



FINANCE COMMITTEE MEETING AGENDA

MONDAY, FEBRUARY 26, 2024 AT 5:30 PM

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

By Phone or GoToMeeting: Members of the media and the public may attend by calling:

+1 (571) 317-3122 **Access Code:** 153-925-469 or <https://www.gotomeet.me/EMcFarland>

All public participants' phones will be muted during the meeting except during the public comment period.

1. CALL TO ORDER

2. REVIEW AND APPROVE MINUTES

- A. Minutes of Finance Committee February 12, 2024

3. BUSINESS

- A. Review and Take Action: Promotion of Jeremy Lingle from Patrol Officer to Sergeant and associated pay
- B. Review and take action: approve 1-step adjustment for wastewater employee
- C. Review and take action: updated Building Inspector job description
- D. Review and take action: Purchase of two police SUVs from Sutton Ford (Matteson, IL)
- E. Review and take action: Replace police squad damaged in crash with 2025 Ford Explorer (Insurance covering costs)
- F. Review and take possible action: Award Contract #8-24 Riverside Park Restroom Project Base Bid A and Alternate Bid 1 to Ray Stadler Construction Co. Inc. for \$692,000.00
- G. Convene into closed session per § 19.85(1)(e) to review and discuss deliberating or negotiating 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 (submitted proposal for 111 S. Water St)
- H. Reconvene into open session
- I. Review and take possible action: proposal from developer for 111 S. Water St.
- J. Convene into Closed Session per Wis. Stat. Sec. 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body. (Achievement Recognition Award)
- K. Reconvene into open session

4. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only



FINANCE COMMITTEE MEETING MINUTES

TUESDAY, FEBRUARY 12, 2024, 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 Stevens, Attorney Chesebro, Police Chief Brower, Public Works Director Beyer, Deputy Chief Rauterberg, Brad Viegut (Baird Investments)

1. Call to order. Mayor McFarland called the meeting to order at 5:33 p.m.
2. Ald. Bartz, seconded by Ald. Davis, motioned to approve the **minutes from the January 22 meeting**. Unanimously approved.
3. Mr. Viegut (Baird) was present to provide a summary of the two financing requests: **\$3,120,000 General Obligation Promissory Notes** for 2024 capital projects and **\$14,695,000 Note Anticipation Notes** for the fire station construction along with capitalized interest during construction period. The combined debt service, including assumptions of future borrowing of \$3.5 million annually, is scheduled to be maintained at a \$5.72 million amount from 2027 through 2044.

Ald. Lampe motioned, seconded by Ald. Bartz, to recommend to Council the approval of the sale of approximately \$3,120,000 General Obligation Promissory Notes. Unanimously approved. Ald. Davis motioned, supported by Ald. Lampe, to recommend to Council the approval of the sale of approximately \$14,695,000 Note Anticipation Notes. Unanimously approved.
4. Public Works Director Beyer updated the Finance Committee on the **building stabilization work at 2 E. Main St.** Change orders 1 & 2 total \$102,058, bringing the revised total to \$1,884,583. Change order 3 pertains to the Phase II scope of work at 104 W. Main St. This totals \$130,500, which increases the **total of the project to \$2,015,083**, greater than the \$2 million funded by WI. Ald. Lampe motioned, seconded by Ald. Davis, to approve the additional \$15,083 to be funded from the Bridge Repairs Reserve Account. Unanimously approved.
5. Wisconsin Act 19 (2023) established a **new grant program** which offers funding to non-state organizations for construction projects that benefit the broader public. The new **fire department training tower satisfies the type of project**. The grant submission deadline passed, so approval is being requested after submission has taken place. There's a 50/50 cost sharing; Watertown's portion would come from the project funding. Ald. Davis motioned, supported by Ald. Bartz, to approve the submission. Unanimously approved.
6. The police department is recommending the **promotion of Johnathan Caucutt** from Detective Sergeant to Captain. This is a change in grade from M to P. A motion was made by Ald. Davis, supported by Ald. Bartz, to approve this promotion and associated pay. Unanimously approved.
7. Mr. Stevens presented a request to **write off uncollectible delinquent personal property taxes** from the general ledger (collection efforts will continue). Ald. Bartz motioned, seconded by Ald. Lampe, to accept the list. Unanimously approved.
8. The Finance Committee had provided suggested modifications to the **Extraordinary Fee Schedule for Special Events** in a prior meeting. The alterations were incorporated, and a revision was presented. Ald. Lampe made the motion, supported by Ald. Bartz, to recommend the adoption of the fee schedule to Council. Unanimously approved.

9. Ald. Lampe, seconded by Ald. Bartz, motioned to convene into **closed session** per Wis. Stat. Sec. 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 (**AH and GD**). Moved by Ald. Davis, seconded by Ald. Bartz. Unanimously approved via roll call vote.
10. The meeting reconvened to open session.
11. Chief Brower recommended that **Amber Haumschild** be moved to the position of Investigations Specialist at G/S G5, the same grade/step as she is currently paid for the Community Service Officer position. There were 25 applicants for this opening. The motion made by Ald. Bartz, seconded by Ald. Lampe, was approved unanimously.
12. Adjournment. Ald. Davis moved to adjourn at 6:10 p.m., 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.



Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE Police Sergeant DEPARTMENT Police # OF APPLICANTS: 2

FT ☒ PT ☐ SALARY ☐ HOURLY ☒

Days Posted: _____

Incumbent: Bohlman / Cavett

☐ NEW POSITION ☒ REPLACEMENT OPENING

FINANCE COMMITTEE APPROVAL REQUIRED: ☒ Y / ☐ N
(See Recruitment Policy)

Reason for Opening:

fill open open position

Justification for fill:

fill open position

Top Candidate Name: Lingle, Jeremy Recommended Grade/Step/\$ M-6 / \$39.07

Qualifications:

Our candidate was very knowledgeable in many different aspects of patrol. He is experienced and knowledgeable

First Alternate Name: Hoyt, Michael Recommended Grade/Step/\$ _____

Qualifications:

Second Alternate Name: _____ Recommended Grade/Step/\$ _____

Qualifications:

Comments:

Supervisor Signature/Date

Department Head Signature/Date

Human Resources

- ☒ References Completed
- ☒ Background Check Completed
- ☒ Permission for Screening Received
- ☒ Grade, Step, and Years of Service M6 current 5 yrs
- ☒ Contingent Offer Drafted Vac 14 yrs Non Union

HR Signature

Date

Finance Director Signature

Date

Mayor Signature

Date

Final Approval

Grade _____ Step _____ Vacation _____

Finance Committee(as required) _____

Effective Date: _____



Water Systems

800 Hoffmann Drive • P.O. Box 477 • Watertown WI 53094-0477
WASTEWATER (920) 262-4085 • WATER (920) 262-4075

To: Mayor McFarland & Members of the Finance Committee
From: Peter Hartz – Water Systems Manager

02/21/2024

Re: Water System agenda items for Finance committee meeting 02/26/2024

Dear Mayor McFarland & Committee Members:

Water Systems agenda item:

1. Review and take action - approve 1-step adjustment for wastewater employee.
 - Scott Blasing of the wastewater team has met the requirement for one additional step in the pay plan based on obtaining the wastewater Total Phosphorus process operations certification offered by the Wisconsin Department of Natural Resources. This step would be retroactive to the beginning of the current pay period that began on Wednesday February 21, 2024.
 - Scott Blasing – Grade I Step 7 (\$30.22/hr.) to a Grade I Step 8 (\$30.96/hr.)

If there are any questions, please feel free to contact me anytime.

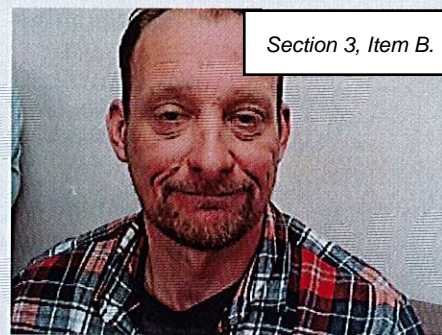
Sincerely,

Peter Hartz
Watertown Water Systems



SCORE REPORT

Section 3, Item B.



WASTEWATER P - TOTAL PHOSPHORUS EXAM

BLASING, SCOTT
202 JENNA CT
WATERTOWN, WI 53098
USA

CANDIDATE ID NUMBER: **WI0039426**
EXAMINATION DATE: **02/20/2024**
CONTROL ID: **502951218**
PID: **WI0039426**
WI CERT ID NUMBER: **5468847**

You have **passed** this examination. Your score is **90%** correct.
The passing score is **75%** correct.

Content Area	Your Score	Max Score
1 Biological Removal: Theory and Principles	6	6
2 Biological Removal: Operation and Maintenance	6	7
3 Biological Removal: Monitoring, Process Control, and Troubleshooting	7	8
5 Biological Removal: Calculations	3	4
6 Chemical Removal: Theory and Principles	4	5
7 Chemical Removal: Operation and Maintenance	10	10
8 Chemical Removal: Monitoring, Process Control, and Troubleshooting	4	5
9 Chemical Removal: Safety	2	2
10 Chemical Removal: Calculations	3	3
TOTAL	45	50

Congratulations on passing the exam listed above. Your certificate will automatically be sent to you by the Wisconsin Department of Natural Resources. If you have any questions, please contact Wisconsin Department of Natural Resources.

Wisconsin Department of Natural Resources
101 S. Webster Street PO Box 7921
Madison, WI 53707-7921
Telephone: (608) 228-5190
Website: <https://dnr.wisconsin.gov/topic/opcert/exams.html>
Email: DNROpCert@wisconsin.gov

Main Office
920-262-4060Brian Zirbes
920-262-4041Mark H
920-342-0986

Section 3, Item C.

Nikki Zimmerman
920-262-4045Dell Zwieg
920-262-4042Doug Zwieg
920-262-4062Dennis Quest
920-262-4061

MEMO

To: City of Watertown Finance Committee

From: Brian Zirbes, Zoning Administrator

Date: February 26th, 2024

RE: Updated Job Description for the Building Inspector Position

The City of Watertown's Building Inspector is retiring at the end of 2024. In preparation for this pending retirement and to address the need to hire a replacement I have reviewed and updated the job description for this position. This job description was last reviewed in 2015. The updated job description includes added duties being performed by the Building Inspector that were not included in the old Job Description, such as zoning code enforcement duties. The updated job description also removes duties no longer being performed, such as fire inspections, and clarifies that this position directs the work of the Assistant Building Inspectors but does not directly supervise these positions.

In recent years the ability to find qualified candidates for the position of Building Inspector has proven difficult statewide. Many communities are or will be facing the prospect of having a long-term experienced Building Inspector retire. In response to these difficulties, I am requesting that this job description be sent to Carlson-Dettmann for evaluation to ensure that the pay rate for this position is consistent with market rates. An updated Job Description coupled with a fair pay rate will put the City in the best position possible to recruit a qualified candidate.

Sincerely,
Brian Zirbes

Zoning and Floodplain Administrator
Building, Safety and Zoning

Enclosures

City of Watertown Position Description

Position Title	Building Inspector
Department	Public Works
Division	Building, Safety, & Zoning
Pay Grade	M
Classification	Full-time
FLSA Status	Non-Exempt
Reports To	Zoning Administrator
Direct Reports	None
Last Updated	01/2024

Job Summary

Under the direct supervision of the Zoning Administrator and general supervision of the Director of Public Works/City Engineer, the Building Inspector conducts residential and commercial building inspections of new construction and remodeling of existing structures for compliance with codes, ordinances, and statutes. The Building Inspector works with architects and contractors regarding building requirements and recommends approval or denial of permits. Oversees and directs the daily assignments of Assistant Building Inspection personnel.

Essential Functions and Responsibilities

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodation to be qualified for the position. Other duties may be required and assigned.

Specific Accountabilities:

- Reviews plans for commercial and residential buildings.
- Reviews building permit applications and issues permits in conformance with code requirements.
- Conducts inspections of building construction for new and existing residential and commercial buildings.
- Maintains records of all permits issued and inspections conducted.
- Ability to prepare and process reports.
- Reviews building codes for needed updates and proposes necessary code and ordinance changes.
- Issues building correction order notices, citations, and raze orders when necessary.
- Assists Health, Fire, and Police Departments with various code violations and investigations.
- Assists in administration of the Zoning Code through the investigation and resolution of building code and zoning complaints, referring unusual or complex issues to Zoning Administrator for assistance.
- Administers the sign code regulations and issues permits.
- Regularly attend and serve as a voting member of the Site Plan Review Committee.
- Attend committee, boards, and commission meetings as needed or assigned (e.g., Plan Commission, Board of Zoning Appeals, Historic Preservation, Public Works, and Public Safety & Welfare).

- Directs and trains Assistant Building Inspection staff members.
- Administer safety and work rules for Assistant Building Inspection staff.
- Assist with Assistant Building Inspection staff workload as needed.
- Perform general office tasks such as answering the phone or assisting customers at the counter.

Supervision Exercised

- None.

Minimum Education Qualifications

Education and/or Experience Requirements:

- High School Diploma or equivalent.
- Wisconsin Certified Residential Building Inspector.
- Wisconsin Certified Commercial Building Inspector.
- 3 - 5 years of experience in building trades or closely related fields.
- **OR** an equivalent combination of education, experience and training that provides the qualifications needed to perform 'Essential Functions and Responsibilities' requirements as stated in the Position Description.

Licenses, Certifications, and Other Requirements:

- Must possess and maintain a valid Wisconsin Driver's License.
- State of Wisconsin Certification as Uniform Dwelling Code Inspector or the ability to be certified in the State of Wisconsin for construction, plumbing, energy HVAC, and electrical.
- State of Wisconsin Certification as a Certified Commercial Building Inspector – preferred.
- State of Wisconsin Certification as a Certified Master Electrician – preferred.
- State of Wisconsin Certification as a Certified Commercial Electrical Inspector – preferred.
- State of Wisconsin Certification as a Certified Commercial Plumbing Inspector – preferred.
- Construction trade experience resulting in Journeyman classification – preferred.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Thorough knowledge of codes, ordinances and statutes regarding residential and commercial building, electrical, and plumbing installations.
- Thorough knowledge of modern inspection methods and procedures.
- Considerable knowledge of and ability to apply safety precautions in work assignments.
- Knowledge of processing and issuing permits.
- Knowledge of research methodology to access and utilize department records, permits, files, and correspondence.
- Knowledge of electronic permit software applications and proficiency in Microsoft Office.
- Ability to establish effective, tactful, and courteous relationships with the general public and be able to handle confrontational situations in a professional manner.
- Ability to represent the department with excellent verbal and written communication skills.
- Ability to multi-task and prioritize tasks.
- Excellent time management skills.
- Well-developed organizational skills.
- Attention to detail.

- Professional discretion.
- Analyze and solve problems.

In evaluating candidates for this position, the City of Watertown may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

- May experience frequent periods of standing or walking.
- May occasionally work in adverse weather conditions.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times, sit, stoop, crawl, bend, climb, and twist while performing the essential functions of this job.

Work Environment

The work environment is both indoors in an office setting and outdoors at inspection sites.

EOE / ADA Statement

The City of Watertown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Watertown will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signatures:

Employee: _____

Date: _____

Department Head: _____

Date: _____



David Brower, Chief of Police

To: Mark Stevens

From: Captain Jeff Meloy

Date: February 15, 2024

Subject: 2024 Model Squad Purchases

Due to a change in the design of the 2025 Ford Explorer there are a limited number of squads being produced in the 2024 model. Most dealers were not able to or did not order any. Sutton Ford in Matteson IL had the 2024 model on order in the specs that the WTPD needs.

This 2024 budget the PD has \$45,200 (x2) to use for two squad cars. There is also \$27,330 per car that is dedicated to decals, radio equipment, and squad equipment. The 2025 model Explorer will likely not be compatible with any of the equipment on the squads to be replaced, whereas the 2024 squad will most likely be able to use equipment from the cars that they will be replacing, because the body style is the same. At this point the exact savings is unknown.

Sutton Ford can provide two 2024 Ford Explorer for \$88,422.00. These were the only 2024 squads that to my knowledge were available.

I got a bid on a 2023 Explorer from OC Welch Ford in Hardeeville SC for \$47,664.00.

I received bids on a 2025 Explorer from Grinwald Ford for \$50,570.00 and from Ewald Auto for \$50,810.00.

We want to purchase two Explorers from Sutton Ford. They will be under budget for what the department was allotted and \$6000.00 under the 2025 model.

In addition, the PD will be having a squad replaced due to it being hit while on duty. Insurance will be replacing that car and I would recommend replacing that car and the new equipment that will be needed by purchasing from Grinwald Ford. The 2024 squads will be on the road and serviceable by June, 2024 while the 2025 model will be built and ready around December 2024 or early 2025.



106 Jones Street
Watertown, WI 53094

Finance Dept: 920-262-4000

Date: February 12, 2023

Purchase Requisition

Vendor Name: Sutton Ford Inc

Vendor Address: 21315 Central Ave. Matteson IL 60443

Vendor Phone: 708-720-8048

Payment Method:

☒ Vendor will bill

☐ Credit Card

☐ Issue Check

Description of Product or Service	Item #	Qty	Per Unit	Extended
2024 Ford Explorer Utility Squad		2	44,211.00	88,422.00
Shipping / Handling				included
TOTAL:				\$ 88,422.00

Description of need and/or handling directions:
Cost Includes Delivery

Ship to Location: Watertown

Alternate Bids/Proposals (name & amount):

Ewald Automotive \$50,810.00 (2025 Model)

Grinwald Ford- \$50,575 (2025 Model)

O.C. Welch Ford \$47,664.00 (2023 Model)

Account Number:

05-52-11-70

88,422.00

Approval:

FinCom

Mayor

Date:

/ /

/ /

PO#

2024-001

Mayor's Signature

Requestor's Name: Jeff Meloy

Date: 2/12/2024

Requestor's Location: 106 Jones St

Phone: 920-261-6660

Supervisor Approval: David Brower

Date: 2/13/2024

Finance Director Approval:

Mark Starns

Date: 2/14/2024

City of Watertown - Finance Department

Vendor #: Ck #: Date:


**COMMERCIAL
& FLEET**
SUTTON FORD INC.

 21315 CENTRAL AVE.
MATTESON IL 60443

QUOTE

Friday, February 9, 2024

DATE

PURCHASER'S NAME

WATERTOWN PD

STREET ADDRESS

 STATE
WI

ZIP

BUS PHONE

WATERTOWN

PLEASE ENTER MY ORDER FOR THE FOLLOWING

 NEW ☒

 USED ☐

 SUV ☒

 TRUCK ☐

 CAR ☐

YEAR	MAKE	MODEL	BODY TYPE	COLOR	TRIM	STOCK NO.
2024	FORD	EXPLORER	POLICE INTERCEPTOR	BLACK	XL	
VIN NO.		MILES	200	SALES REP	ZACK HARVILLE	
2024 FORD EXPLORER PIU			\$44,211.00	TRADE-IN INFORMATION		
3.3 L V6 GAS ENGINE				MAKE OF USED VEHICLE		
				YEAR		
				MODEL		
				VEHICLE IDENT. NO.		
				MILEAGE		
				TRADE VALUE		
SUBTOTAL			\$44,211.00	FLEET SALES INFORMATION		
ELECTRONIC FILING FEE			\$0.00	ORDERING FIN		
DOCUMENTATION FEE			\$0.00	END USER FIN		
ILLINIOS SALES TAX 6.25%			\$0.00	SALES TYPE		
COUNTY TAX- COOK 1.00%			\$0.00	GPC DISCOUNT		
CITY OF CHICAGO TAX 1.25%			\$0.00	GPC REF #		
COOK COUNTY WHEEL TAX			\$0.00	58A/CPA DISCOUNT		
LICENSE, TRANSFER, TITLE 90 DAY TEMP TAG			\$0.00	58M DISCOUNT		
EXTENDED SERVICE CONTRACT			\$0.00	RETAIL REBATE #		
TOTAL PRICE			\$44,211.00			
CASH DOWN PAYMENT			\$0.00			
REBATE			\$0.00			
TOTAL DOWN PAYMENT			\$0.00			
UNPAID CASH BALANCE DUE ON DELIVERY			\$44,211.00			

Purchaser agrees that this Order includes all of terms and conditions on both the face and reverse side hereof, that this Order cancels and supersedes any price agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby. THIS ORDER IS NOT A BINDING CONTRACT. DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL APPROVAL OF THE TERMS HEREOF IS GIVEN BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PARTIES HERETO BASED ON SUCH TERMS. ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY DEALERS; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS-NOT EXPRESSLY WARRANTED OR GUARANTEED." TO THE NEGOTIATED CASH SALE PRICE OF EACH VEHICLE. THERE WILL BE ADDED THE SUM OF \$303.60 FOR DEALER COSTS AND OVERHEAD FOR ITEM RELATING TO PREPARING, HANDLING AND PROCESSING DOCUMENTS FOR THE MOTOR VEHICLE AND THE CLOSING OF THE TRANSACTION. THE ONLY OTHER ADDITIONAL CHARGES PERMITTED ARE DEALER-ADDED OPTIONS. WARRANTY AND SERVICE CONTRACTS, INSURANCE AND THE ACTUAL COST OF LICENSE AND TITLE REGISTRATION AND TAXES.

ACCEPTED BY:

PURCHASER'S SIGNATURE

DATE

2/9/2024

ACCEPTED BY:

DEALER OR HIS AUTHORIZED REPRESENTATIVE

DATE

2/9/2024

From: [Statewide Deb Ayres](#)
To: [Mark Stevens](#)
Cc: [Megan Dunneisen](#); [David Brower](#); [Jeff Meloy](#)
Subject: RE: Claim WM000142910405 Update
Date: Monday, February 19, 2024 3:47:29 PM
Attachments: [image001.png](#)

We will cover the cost of a brand-new Ford Explorer Interceptor (via quote/invoice from the dealership), the cost of labor to transfer any salvageable after-market equipment, the cost to replace any damaged after-market equipment and the cost of replacement graphics for the new squad. Since the adverse carrier has already accepted liability, the \$500 deductible won't be applied to claim payment.

I apologize that I previously only sent this information to Officer Meloy and I failed to include you all on the email.

Please let me know if you have any questions.

Thank you,

Deb Ayres

Claims Division Desk Adjuster

Statewide Services, Inc

1241 John Q Hammons Drive, Ste 2
Madison, WI 53705
T: 608.828.5441
F: 877.424.9878
E: dayres@statewidesvcs.com

From: Mark Stevens <MStevens@watertownwi.gov>
Sent: Monday, February 19, 2024 3:10 PM
To: Statewide Deb Ayres <dayres@statewidesvcs.com>
Cc: Megan Dunneisen <MDunneisen@watertownwi.gov>; David Brower <DBrower@watertownwi.gov>; Jeff Meloy <JMeloy@watertownwi.gov>
Subject: Claim WM000142910405 Update

EXTERNAL EMAIL: Do not click links or attachments unless you recognize the sender and know the content is safe.

RE: WM000142910405, Date of loss: 01/22/2024

Deb,

Police Officer Meloy had reached out to you to ask re: Claim WM000142910405, and you responded to him with notification that the car would be considered a total loss. I don't believe that Megan or I have received any notification, though, as the ones that submit and keep track of claims. Is there something that will be sent to be an official notification to the City?

Pertaining to preparing a police car, we have three vendors involved: purchase of vehicle, outfitting with police equipment, and external decaling. Officer Meloy has already presented a purchase requisition for the vehicle. I'm wanting to understand what to anticipate from insurance proceeds as it relates to costs that will be incurred beyond the purchase of the vehicle.

Mark Stevens

Finance Director / Treasurer

City of Watertown

PO Box 477

Watertown, WI 53094

920-262-4007

<http://www.ci.watertown.wi.us/>



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WATERTOWN POLICE DEPARTMENT

Section 3, Item E.

David Brower, Chief of Police

To: Mark Stevens

From: Captain Jeff Meloy

Date: February 19, 2024

Subject: 2025 Model Squad Purchase

The Watertown Police Department is looking to replace a squad that was totaled in a crash. The insurance company is funding a full replacement of the squad and all damaged equipment.

The window to order a 2025 Ford Explorer has opened for bids. Grinwald Ford bid \$50,570.00 and Ewald bid \$50,810.00. In addition, Griffin Ford in Fort Atkinson was contacted and the specs were e-mailed to them on Wednesday, February 14. They have not responded with a bid. In looking at prior years, Griffin has not responded with a bid.

In addition, I had reached out to Oxmoor Ford in Louisville KY for a bid and e-mailed a sales representative on February 9 and have not received a bid from them either.

At this time it makes sense to order one 2025 squad from Grinwald Ford. This will bring our fleet up to date and will give us an idea of what to budget going forward.



106 Jones Street
Watertown, WI 53094

Finance Dept: 920-262-4000

Purchase Requisition

Date: February 19 2024

Vendor Name: Grinwald Ford

Vendor Address: 101 WI-16
Watertown, WI 53094

Vendor Phone: 920-261-1800

Payment Method:

- ☐ Vendor will bill
☐ Credit Card
☐ Issue Check

Description of Product or Service	Item #	Qty	Per Unit	Extended
2025 Ford Explorer Utility Squad		1	\$50,570.00	50,570.00
Shipping / Handling				
TOTAL:				\$ 50,570.00

Description of need and/or handling directions:
Cost Includes Delivery

Ship to Location:

Alternate Bids/Proposals (name & amount):

Ewald Automotive \$50,810.00 (2025 Model)

Griffin Ford Fort Atkinson (No Response)

Account Number:

05-52-11-70

\$50,570.00

Approval:

FinCom

Date:

PO#

Requestor's Name: Jeff Meloy

Date: 2/19/2024

Requestor's Location: 106 Jones St

Phone: 920-261-6660

Supervisor Approval: David Brower

Date: 2/19/2024

Finance Director Approval: *Mark Starnes Once approved by Ins.*

Date: 2/19/24

City of Watertown - Finance Department

Vendor #: Ck #: Date:

MEMO

TO: Mayor McFarland and Finance Committee Members
FROM: Andrew Beyer, P.E.
DATE: February 22, 2024
RE: February 26, 2024 Finance Committee Meeting

Review and take possible action: Award Contract #8-24 Riverside Park Restroom Project to Ray Stadler Construction Co. Inc. for \$692,000.00

BACKGROUND:

The Engineering Division publicly opened bids for the Riverside Park Restroom Project on February 16, 2024. Two bids were received. The Parks, Recreation, & Forestry Department and Engineering Division recommend awarding Base Bid A and Alternate Bid 1 to Ray Stadler Construction, Co., Inc. of Wauwatosa, WI in the amount of \$692,000.00.

Base Bid A, Restroom Structure: \$619,400.00
Alternate Bid 1, Bumped up roof element: \$72,600.00

Contract Total: \$692,000.00

Bid results are attached. Work proposed for award is within the approved 2024 budget. Project funding to come from Park Capital Account 05-55-41-70.

Enclosed: Bid Tab


Riverside Park Restroom - Structure (#8914468)
Owner: City of Watertown
Solicitor: Watertown WI, City of
02/16/2024 11:00 AM CST

						Ray Stadler Const., Co. Inc.		JH Hassinger, Inc.	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
Base Bid A: Restroom Structure							\$619,400.00		\$668,400.00
	1A	1A	Construct a Public Restroom Building of approximately 1600 s.f. and related site work. The building is to be constructed of CMU, with wood framed trusses on concrete footings and foundation. The work	LS	1	\$619,400.00	\$619,400.00	\$668,400.00	\$668,400.00
Alternate Bid 1: Bumped up roof element							\$72,600.00		\$77,700.00
	1B	1B	Bumped up roof element as illustrated on A1.3, A2.1, A3.0, & A3.1, with siding and roofing to match the base building	LS	1	\$72,600.00	\$72,600.00	\$77,700.00	\$77,700.00
Base Bid Total:							\$619,400.00		\$668,400.00