



FINANCE COMMITTEE MEETING - REGULAR/BUDGET AGENDA

MONDAY, OCTOBER 13, 2025 AT 5:30 PM

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

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 965 279 3780 Passcode: 53094 One tap mobile
+16469313860 <https://us06web.zoom.us/j/9652793780?pwd=0gIWdtrdiJJHznZXyVgAb9U8pNOstl.1>

1. CALL TO ORDER

2. REVIEW AND APPROVE MINUTES

- A. Finance Committee minutes from September 22, 2025

3. OPENING FOR PUBLIC COMMENT

4. BUSINESS

- A. Update: Fire Department Grant Status
- B. Review and take possible action: Fire Department 48/96 MOU
- C. Review and take possible action: Clark Street STP-Urban Grant Submittal
- D. Discuss: Fund 01 Income Statement through September 2025
- E. Convene into closed session per § 19.85(1)(e) when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (2026 PD Union Contract)
- F. Reconvene into open session
- G. 2026 Budget Proposal Discussion: Public Works (Building/Safety/Zoning, Planning)
- H. 2026 Budget Proposal Discussion: General Government (Common Council, Mayor, Municipal Court, Attorney, Media Services/Communications, Information Technology, Human Resources, Employee Benefits, Finance, Elections, Assessor, Audit, Property/Liability Insurance, Public Service Enterprises)
- I. 2026 Budget Proposal Discussion: Other Funds- Transit [Fund 13], Tourism [Fund 22], Non-recurring Grants [Fund 24], Fiber Optic [Fund 25], CDB Housing [Fund 65], Economic Development [Fund 60], TIDs [Funds 08, 09, 10, 19, 23, 30]
- J. 2026 Budget proposal discussion: follow-up from prior budget meeting

5. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

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

MONDAY, SEPTEMBER 22, 2025, AT 5:30 PM

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

Finance Committee members present: Mayor Stocks, Alderpersons Berg, Davis, Lampe, and Smith

Others present: Finance Director Stevens, Ald. Bartz, Attorney Panagopoulos, Fire Chief Reynen, Public Works Director Beyer, Zoning Administrator Brian Zirbes, Tim Hayden, Street Operations Manager Winkelman (video), Parks/Rec Director Butteris (video)

1. Mayor Stocks called the meeting to order at 5:33 pm.
2. Ald. Smith, seconded by Ald. Berg, moved to approve the **minutes from September 8**; unanimously approved.
3. Zoning Administrator Zirbes recommended that **Mike Jacek, building inspector, be awarded a step** based on his obtaining a commercial building inspection license through the State. Ald. Smith moved, seconded by Ald. Lampe, to move the employee from G/S M5 [\$38.16/h] to G/S M6 [\$39.14/hr], retroactive to September 3. Approved unanimously.
4. The Parks Dept requests **permission to apply for a \$25,000 cost-share grant from WI DNR** for purpose of funding urban and community forestry projects. Ald. Lampe moved to approve the application, seconded by Ald. Davis. Mr. Stevens recommended that the grant account and associated expense be moved to Fund 24 [Non-recurring Grants] to remove from the ERP constraints of Fund 01. Ald. Lampe offered a friendly amendment to adjust the account numbers. The amendment was approved followed by unanimous approval of the request.
5. Fire Chief Reynen provided an explanation of her **prioritization of administrative needs in the fire department**. She relayed that a fire marshal addition creates the most direct impact on the city by addressing overdue inspections, code enforcement, and prevention programs.
6. Ald. Davis moved to table the amendment request for the **tax-exempt properties service charge** to allow Attorney Panagopoulos time to review the existing city ordinance. Motion was seconded by Ald. Smith. Approved unanimously.
7. Mr. Stevens provided a **Fund 01 income statement through August**. He has updated the projection for the current year's net loss from the budgeted <\$993,845> to approximately <\$260,000>.
8. Ald. Davis, supported by Ald. Lampe, moved to convene into **closed session** per §19.85(1)(g) to confer with legal counsel for 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 (Claim from **Kobe Wuestenberg**). Approved via roll call vote.
9. After returning to open session, Ald. Smith moved, seconded by Ald. Berg, to recommend a claim for damages from Kobe Wuestenberg be denied. Unanimously approved.
10. Ald. Lampe moved, seconded by Ald. Berg, 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 (**LTE PT**

Engineer, Initiatives and Development Coordinator, Aquatics Manager, Town Square).

Approved via roll call vote.

11. Finance Committee adjournment. Ald. Lampe moved, seconded by Ald. Davis, to adjourn the Finance Committee at 7:01 p.m., and was 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.

MEMO

Fire Department

To: Finance Committee
From: Chief Tanya Reynen
Date: September 29, 2025
Subject: Informational Update- Financial Awards

Background

The Fire Department has recently received two significant financial awards that will support training, equipment, and operational readiness:

1. FEMA Assistance to Firefighters Grant (AFG)

- **Award Amount: \$68,878.09**
- **Local Cost Share (10%): \$6,887.81**
- **Total Project Funding: \$75,765.90**

This federal award through FEMA's AFG program provides 90% funding support with a 10% required contribution from the City. The award will directly support essential training for NFPA 1403 Training, Incident Safety Officer certification for 3 personnel and CEVO Ambulance and CEVO Engine Driver train the trainer certification for 6 personnel. These three training opportunities bring the department in step with national safety standards and departmental training objectives.

2. Ground Emergency Medical Transportation (GEMT) Funds

- **2023 Allocation: \$63,921.73**

GEMT reimbursements provide supplemental funding to offset the cost of emergency medical transportation services for Medicaid patients. These funds are returned to the City to support ambulance operations and enhance EMS financial sustainability. This is a re-occurring grant that the department can write for to support the department.

****Additional funding for 2024 allocation is *estimated* at \$186,XXX. Finance will be updated once this is confirmed.**

Budget Goal

The Fire Department had internal goals to achieve the named certifying fire and driver training programs which are now possible from the AFG Grant. The department seeks funding for the

MEMO

Standard of Cover/Strategic Plan/Station study that could be funded with the GEMT funds if the city allows.

Financial Impact

These two funding sources provide a combined **net financial benefit of \$125,911.82** to the City of Watertown, after accounting for the required local match to FEMA AFG. Both awards represent meaningful reinvestments into our fire and EMS operations, ensuring that staff have the training, resources, and financial support necessary to continue serving the community effectively.

- FEMA AFG requires a City cost share of \$6,887.81. Which is already part of the department training budget.
- GEMT funds provide direct revenue of \$63,921.73 with no additional City obligation.

Recommendation

None, this memo is informational only.

MEMORRANDUM
OF UNDERSTANDING

BETWEEN THE CITY OF WATERTOWN AND
LOCAL 877 OF THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, AFL-CIO-
CLC

Subject: Trial Implementation of 48/96 Shift Schedule

This Memorandum of Understanding (MOU) is entered into by and between the City of Watertown ("Employer") and Local 877 of the International Association of Fire Fighters, AFL-CIO-CLC ("the Union").

1. Purpose

- The purpose of this MOU is to establish a trial period for the implementation of a new work cycle. The new work cycle will consist of two consecutive 24-hour tours of duty (48-hours) followed by four consecutive 24-hour off periods (96-hours). This work cycle will be referred to as the 48/96 Schedule. ~~This schedule~~The 48/96 Schedule will take place of the current work cycle, known as the California Schedule, of one 24-hour tour of duty followed by one 24-hour off period, followed by one 24-hour tour of duty, followed by one 24-hour off period, followed by one 24-hour tour of duty, followed by four 24-hour off periods, which is set forth on pages X of the [Agreement]. ~~This schedule is referred to as the California Schedule.~~

● **2. Term of Trial Period**

- The 48/96 schedule trial shall commence on **January 7, 2026**, and conclude on **December 31, 2026**.
- Upon conclusion of the trial, the Department shall automatically revert to the previous California Schedule effective **January 1, 2027**, unless both parties mutually agree in writing to continue, modify, or adopt the 48/96 schedule on a permanent basis.
- A joint evaluation meeting between the Union and the Department shall occur no later than **December 5, 2026** to review operational data, safety outcomes, staffing impacts, and member feedback prior to the end of the trial.

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3. Authority of the Fire Chief

- The Fire Chief retains the authority to ~~recommend termination~~terminate of the trial 48/96 Schedule and ~~reversion-revert back~~ to the previous California Schedule at any point in time during the Term set forth in Section 2 of this MOU.
- Any proposed reversion shall be preceded by a meeting between the Fire Chief (or their designee) and representatives of the Union for the purpose of reviewing the concerns and attempting to resolve the issues collaboratively.
- Following this meeting, if the Fire Chief determines that reversion is still necessary due to operational, safety, or staffing concerns deemed significant, the Department shall provide the Union with written notice, including the reasoning, at least thirty (30) calendar days prior to the effective date of the schedule change.
- If reversion of the California Schedule occurs at the discretion of the Fire Chief,
~~y~~Vacations for the remainder of the year shall be re-selected to align with the updated schedule-California Schedule set forth in pages X of the Agreement.

4. Evaluation and Feedback

- Throughout the trial period, both the Department and the Union agree to monitor impacts related to staffing, response times, safety, fatigue, overtime, and employee wellness.
- A Committee will be formed with personnel from each crew and will meet at least every three (3) months.
- Feedback from the Committee and Union will be shared with the Fire Chief in good faith to determine the viability of the 48/96 Sschedule.

Commented [AP1]: Do you want this to count as Union Activity under Section IV of the Union Contract? If not, specifically exempt out.

5. Union Vote

- In a union meeting in 2026, the Local 877 Union will hold a vote of the membership regarding their position on the 48/96 Schedule.
- The vote is only to share with the Fire Chief for consideration. It has no binding authority. The Employer or the Chief are under no obligation to respect the Union's outcome.

6. Grievances Limitations During Trial

- The Union Local 877 The Union agrees that no grievance shall be filed concerning the implementation or operation of the trial schedule, including but not limited to matters related to workday structure, scheduling, and vacation usage, for the duration of the agreed-upon trial period. This agreement-provision applies solely to the trial period set forth in this MOU and does not constitute a waiver of the Union's right to grieve or bargain these matters once the trial period has concluded or grieve non-trial period-related issues.

7. Non-Precedent Setting

- This MOU is agreed to solely for the purpose of trialing the 48/96 Sschedule and shall not establish a binding precedent for future negotiations.

8. Entire Agreement

- This document MOU constitutes the full and complete agreement between the parties regarding the subject matter and supersedes all prior discussions.

In witness thereof, this Memorandum of Understanding is effective as of the last date signed.

[SIGNATURE PAGE TO FOLLOW]

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LOCAL 877, INTERNATIONAL
ASSOCIATION OF FIRE FIGHTERS
AFL-CIO-CLC

Union President

Dated this ____ day of _____, 2025.

CITY OF WATERTOWN

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Dated this ____ day of _____, 2025.

CITY OF WATERTOWN

Mayor Robert Stocks

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MEMO

TO: Mayor Stocks and Committee Members

FROM: Andrew Beyer, P.E.

DATE: October 9, 2025

RE: Finance Committee Agenda Narrative for October 13, 2025

Agenda Items:

Review and take possible action: Clark Street STP-Urban Grant Submittal

BACKGROUND

Review and take possible action: Clark Street STP-Urban Grant Submittal

The Engineering Division is seeking permission to submit one application for Wisconsin Department of Transportation (WisDOT) Surface Transportation Program (STP) Urban funding. The upcoming cycle would provide funding between 2026 and 2031.

Program objective:

The objective of the STP-Urban Program is to improve transportation on Wisconsin's federal-aid eligible roads and streets in urban areas.

Program definition:

Federal funding is provided for a wide range of transportation-related activities, including projects on higher function local roads not on the State Trunk Highway system, and local safety improvements. The program is funded through the federal Infrastructure Investment and Jobs Act (IIJA).

Program eligibility:

Projects must meet federal and state requirements. Counties, towns, cities, villages and certain public authorities located within urban and urbanized areas are eligible for funding on roads functionally classified as urban "collector" or higher. Local improvement projects on connecting highways are not eligible for STP-Urban funds.

Project application deadline is no later than 5:00 p.m. Friday, October 31, 2025. Submitting applications prior to the deadline will allow WisDOT time for quick review and communication with locals on any outstanding questions. Late applications will NOT be considered.

The STP-Urban Program funds up to 80% of eligible road improvements. The City is responsible for funding the remaining 20% of eligible road improvements. The Engineering Division recommends that Clark Street between S. Twelfth Street and Humboldt Street be submitted for STP Urban funding for a 2031 construction project. The breakdown for estimated project funding is as follows:

ITEM	STP WisDOT – 80%	STP LOCAL – 20%	NON- PARTICIPATION – 100% LOCAL
Clark Street Design (2028-2030)	302,640	75,660	-
Clark Street Real Estate (2030)	-	-	\$64,600
Clark Street Roadway Construction (2031)	\$1,444,027	\$361,007	-
Clark Street Water Main Construction (2031)	-	-	\$296,625

City Total Estimated Cost	\$797,892
WisDOT Total Estimated Cost	\$1,746,667

WisDOT will participate in storm sewer construction costs and roadway reconstruction costs. WisDOT will not participate in water main or sanitary sewer construction costs, or real estate costs.

Attachments:

- Site Map
- Draft Resolution



Municipal Boundary



Common Areas



Parcels Boundaries



Addresses



City of Watertown Geographic Information System

Scale: 1:3,078

SCALE BAR = 1"

Printed on: October
Author:

11

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.

DRAFT RESOLUTION
SUPPORTING SUBMITTAL OF STP URBAN FUNDING APPLICATION –
CLARK STREET

SPONSOR: MAYOR STOCKS
FROM: FINANCE COMMITTEE

WHEREAS, It is in the best interest of the City of Watertown to maintain public infrastructure; and,

WHEREAS, The City of Watertown intends to reconstruct Clark Street between S. Twelfth Street and Humboldt Street; and,

WHEREAS, The City of Watertown recognizes that submission for the Wisconsin Department of Transportation (WisDOT) Surface Transportation Program (STP) Urban application as presented and described by the City of Watertown Engineering Division to be further beneficial and consistent with advancing community efforts; and,

WHEREAS, The WisDOT STP Urban program provides funding of up to eighty percent of eligible design and construction costs; and,

WHEREAS, The City of Watertown will commit to provide applicable matching funds to eligible design and construction costs, wherein twenty percent, and will provide funding for one hundred percent of non-eligible reconstruction costs, design fees, and inspection fees. Funding for said project will be requested in appropriate budget cycles.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the proper City Officials be and are hereby authorized to submit the above-described grant application for the purposes and objectives stated herein, and, if the grant is awarded, to accept the grant and execute any necessary documents to receive the funding, subject to the required contributions and amounts that will satisfy the funding award match criteria.

	YES	NO
DAVIS		
LAMPE		
BERG		
BARTZ		
BLANKE		
SMITH		
ARNETT		
WETZEL		
MOLDENHAUER		
MAYOR STOCKS		
TOTAL		

ADOPTED October 21, 2025

CITY CLERK

APPROVED October 21, 2025

MAYOR

City of Watertown
Income Statement - September 2025

Section 4, Item D.

75.0%

Run Date: 251007

	2022	2023	2024				
	Actual	Actual	Actual	Curr Yr To-Date	Curr Yr Budget	Remain Balance	% Rev/Exp
Revenues							
Taxes	11,105,967	11,424,736	11,460,766	10,815,133	11,501,800	686,667	94.0%
Intergovt Shared Taxes	3,261,639	3,302,333	3,961,759	1,258,406	4,163,713	2,905,307	30.2%
Intergovt State Grants	1,298,364	1,169,435	1,213,326	865,458	1,191,469	326,011	72.6%
Licenses	67,240	69,618	73,850	77,901	74,399	(3,502)	104.7%
Permits	197,777	226,723	198,032	267,355	315,200	47,845	84.8%
Law & Order Violations	181,477	223,839	228,923	199,954	266,000	66,046	75.2%
Gen Govt Public Charges for Services	355,108	284,263	372,275	178,772	296,650	117,878	60.3%
Public Safety	833,120	871,440	987,053	583,654	849,200	265,546	68.7%
Health & Social Services	9,729	19,512	18,256	11,951	13,500	1,549	88.5%
Public Works	43,759	51,941	52,724	49,084	48,650	(434)	100.9%
Recreation	346,086	352,845	360,724	322,553	346,900	24,347	93.0%
Intergovt Township Fire Protection	287,287	286,437	325,412	393,830	310,095	(83,735)	127.0%
Interest	(151,064)	680,007	775,324	544,534	650,000	105,466	83.8%
Reserve Acct Revenue & Transfers In	159,460		266,000	-		-	
Miscellaneous	26,264	155,462	20,761	26,765	22,500	(4,265)	119.0%
Rent	25,640	26,148	90,035	26,838	40,252	13,414	66.7%
Total Revenues	18,047,854	19,144,737	20,405,217	15,622,189	20,090,328	4,468,139	77.8%
Expenditures							
Common Council	94,885	107,888	110,190	89,120	112,234	23,114	79.4%
Municipal Court	110,048	113,371	118,436	99,444	126,951	27,507	78.3%
Mayor	170,125	277,037	267,345	186,972	274,510	87,538	68.1%
Finance Department	448,127	479,275	497,511	365,606	519,551	153,945	70.4%
Elections	50,655	29,615	74,489	36,542	46,185	9,643	79.1%
Assessor	145,749	146,111	138,051	138,484	147,050	8,566	94.2%
Accounting & Auditing	61,656	78,752	71,499	70,698	71,050	352	99.5%
Human Resources	83,459	86,928	116,595	83,591	121,160	37,569	69.0%
City Attorney	240,825	247,647	221,354	141,547	236,759	95,212	59.8%
Municipal Building	304,482	337,599	321,916	211,376	290,305	78,929	72.8%
Other Buildings	6,947	6,496	6,536	4,011	6,536	2,525	61.4%
Miscellaneous	750	422	1,366	423	83,700	83,277	0.5%
Media & Communications	169,844	169,313	180,635	135,854	191,243	55,389	71.0%
Information Technology	173,744	249,582	266,304	223,533	266,500	42,967	83.9%
Property & Liability Insurance	451,430	458,477	459,126	519,143	572,307	53,164	90.7%
Employee Programs	24,093	22,010	22,047	52,496	56,416	3,920	93.1%
Other Insurance	4,235	4,416	19,612	-	21,660	21,660	0.0%
Other General Govt	-	2,325	2,382	15,358	2,400	(12,958)	639.9%
General Government	2,541,054	2,817,263	2,895,393	2,374,200	3,146,517	772,317	75.5%
			% of Total Exp	15.7%	14.9%		

	2022 Actual	2023 Actual	2024 Actual	Curr Yr To-Date	Curr Yr Budget	Remain Balance	% of Total Exp
Police	4,731,008	4,881,534	5,219,728	3,905,199	5,737,915	1,832,716	68.1%
Crossing Guards	27,695	28,365	29,632	17,191	40,074	22,883	42.9%
Dispatch Center	726,739	744,002	865,163	670,706	823,422	152,716	81.5%
Fire	3,066,250	3,276,048	3,592,702	2,913,951	3,833,800	919,849	76.0%
Building Inspection	280,826	305,985	339,238	226,000	361,908	135,908	62.4%
Emergency Govt	5,417	7,954	29,224	6,202	5,100	(1,102)	121.6%
Public Safety	8,837,936	9,243,887	10,075,686	7,739,249	10,802,219	3,062,970	71.6%
			% of Total Exp	51.2%	51.2%		
Health	459,524	493,343	458,997	356,799	555,326	198,527	64.3%
Environmental Health Division	19,382					-	
Other Services	61,000	62,830	62,830	47,123	62,830	15,708	75.0%
Health	539,906	556,173	521,827	403,921	618,156	214,235	65.3%
			% of Total Exp	2.7%	2.9%		
Planning & Development	285	12,963	28,966	13,712	24,025	10,313	57.1%
Engineering	363,895	265,894	178,940	170,322	318,934	148,612	53.4%
Machinery & Equipment	341,218	341,487	263,394	191,610	288,500	96,890	66.4%
Street Garages	120,020	70,790	65,995	54,613	76,000	21,387	71.9%
Street Administration	138,375	189,534	191,873	156,168	230,891	74,723	67.6%
Service to Other Departments	88,919				0	0	0.0%
Traffic Control	21,424	24,031	30,789	14,582	22,000	7,418	66.3%
Street Maintenance	673,108	1,154,199	1,219,798	838,795	1,276,464	437,669	65.7%
Snow & Ice Control	343,767	263,786	266,797	226,330	274,084	47,754	82.6%
Signs & Markings	102,571	14,622	17,171	14,085	18,900	4,815	74.5%
Street Lighting	444,500	570,176	533,696	328,071	451,000	122,929	72.7%
Airport	214,840	224,404	206,218	153,553	211,100	57,547	72.7%
Public Works	2,852,921	3,131,886	3,003,637	2,161,840	3,191,898	1,030,058	67.7%
			% of Total Exp	14.3%	15.1%		
Library	823,709	814,787	850,342	638,144	850,859	212,715	75.0%
Recreation Administration	184,495	516,745	647,293	467,755	684,627	216,872	68.3%
Recreation	116,853	137,708	113,401	74,488	92,735	18,247	80.3%
Outdoor Pool	210,126	216,618	239,194	215,889	223,754	7,865	96.5%
Indoor Pool	95,553	51,416	60,111	46,336	67,668	21,332	68.5%
Senior Center	267,188					-	
Park	861,873	926,618	974,952	733,639	1,002,085	268,446	73.2%
Park Garage	23,244					-	
Library, Leisure, & Parks	2,583,040	2,663,892	2,885,293	2,176,251	2,921,728	745,477	74.5%
			% of Total Exp	14.4%	13.9%		
Forestry	208,959	220,629	198,630	184,768	228,655	43,887	80.8%
Public Service Enterprises	78,000	78,000	71,000	74,000	82,000	8,000	90.2%
Reserves	320,673					-	
Transfer	60,000	82,625	45,000	-	93,000	93,000	0.0%
Total Expenditures	18,022,489	18,794,355	19,696,465	15,114,228	21,084,173	5,969,944	71.7%
Net Income	25,365	350,382	708,752	507,961	(993,845)	(1,501,806)	