this position from grade G to grade H. Unanimously approved.
4. Water Systems Manager Hartz indicated that **Scott Blasing** has completed two additional professional certifications and is requesting a pay rate change from grade I step 8 [\$30.96/hr] to grade I step 10 [\$32.43/hr], retroactive to August 21. Ald. Lampe approved, supported by Ald. Bartz, to approve the request. Unanimously approved. [Note: When payroll staff worked to modify the software settings, it was determined that the employee was currently at grade I step 9, so he has been moved to grade I step 11.]
5. Water Systems Manager Hartz requested to fill the vacancy of **Wastewater Laboratory Manager** with an offer of promotion to Rick Jirsa at grade M step 7 [\$39.52/hr]. Ald. Moldenhauer moved, seconded by Ald. Davis, to approve this hire. Unanimously approved.
6. Zoning Administrator Zirbes requested permission to extend an offer of hire to Jason Rens as **building inspector** at grade M step 4 [\$36.63/hr]. A motion was made by Ald. Davis and seconded by Ald. Bartz to approve the request. Unanimously approved.
7. Public Works Director Beyer requested permission to agree to the WisDOT Transportation Alternatives Program (TAP) State Municipal Financial Agreement (SMFA) for a **bike and pedestrian network plan**. This would take place sometime in the 2026-2029 period. A motion was made by Ald. Davis, seconded by Ald. Bartz, and unanimously approved.
8. Public Works Director Beyer requested permission to agree to the WisDOT Transportation Alternatives Program (TAP) State Municipal Financial Agreement (SMFA) for a **S. Church Street shared-use path project**. This would take place sometime in the 2025-2028 period. A motion was made by Ald. Lampe, seconded by Ald. Bartz, and unanimously approved.
9. Engineering staff requested approval to enter into a cost share agreement with Dodge County for **Riverside Park Creek improvements** for up to \$10,000. This project is ready for work to take place to remove blockages within the creek that impede stormwater flows from residential and institutional areas upstream and to fortify stream banks. Ald. Lampe moved, supported by Ald. Davis, to approve, and unanimously approved.
10. Mr. Stevens provided an updated **General Fees Schedule** that will be posted on the city website. Clerk Dunneisen presented **recommendations for increases in various licenses** (last increases for most was in 2017). Ald. Davis moved, seconded by Ald. Bartz, to approve the fee increases as

presented with one modification (fireworks to \$50) to be implemented as of January 1, 2025.
Unanimously approved.

- a. Class A liquor fee from \$450 to \$500
- b. Class B malt and liquor fee from \$450 to \$500
- c. Retail alcohol beverage application from \$175 to \$300
- d. Liquor license renewal from \$45 to \$50
- e. Vapor products from \$25 to \$100
- f. Fireworks permit from \$5 to \$50
- g. Transient merchant from \$25 to \$50
- h. Background checks: amount equal to the WI Dept of Justice charge (currently \$7)

11. **Finance Committee adjournment.** Ald. Bartz moved, seconded by Ald. Lampe, to adjourn the Finance Committee at 6:01 p.m., 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.