



**FINANCE COMMITTEE MEETING - SPECIAL AMENDED AGENDA**

**WEDNESDAY, OCTOBER 12, 2022 AT 5:00 PM**

**MUNICIPAL BUILDING BASEMENT – 106 JONES STREET, WATERTOWN, WI 53094 ROOM 008**

**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. BUDGET PRESENTATIONS AND DISCUSSIONS**

- A. BS&Z, Planning and Development
- B. Park Dept., Park Garage, Forestry
- C. Recreation, Aquatic Center, Indoor Pool, Senior Center, Developer Parks
- D. PD/Crossing Guard/Dispatch/Municipal Building
- E. FD/Emergency Government

**3. BUSINESS**

- A. Review and take possible action: Adjustment of 2022 Payroll Resolution to add Public Works Project Manager at Grade M
- B. Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Stormwater Project Manager to Grade M
- C. Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Assistant City Engineer to Grade Q
- D. Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Zoning Administrator to Grade N

**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](mailto: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*

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: October 4, 2022  
RE: Finance Committee Agenda Narrative for October 10, 2022

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### Agenda Items:

Review and take possible action: Adjustment of 2022 Payroll Resolution to add Public Works Project Manager at Grade M

### BACKGROUND

Review and take possible action: Adjustment of 2022 Payroll Resolution to add Public Works Project Manager at Grade M: The Engineering Division of the Public Works Department recently sent to Carlson Dettmann all three project manager positions to be reviewed and have Grades determined. Carlson Dettmann reviewed and sent their recommendation to set the grades as follows: Existing Engineering Project Manager remain at Grade N; existing Stormwater Project Manager be adjusted from a Grade L to a Grade M; and the new Public Works Project Manager be set at Grade M.

### Attachments:

Review and take possible action: Adjustment of 2022 Payroll Resolution to add Public Works Project Manager at Grade M:

- Draft Resolution

**RESOLUTION TO  
ADJUST 2022 PAYROLL RESOLUTION TO ADD PUBLIC WORKS  
PROJECT MANAGER AT GRADE M**

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

**WHEREAS**, the City of Watertown Engineering Division recently had the three Project Manager positions reviewed by Carlson Dettmann to determine what grade the new Public Works Project Manager position should be set at; and,

**WHEREAS**, Carlson Dettmann set the grade for the new Public Works Project 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 Public Works Project 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 Public Works Project 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 October 18, 2022

\_\_\_\_\_  
CITY CLERK/TREASURER

APPROVED October 18, 2022

\_\_\_\_\_  
MAYOR

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DATE: October 4, 2022  
RE: Finance Committee Agenda Narrative for October 10, 2022

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### Agenda Items:

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Stormwater Project Manager to Grade M

### BACKGROUND

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Stormwater Project Manager to Grade M: The Engineering Division of the Public Works Department recently sent to Carlson Dettmann all three project manager positions to be reviewed and have Grades determined. Carlson Dettmann reviewed and sent their recommendation to set the grades as follows: Existing Engineering Project Manager remain at Grade N; existing Stormwater Project Manager be adjusted from a Grade L to a Grade M; and the new Public Works Project Manager be set at Grade M.

### Attachments:

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Stormwater Project Manager to Grade M:  
- Draft Resolution

**RESOLUTION TO  
ADJUST 2022 PAYROLL RESOLUTION TO SET STORMWATER  
PROJECT MANAGER AT GRADE M**

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

**WHEREAS**, the City of Watertown Engineering Division recently had the three Project Manager positions reviewed by Carlson Dettmann to determine what grade the new Public Works Project Manager position should be set at; and,

**WHEREAS**, Carlson Dettmann set the grade of the existing Stormwater Project Manager at Grade M, where it is currently at a Grade L; and,

**WHEREAS**, the adjusted grade needs to be revised 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 approve the Stormwater Project Manager under the City of Watertown Engineering Division of the Public Works Department be adjusted to Grade M in the 2022 payroll resolution.

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

That the 2022 payroll resolution be amended to adjust the Stormwater Project Manager position under the City of Watertown Engineering Division of the Public Works Department to Grade M effective immediately.

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

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DATE: October 4, 2022  
RE: Finance Committee Agenda Narrative for October 12, 2022

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### Agenda Items:

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Assistant City Engineer to Grade Q

### BACKGROUND

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Assistant City Engineer to Grade Q: Under the creation of the Public Works Department organizational chart, the Assistant City Engineer took on additional duties and responsibilities, but his job description was never updated and forwarded onto Carlson Dettmann to be reviewed. My bad. With departure of the Zoning & Floodplain Administrator, I revised the job descriptions of both the Zoning & Floodplain Administrator and the Assistant City Engineer to reflect the new duties and responsibilities of the positions under the Public Works Department organizational chart and forwarded them onto Carlson Dettmann for review and grading. Carlson Dettmann reviewed and sent their recommendation to adjust the grade of the Assistant City Engineer from an P to an Q.

### Attachments:

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Assistant City Engineer to Grade Q:

- Draft Resolution

# RESOLUTION TO ADJUST 2022 PAYROLL RESOLUTION TO SET ASSISTANT CITY ENGINEER AT GRADE Q

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

**WHEREAS**, the City of Watertown Engineering Division recently had the Assistant City Engineer position reviewed by Carlson Dettmann to determine what grade the revised job description for the Assistant City Engineer position should be set at; and,

**WHEREAS**, Carlson Dettmann adjusted the grade of the Assistant City Engineer from a Grade P to a Grade Q; and,

**WHEREAS**, the adjusted grade needs to be revised 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 approve the Assistant City Engineer under the City of Watertown Engineering Division of the Public Works Department be adjusted to Grade Q in the 2022 payroll resolution.

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

That the 2022 payroll resolution be amended to adjust the Assistant City Engineer position under the City of Watertown Engineering Division of the Public Works Department to Grade Q effective immediately.

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

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### Agenda Items:

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Zoning & Floodplain Administrator to Grade N

### BACKGROUND

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Zoning & Floodplain Administrator to Grade N: With the departure of the current Zoning & Floodplain Administrator, and in light that the job description had changed under the creation of the Public Works Department organizational chart, I revised the job description to reflect the new duties and responsibilities of the position under the Public Works Department organizational chart and forwarded it onto Carlson Dettmann for review and grading. Carlson Dettmann reviewed and sent their recommendation to adjust the grade from an M to an N. We are currently advertising for the position, but to date we have not received any applicants.

### Attachments:

Review and take possible action: Adjustment of 2022 Payroll Resolution to adjust Zoning & Floodplain Administrator to Grade N:

- Draft Resolution



**RESOLUTION TO  
ADJUST 2022 PAYROLL RESOLUTION TO SET ZONING &  
FLOODPLAIN ADMINISTRATOR AT GRADE N**

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

**WHEREAS**, the City of Watertown Public Works Director/City Engineer recently had the Zoning & Floodplain Administrator position reviewed by Carlson Dettmann to determine what grade the revised job description for the Zoning & Floodplain Administrator position should be set at; and,

**WHEREAS**, Carlson Dettmann adjusted the grade of the Zoning & Floodplain Administrator from a Grade M to a Grade N; and,

**WHEREAS**, the adjusted grade needs to be revised 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 approve the Zoning & Floodplain Administrator under the City of Watertown Building, Safety & Zoning Division of the Public Works Department be adjusted to Grade N in the 2022 payroll resolution.

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

That the 2022 payroll resolution be amended to adjust the Zoning & Floodplain Administrator position under the City of Watertown Building, Safety & Zoning Division of the Public Works Department to Grade N effective immediately.

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