



FINANCE COMMITTEE MEETING AGENDA

MONDAY, NOVEMBER 21, 2022 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 addendum from October 10-17, 2022 (Budget Meetings)

B. Minutes from November 11, 2022

3. BUSINESS

A. Discussion and potential action regarding Riverfest

B. 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. (Vacation Policy)

C. Reconvene into open session

D. Review and take action: Vacation Policy

E. Review and take action: 2023 EMS coverage contract for Township of Lebanon

F. Review and take action: approve resolution to amend City of Watertown 2022 general fund budget to purchase pickup truck

G. Review and take action: approve resolution to repair Aquatic Center slides and platforms

H. Review and take action: hire Alicyn Nicholson as the Aquatic & Recreation Manager/Programmer at Grade K

I. Review and possible approval of Solid Waste hire: Philip Rhodes at Grade G Step 1 [\$21.19/hr]

J. Review and take possible action: Adjustment of 2022 Payroll Resolution to add Operations Manager at Grade R

K. Review and take possible action: Adjustment of 2022 Payroll Resolution to add Assistant Operations Manager at Grade M

L. Review and take possible action: Adjustment of 2022 Payroll Resolution to add Working Foreman at Grade J

M. Review and take action: resolution to apply for capital grant from Department of Transportation for fleet purchases for shared-ride taxi service

N. Review and take action: resolution to apply for operating grant from Department of Transportation for shared-ride taxi service

O. Convene into closed session per § 19.85(e) for 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. (Sale of land proposal from BASO Gas Products LLC)

P. Reconvene into open session

- Q. Convene into closed session per § 19.85(e) for 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. (Purchase of Real Estate for Fire Department)
- R. 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@CityofWatertown.org, 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 – 2023 BUDGET
MONDAY, OCTOBER 10, 2022 THROUGH MONDAY, OCTOBER 17, 2022
ADDENDUM

MUNICIPAL BUILDING – 106 JONES STREET, WATERTOWN, WI 53094

Monday, October 17

The original minutes included the assignment of \$75,000 to Park Capital Project [24-55-41-70] for Riverside wall and bridge rehab. It was requested by Ald. Lampe that a summary of the discussion surrounding this decision be added to the minutes.

- Other requests

- An original request of \$300,000 to repair the Riverside Park walls was on the Capital Improvements 2023-2027 list presented to Finance Committee at the beginning of the budget season. Other park-related urgencies (Aquatic Center slides & Sr/Community Center retaining wall) were discovered during the budget season that placed the wall project on-hold. Ald Smith indicated in a budget meeting last week that a portion of the wall was in dire need of repair and advocated for partial funding to take care of the worst section. Mark Stevens contemplated the request and suggested that unassigned ARPA funding could be a feasible source of some funds. Park and Engineering staff believe an external study is the prudent first step. Discussion expanded the concern to include the foot bridges that have been repaired repeatedly but are beyond additional band-aid fixes. A motion was made by Ald. Davis, supported by Ald. Bartz, to allocate \$75,000 from the ARPA funds [Park Capital Project (24-55-41-70)] to fund an evaluation and initiate repairs. Motion carried unanimously.

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.



FINANCE COMMITTEE MEETING MINUTES

MONDAY, NOVEMBER 07, 2022 AT 5:30 PM

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

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

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, Public Works Director Jaynellen Holloway, Interim Streets Superintendent Stacy Winkelman, Fire Chief Travis Teesch, Lisa Schwartz

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. Review and approve: **Minutes from October 10-17, 2022** (Budget Meetings). Ald Lampe requested a summary of the discussion on the Riverside Park wall and bridge rehab be added. Mr. Stevens will work to provide an addendum. Ald Lampe moved, seconded by Ald Davis, to approve what was presented, and carried by unanimous voice vote.

Ald. Ruetten moved, seconded by Ald Lampe, to approve the **minutes from October 24, 2022**, as presented, and carried by unanimous voice vote.

3. Update and Discussion on **Riverfest**: Mayor McFarland and staff from police, finance, and parks met with Tom Schultz last week to discuss Riverfest. Mr. Schultz rehearsed several longstanding volunteers, including himself, that are relinquishing their responsibilities. Of twelve primary categories of tasks, only four of the core team have indicated a willingness to return. Key participants leaving include the finance team, the raffle coordinator, and the contracted entertainment manager. In addition, volunteer help from local businesses has been reduced as workforces have shrunk. Mr. Schultz has two prospects to replace himself and he is attempting to secure more definitive interest level.

The conversation also focused on the increases in costs for a multitude of reasons (loss of locally owned company contacts, product costs, increases in labor, search for new entertainment management). A reasonable estimate is that next year's festival would suffer a net loss of \$70,000, barring any inclement weather. Ideas were suggested, like admittance fees, yet the net increases are considered minimal due to increases in associated costs.

Questions were posed at the finance committee meeting: Is there an ability to create a smaller replacement? What if the number of days is reduced? Can we hire an events coordination company soon (contact to bands begins in December)? What role can a new Parks programmer play? Are there any outside service agencies that could accept the oversight of this event? The committee was asked to contemplate further suggestions for the next meeting.

4. Review and possible approval of **on-call pay for three street division employees** on a rotating basis November 15, 2022 - April 15, 2023. Utilizing existing practices delineated in the Employee Handbook (pg 27), Stacy Winkelman requested the approval of on-call pay for three non-exempt employees to be placed on a four-week rotation (w/ one exempt employee) for evaluating weather conditions and initiating employee call-ins for snow & ice control. Mixed opinions were offered as to whether this should be incorporated into job descriptions. If/when the division's new organization positions are filled with exempt status employees, less of this approach will be necessary. Ald

Ruetten moved, seconded by Ald Bartz, to approve as presented, and carried by unanimous voice vote.

5. Review and take action: **hire Mason Becker as the Strategic Initiatives and Development Coordinator** at Grade M. Although 14 applied for this position, Mayor McFarland believed that only one was worthy of further consideration. Mr. Becker has served in municipal board roles for nine years where he has participated in economic initiatives. He currently has a working relationship with JCEDC, a plus in securing better interaction with that group for Watertown. His start date would be November 28. Ald Ruetten moved, seconded by Ald Bartz, to approve the hire of Mason Becker at G/S M1 [\$32.75] and carried by unanimous voice vote.
6. Review and approve City of Watertown entering into **employee vision benefit contract with DeltaVision** effective January 1, 2023. At the request of employees in recent years, the City pursued vision benefits for its employees and is recommending the establishment of a voluntary program with DeltaDental, our current dental plan insurance company. Open enrollment would take place in early December for 2023 and then be conducted at a parallel period of open enrollments for all benefits in future years. The reasonable monthly premium costs (S: \$5.13, F: \$12.77) will be paid entirely via payroll deductions, administered as a group plan through HR/PR. Ald Davis moved, seconded by Ald Lampe, to approve as presented, and carried by unanimous voice vote.
7. Review and discuss: **Township Fire and EMS Contract Extension**. The towns of Emmet, Milford, Shields, and Watertown have requested that the existing agreement for fire protection and EMS services be extended through 2023 at the current rate of \$229,537, with a continued proration among the four towns. Chief Teesch concurs with the request. Ald Ruetten moved, seconded by Ald Lampe, to approve as presented, and carried by unanimous voice vote.
8. Review and take action: Adopt the **Revised Intergovernmental Agreement Continuing the Jefferson County Economic Development Consortium**. Mayor McFarland had relayed the City's concerns with the current agreement. The primary issues have been addressed favorably:
 - a. 8.5 JCEDC staff will attend municipal meetings to provide updates and information upon request of the municipalities.
 - b. 9.3 The funding equation will use population numbers collected through WI Department of Administration.
 - c. 13.1 Note of withdrawal dropped from a 13-month period to six months.

Ald Ruetten moved, seconded by Ald Davis, to approve as presented, and carried by unanimous voice vote.

9. **Adjournment.** Ald. Ruetten moved to approve adjournment at 6:53 pm, 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.

Memo

To: Finance Committee
From: Mayor McFarland
Date: 11-17-2022
Re: Riverfest

Dear Committee Members,

At our November 7th meeting I provided you all an update on the organizational and financial position of Riverfest. At the meeting, we determined that we'd issue a press release sharing the information with the community and come back at our next meeting to discuss any input received from the public and determine our next steps. A press release was issued via social media, the website and local newspaper (although the newspaper version was different than what the city issued). As a result, we've received some feedback and that is below for your consideration. The topic will be on the agenda for potential action in the event we feel like we've landed on a plan.

Feedback:

1. Are fireworks needed? Can they be cut out?
2. Have more kid friendly activities outside of the carnival.
3. Have donation jars at the food tents.
4. Charge for wristbands for drinking and then you wouldn't need security to check IDs.
5. Have more VIP/sponsor tents close to the stage that people pay for.
6. Ask for people to sponsor things like the stage, music, etc.
7. Bring in local bands to play.
 - a. Ask Dodge Co. Fair and other places that carry live music for ideas.
8. Have sports events at the softball field.
9. Committees
 - a. Have the SIDC help with Riverfest. Have it be part of their job. Bring on people from tourism.
 - b. Rotate people on the various committees so they aren't responsible every year.
 - c. Use vendors for a food committee, pop sponsors for beverage committee.



- i. Have local food carts come in
 - ii. Have local places like Tyrannena, Hubbleton, (beer) Lewis Station, and Draegers (wine) come in to serve their products.
10. Move Riverfest to the downtown square.
11. Have a refillable souvenir mug that offers discounts on refills.

Thank you,

Mayor McFarland

B. VACATION

Full-time and eligible part-time Employees, except employees in the Fire Department who work on a platoon basis, shall earn vacation days in accordance with their continuous service with the City. At the time of hiring, employees shall receive credit for the number of years of applicable service with their previous employer(s) as verified by the Wisconsin Retirement System, other public pension systems, or private employers. Human Resources shall determine what employment counts as verifiable service under this policy. Employees will be allotted a prorated amount of vacation days based on their classification as exempt or non-exempt and on the number of weeks worked from their date of hire through December 31st.

On January 1 of each year all employees will be allotted the annual amount of vacation days based on their classification as exempt or non-exempt. At the time an employee separates from the City, whether voluntary or involuntary, the employee's unearned vacation will be reduced from their allotted vacation account. Unearned vacation will be based on the number of weeks between the employee's separation date and December 31st of that year.

Vacation schedules, including the number of employees able to be on vacation at the same time; when any employee shall be allowed to take a vacation; and the use of any unearned vacation time shall be established and approved by the department head or his or her representative. Vacations must be taken in segments as authorized by the department head.

If vacation is not used within the year it is earned, it may be carried over into the following year. Full-time and eligible part-time employees may carry over up to five (5) days of vacation leave per calendar year. All vacation carried over must be used by March 31st of the following year. A request for vacation carryover form must be provided to the department head by December 1st every year. Any remaining vacation time in excess of five (5) days will be forfeited, absent express written approval of the Mayor for good cause. In the case of department heads, approval is given by the Mayor.

Any employee who separates employment for any reason will be entitled to pay for all unused, earned vacation from January 1 to the date of termination. Refer to Final Pay section. Vacation shall not accrue during any period of unpaid leave except in the cases of military leave. Any employee who separates employment for any reason and who has used unearned vacation time will reimburse the City for the unearned vacation time previously paid by the City.

Upon a promotion from a non-exempt to an exempt position, the employee will be credited experience to the maximum number of hours for their verified years of service.

Full-time, Non-Exempt Employees

Non-exempt employees regularly working forty (40) hours per week shall receive annual vacation allotments based on continuous years of service as follows:

During 1-2 years of service 10 days

During the 3-4 years of service 12 days

During the 5-6 years of service 13 days

During the 7-9 years of service 15 days

During the 10-11 years of service 17 days

During the 12-13 years of service 18 days

During the 14-16 years of service 20 days

During the 17-18 years of service 22 days

During the 19-20 years of service 23 days

During the 21+ years of service 25 days

Part-time, Non-Exempt Employees

Regular part-time employees working at least twenty (20) hours or more per week shall earn a prorated amount of paid vacation in accordance with the schedule provided above for full-time employees. Employees that work thirty (30) hours or more, but less than forty (40) hours will earn vacation at the rate of 75% of the full-time vacation allowance. Employees that work twenty (20) hours or more, but less than thirty (30) hours will earn vacation at the rate of 50% of the full-time vacation allowance. Employees that work less than twenty (20) hours will not be eligible for vacation allowance.

Salaried, Exempt Employees

Exempt employees regularly working at least forty (40) hours per week shall receive annual vacation allotments based on continuous years of service as follows:

During the first 8 years of service 15 days

During the 9-15 years of service 20 days

During the 16+ years of service 25 days

Fire Department Battalion Chiefs and Police Sergeants

Fire Department employees working on a platoon basis, whether or not represented by a collecting bargaining unit, and Police Sergeants shall be entitled to annual vacations amounts based on years of service as identified in the contracts of the representative employees of their respective departments.

Dispatch/Communications Center

All personnel in the Dispatch/Communications Center shall be entitled to vacation time as listed for Full-Time, Non-Exempt Employees. However, the days of vacation shall be based on a workday of 8.25 hours.

Final Pay

An employee who resigns or is discharged will be paid through the last physical day of work, plus any unused comp time or prorated earned vacation time, less any other agreements the employee may have with the City, in compliance with state laws. This does not apply to promotions.

Benefit time such as unused earned vacation or accumulated comp time cannot be used to extend the termination date. Used and unearned vacation time will be recouped by the City. Remaining earned benefit time, with the exception of sick leave, will be paid out on the employee's final pay date if the employee was employed for at least one year.

Termination for the purpose of retirement must be consistent with the terms set forth by the Department of Employee Trust Funds. In this instance, the employee may choose to extend the date of retirement from the last physical workday by using unused and earned benefit time, with the exception of sick leave. To be eligible to extend the date of retirement, an employee must have worked for the City for a minimum of five consecutive years in a regular part-time or full-time capacity and provide correspondence from ETF confirming the retirement date.

In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required under state law.



Watertown Fire Department

Section 3, Item E.

106 Jones Street, Watertown, WI 53094 • 920-261-3610 • 920-261-7527 fax
www.watertownfiredept.com

2023 Contract for the Provision of EMS Coverage for the Township of Lebanon

1. The City of Watertown Fire Department will provide EMS coverage to the Township of Lebanon by providing one ambulance staffed with two personnel that will be dispatched from the Watertown Fire Department for EMS calls.
2. The City's Fire Department will bill separately for emergency medical transport and paramedic services rendered under this contract in the same manner as are billed to City of Watertown residents, and any other recovery cost as allowed by law.
3. Patients will be transported to the closest, most appropriate hospital.
4. Lebanon will cross credential emergency medical personnel with Watertown Fire Department.
5. In the event the Watertown Fire Department is committed to previously received requests for the service and is unable to respond, mutual aid agencies will be contracted and dispatched for the call and will not be considered a breach of contract.
 - a. The Township of Lebanon will pay the City of Watertown an annual fee of \$54,000 (Fifty-four thousand dollars) for EMS coverage for 2023.
6. This contract may be canceled at any time with sixty (60) days written notice to the other party.
7. The township shall make payments for the contract year referenced above as follows: fifty percent (50%) of the contracted price shall be paid on or before February 28th of the contract year and the remaining fifty percent (50%) of the contracted price shall be paid on or before August 31st of the contract year. Invoices requesting payment by the townships shall be provided by the City by February 1 and August 1 of the contract year.
8. To help with budget planning, any successor agreements should be negotiated by October 1, 2023.
9. This contract will begin on January 1, 2023.

Signed

Emily McFarland, Mayor

Date

Greg Frederick, Chairperson

Date

City of Watertown

Town of Lebanon

**RESOLUTION TO
AMEND CITY OF WATERTOWN GENERAL FUND BUDGET
2022**

Section 3, Item F.

**SPONSOR: ALDERPERSON LICHT
FROM: PARKS, RECREATION, & FORESTRY**

WHEREAS, the City of Watertown budgeted \$38,000.00 for the purchase of a new ¾ ton pickup truck for the Park Department; and,

WHEREAS, the City obtained three quotes for the pickup truck which ranged from \$42,173.00 to \$51,030.00; and,

WHEREAS, the City wishes to select the lowest quote which meets its needs for the pickup truck which was from Ewald Automotive Group for \$42,173.00: and,

WHEREAS, Funds are available within the Parks, Recreation, & Forestry budget to reallocate funds for its needs; and,

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 enter into a purchase agreement for the 2022 pickup truck from Ewald Automotive Group for \$42,173, to be funded \$38,000 from Parks – Capital Projects [05-55-41-70] and \$4,173 from Parks Capital Outlay [01-55-41-60], and that the 2022 budget be amended as detailed below to allow this purchase.

That the 2022 City of Watertown Budget be amended as detailed below:

	Amount		Acct #	Acct Description
From:	\$	4,173.00	01-55-41-42	Parks – Equipment Repairs
		\$	4,173.00	
Total FR:		\$	4,173.00	
To:	\$	4,173.00	01-55-41-60	Park – Capital Outlay
		\$	4,173.00	
Total TO:		\$	4,173.00	

	YES	NO
DAVIS		
WENDT		
RUETTEN		
BARTZ		
LICHT		
WAGNER		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

Section 3, Item F.

ADOPTED October 24, 2022

CITY CLERK/TREASURER

APPROVED October 24, 2022

MAYOR

(March 1, 2022) Exhibit #XXXX

RESOLUTION TO REPAIR AQUATIC CENTER SLIDES AND PLATFORMS

SPONSOR: ALTERPERSON LICHT
FROM: PARKS, RECREATION, AND FORESTRY COMMISSION

WHEREAS, the following quote was received by the Parks, Recreation, and Forestry Department to restore damage, aging and rust-outs on slide platforms, interior and exterior of the slides, update handrails, and toddler slide at the Watertown Aquatic Center; and,

WHEREAS, the department would like to accept this quote as Fischer Bros. is the only slide restoration company in Wisconsin and the only slide restoration company that was willing to make a site visit to assess damages; and,

WHEREAS, the quote from Fischer Bros. for \$137,562 was chosen. They are requesting a 35% deposit down of \$48,146.70 to initiate work in 2022.

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 start restoration of the Watertown Aquatic Center slides, platforms, and handrails when the 2023 budget is approved by contracting with Fischer Bros. and providing a down payment of \$48,146.70, posted to Prepaid Expenses (05-16-22-00).

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED Type meeting date

CITY CLERK

APPROVED Type meeting date

MAYOR

Stacy Winkelman
Interim Supt/Office Manager

Jason Heller
Interim Foreman/Equip Operator

Jane Flanigan
Admin Asst

TO: Mayor McFarland & Finance Committee
FROM: Stacy Winkelman
RE: Agenda Item
DATE: November 15, 2022

Mayor McFarland & Committee Members:

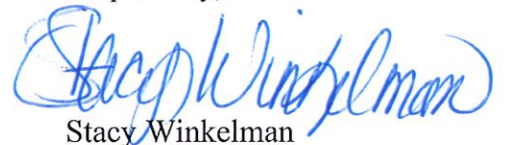
I have one item on the agenda for your review and approval. It is regarding filling a vacant solid waste position.

We have had an opening in this division for a very long time. We filled it and that person left after two weeks. We then found another candidate who was brought to your committee, however after making an offer to him he never returned any calls or emails. We have continued our search and are bringing another candidate for your approval. We are recommending hiring Philip Rhodes at Grade G Step 1 \$21.19 per hour.

Philip does not have a CDL but has strong mechanical skills as he was formerly a mechanic for many years. I am in contact with Badger CDL to ensure he will be able to attend their course to obtain a CDL. His positive attitude and easy-going demeanor will be a welcome addition to our division.

Please feel free to contact me if you have any questions or concerns.

Respectfully,



Stacy Winkelman
Interim Supt/Office Manager

Enclosures

Candidate Selection Form

POSITION TITLE Solid Waste Route DEPARTMENT DPW-Street/Solid Waste Division

NEW POSITION VACANCY X RECLASS # OF APPLICANTS: 21(on going)

FT X PT EXEMPT NONEXEMPT

Reason for opening:

Opening due to solid waste employee leaving the City.

Justification to fill:

Need to be at full staff for efficient pickup of weekly recycling and solid waste routes

Top three responsibilities for position:

Daily route collection of solid waste and recycling
Organize for shipment electronics dropped off at site
Organize for shipment mattresses dropped off at site

CANDIDATE NAME: Philip Rhodes

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Has mechanical experience and good knowledge of trucks/equipment. Exhibited a positive attitude and willingness to be part of a team.

Date Available to start:	2 Weeks	Grade	G	Step	1	Hourly Rate	\$21.19
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FIRST ALTERNATE:

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Date Available to start:		Grade		Step		Hourly Rate	
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SECOND ALTERNATE:

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Date Available to start:		Grade		Step		Hourly Rate	
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Approved Yes No

Jaynellen J. Holloway, P.E.
920.262.4050

Andrew Beyer, P.E.
920.262.4052

Maureen McBroom, ENV SP
920-262-4036

Ritchie M. Piltz
920.262.4034

Secretary, Wanda Fredrick
920.262.4368

MEMO

TO: Mayor McFarland and Committee Members
FROM: Jaynellen J. Holloway, P.E.
DATE: November 10, 2022
RE: Finance Committee Agenda Narrative for November 21, 2022

Agenda Items:

Review and take possible action: Adjustment of 2022 Payroll Resolution to add Operations Manager at Grade R

BACKGROUND

Review and take possible action: Adjustment of 2022 Payroll Resolution to add Operations Manager at Grade R: The Public Works Director/City Engineer recently sent to Carlson Dettmann all three restructured Street/Solid Waste Division of the Public Works Department positions to be reviewed and have Grades determined. Those positions Operations Manager, Assistant Operations Manager, and Working Foreman. Carlson Dettmann reviewed and sent their recommendation to set the grades as follows: Operations Manager be set at Grade R; Assistant Operations Manager set at Grade M; and the Working Foreman be set at Grade J.

Attachments:

Review and take possible action: Adjustment of 2022 Payroll Resolution to add Operations Manager at Grade R:

- Carlson Dettmann Review Letter
- Draft Resolution

**RESOLUTION TO
ADJUST 2022 PAYROLL RESOLUTION TO ADD
OPERATIONS MANAGER AT GRADE R**

**SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, the City of Watertown Public Works Director/City Engineer recently had the three restructured Street and Solid Waste Division of the Public Works Department positions reviewed by Carlson Dettmann to determine what grade the new Operations Manager position should be set at; and,

WHEREAS, Carlson Dettmann set the grade for the new Operations Manager at Grade R; and,

WHEREAS, the new position needs to be established on the 2022 Payroll resolution; and,

WHEREAS, this has been brought before the Finance Committee and the Finance Committee approves this modification and makes recommendation to the Common Council to also approve the Operations Manager be shown under the City of Watertown Street and Solid Waste Division of the Public Works Department at a Grade R in the 2022 payroll resolution as the sponsoring division.

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

That the 2022 payroll resolution be amended to add the Operations Manager position be placed under the City of Watertown Street and Solid Waste Division of the Public Works Department as the sponsoring division and that the position is assigned a Grade R effective immediately.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED November 29, 2022

CITY CLERK/TREASURER

APPROVED November 29, 2022

MAYOR

Jaynellen J. Holloway, P.E.
920.262.4050

Andrew Beyer, P.E.
920.262.4052

Maureen McBroom, ENV SP
920-262-4036

Ritchie M. Piltz
920.262.4034

Secretary, Wanda Fredrick
920.262.4368

MEMO

TO: Mayor McFarland and Committee Members
FROM: Jaynellen J. Holloway, P.E.
DATE: November 10, 2022
RE: Finance Committee Agenda Narrative for November 21, 2022

Agenda Items:

Review and take possible action: Adjustment of 2022 Payroll Resolution to add Assistant Operations Manager at Grade M

BACKGROUND

Review and take possible action: Adjustment of 2022 Payroll Resolution to add Assistant Operations Manager at Grade M: The Public Works Director/City Engineer recently sent to Carlson Dettmann all three restructured Street/Solid Waste Division of the Public Works Department positions to be reviewed and have Grades determined. Those positions Operations Manager, Assistant Operations Manager, and Working Foreman. Carlson Dettmann reviewed and sent their recommendation to set the grades as follows: Operations Manager be set at Grade R; Assistant Operations Manager set at Grade M; and the Working Foreman be set at Grade J.

Attachments:

Review and take possible action: Adjustment of 2022 Payroll Resolution to add Assistant Operations Manager at Grade M:
- Draft Resolution

RESOLUTION TO ADJUST 2022 PAYROLL RESOLUTION TO ADD ASSISTANT OPERATIONS MANAGER AT GRADE M

**SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, the City of Watertown Public Works Director/City Engineer recently had the three restructured Street and Solid Waste Division of the Public Works Department positions reviewed by Carlson Dettmann to determine what grade the new Assistant Operations Manager position should be set at; and,

WHEREAS, Carlson Dettmann set the grade for the new Assistant Operations Manager at Grade M; and,

WHEREAS, the new position needs to be established on the 2022 Payroll resolution; and,

WHEREAS, this has been brought before the Finance Committee and the Finance Committee approves this modification and makes recommendation to the Common Council to also approve the Assistant Operations Manager be shown under the City of Watertown Street and Solid Waste Division of the Public Works Department at a Grade M in the 2022 payroll resolution as the sponsoring division.

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

That the 2022 payroll resolution be amended to add the Assistant Operations Manager position be placed under the City of Watertown Street and Solid Waste Division of the Public Works Department as the sponsoring division and that the position is assigned a Grade M effective immediately.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED November 29, 2022

CITY CLERK/TREASURER

APPROVED November 29, 2022

MAYOR

Jaynellen J. Holloway, P.E.
920.262.4050

Andrew Beyer, P.E.
920.262.4052

Maureen McBroom, ENV SP
920-262-4036

Ritchie M. Piltz
920.262.4034

Secretary, Wanda Fredrick
920.262.4368

MEMO

TO: Mayor McFarland and Committee Members
FROM: Jaynellen J. Holloway, P.E.
DATE: November 10, 2022
RE: Finance Committee Agenda Narrative for November 21, 2022

Agenda Items:

Review and take possible action: Adjustment of 2022 Payroll Resolution to add Working Foreman at Grade J

BACKGROUND

Review and take possible action: Adjustment of 2022 Payroll Resolution to add Working Foreman at Grade J:
The Public Works Director/City Engineer recently sent to Carlson Dettmann all three restructured Street/Solid Waste Division of the Public Works Department positions to be reviewed and have Grades determined. Those positions Operations Manager, Assistant Operations Manager, and Working Foreman. Carlson Dettmann reviewed and sent their recommendation to set the grades as follows: Operations Manager be set at Grade R; Assistant Operations Manager set at Grade M; and the Working Foreman be set at Grade J.

Attachments:

Review and take possible action: Adjustment of 2022 Payroll Resolution to add Working Foreman at Grade J:
- Draft Resolution

**RESOLUTION TO
ADJUST 2022 PAYROLL RESOLUTION TO ADD
WORKING FOREMAN AT GRADE J**

**SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, the City of Watertown Public Works Director/City Engineer recently had the three restructured Street and Solid Waste Division of the Public Works Department positions reviewed by Carlson Dettmann to determine what grade the new Working Foreman position should be set at; and,

WHEREAS, Carlson Dettmann set the grade for the new Working Foreman at Grade J; and,

WHEREAS, the new position needs to be established on the 2022 Payroll resolution; and,

WHEREAS, this has been brought before the Finance Committee and the Finance Committee approves this modification and makes recommendation to the Common Council to also approve the Working Foreman be shown under the City of Watertown Street and Solid Waste Division of the Public Works Department at a Grade J in the 2022 payroll resolution as the sponsoring division.

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

That the 2022 payroll resolution be amended to add the Working Foreman position be placed under the City of Watertown Street and Solid Waste Division of the Public Works Department as the sponsoring division and that the position is assigned a Grade J effective immediately.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED November 29, 2022

CITY CLERK/TREASURER

APPROVED November 29, 2022

MAYOR

**RESOLUTION TO
APPLY FOR CAPITAL GRANT FROM DEPARTMENT OF
TRANSPORTATION FOR FLEET PURCHASES FOR
SHARED-RIDE TAXI SERVICE**

**SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, the City of Watertown began operation of a shared-ride taxi service beginning January 1, 1994; and,

WHEREAS, the fleet used for shared-ride taxi service is in need of updated vehicles; and,

WHEREAS, the application for Federal funding for such purposes must be made on or before December 09, 2022.

**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 apply for a capital grant for 2023 in the estimated amount of \$70,000 with the City's share expected to be 20% for which the City will appropriate the level of funding necessary. The grant funds will be used to purchase one Non - ADA Mini-Van OR one ADA Mini-Van.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 6, 2022

CITY CLERK

APPROVED December 6, 2022

MAYOR

RESOLUTION TO APPLY FOR OPERATING GRANT FROM DEPARTMENT OF TRANSPORTATION FOR SHARED-RIDE TAXI SERVICE

**SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, the City of Watertown began operation of a shared-ride taxi service beginning January 1, 1994; and,

WHEREAS, it is necessary for the City of Watertown to submit a request for State and Federal funding in support of the shared-ride taxi service annually and such application is due by December 09, 2022; and,

WHEREAS, the City bid accepted proposals for a shared-ride taxi service provider in 2020 for the two-year period of January 1, 2021 through December 31, 2022 with three one-year options to follow and a resolution approving the contract for shared-ride taxi service was approved by the Common Council on December 1, 2020; and,

WHEREAS, the City approved the Exercise of Options Year Three for a shared-ride taxi service on October 18, 2022 with Passenger Transit Inc.

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 apply for an operating assistance grant through the Wisconsin Department of Transportation for year 2023 in an amount of \$514,173.00.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 6, 2022

CITY CLERK

APPROVED December 6, 2022

MAYOR