



FINANCE COMMITTEE MEETING MINUTES

MONDAY, JULY 24, 2023, AT 5:30 PM

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

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

Others present: Finance Director Mark Stevens, City Attorney Steven Chesebro, Rec/Parks Director Kristine Butteris, Lisa Schwartz, Tim Hayden, Mason Becker, Brian Zirbes

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. **Minutes** from the meeting of **July 10** were presented. Ald. Bartz, seconded by Ald. Davis, moved to approve. Unanimous voice vote.
3. Zoning Administrator Brian Zirbes presented a request for a **part-time clerk/typist position to assist in the BSZ office**. The committee was in agreement that a submission for part-time wages in his 2024 budget is the appropriate placement for this addition.
4. The Wastewater Dept leadership indicated that **Scott Blasing** met the requirements for two additional steps on the pay plan based upon successful completion of two certifications. Ald. Davis moved, seconded by Ald. Moldenhauer, to approve a **change in G/S from I2 [\$26.15/hr] to I4 [\$27.60/hr]** retroactive to July 6. Approved by voice vote.
5. Agenda correction: no action taken on resolution to amend the employee handbook (mistitled item will be brought back to next meeting).
6. The HR/Finance staff are recommending that the City initiate the offering of the **WI Incoming Continuation Insurance (ICI) benefit** effective January 1, 2024. This program provides a voluntary income replacement benefit up to 75% of average monthly earnings to WRS participants who become disabled. The benefit usually lasts until one is no longer disabled or reaches age 65, whichever is sooner. A premium holiday for both employer and employee portions is currently active, and a long advance notification has been promised if the fee waiver is to ever stop in the future. A motion was made by Ald. Moldenhauer, supported by Ald. Lampe, to move forward with the application and implementation. Approved by full committee.
7. Strategic Initiatives and Development Coordinator Mason Becker presented initial guidelines for the **housing rehab grant**, an allocation of \$100,000 from the ARPA fund, to provide funds to assist property owners (both owner-occupied and landlords) with necessary maintenance of their properties to preserve and increase property values. The plan would assign the RDA the facilitation of the program, including review of applications, awarding of grants, and inspection of work. Ald. Lampe moved to approve the housing rehab program with an update of the proposal to include a requirement that participants provide purchase documentation and RDA conduct inspections, and that a budget adjustment to move the \$100,000 allocation from 2024 to 2023 be drafted. This was seconded by Ald. Davis and approved by the committee.
8. **UW Extension offers a Local Government Academy** program to educate members of the public about the operations of local government. Other communities throughout the state have utilized this program. Although discounted from the overall cost, because Dodge County is not a participating county, the program would cost \$12,650. After discussion, Ald. Davis moved, supported by Ald. Moldenhauer, to not pursue this program at this time, and that an alder should include in a future budget if desired. Approved by the committee.

9. The **Wisconsin Election Commission** (WEC) is finalizing a new design project for absentee envelopes to ensure compliance with recent court decisions and Wisconsin statutes. A requirement will be in place to use the new envelopes for the upcoming 2024 February primary. WEC has approved an allocation of grant funding to afford the elimination of remaining envelope stock and purchase of new envelopes. Megan Dunneisen, City Clerk, is requesting approval of the memo of understanding and acceptance of a **grant of \$2,285.29 for envelope purchase**. Ald. Lampe agreed to make this motion, seconded by Ald. Bartz, and approved unanimously.
10. During a recent triennial audit of the Shared Ride Transit program by WisDOT, it was cited that our current written policies are absent content addressing **cost allowability against federal grant awards**. Mark Stevens is recommending a policy statement crafted from the federal Office of Management and Budget audit guide to be added to our purchasing policy effective immediately so that we can incorporate this change in our corrective action plan due to WisDOT next week. Motion by Ald. Lampe, seconded by Ald. Davis, and approved unanimously.
11. Mark Stevens presented an **interim income statement of the General Fund through June** with plans to continue to present monthly with any notable comments.
12. Mark Stevens provided an update on the **General Fund interest earnings to-date** since the addition of an interest-bearing account at the beginning of the year.
13. Ald. Moldenhauer moved, supported by Ald. Bartz, to **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. (Steindorf v. City of Watertown, A.I. v. City of Watertown, Tietz v. City of Watertown, Police Department property damage and Fire Department property damage). The committee approved via roll call vote.
14. The committee reconvened into open session.
15. Adjournment. Ald. Davis moved to adjourn at 6:35 pm, seconded by Ald. Moldenhauer, 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.