



FINANCE COMMITTEE MEETING AGENDA

MONDAY, FEBRUARY 12, 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. Finance Committee minutes from January 22, 2024

3. BUSINESS

- A. Review and recommend: Resolution providing for the sale of approximately \$3,120,000 General Obligation Promissory Notes
- B. Review and recommend: Resolution providing for the sale of approximately \$14,695,000 Note Anticipation Notes
- C. Review and take possible action: Change Orders No. 1 through No. 3 - Masonic Temple Stabilization Project with McMullen & Pitz for \$232,558.19
- D. Review and take possible action: Submit DOA Grant Application for Fire Station Training Tower funding
- E. Review and discuss: Promotion of Jonathan Caucutt from Detective Sergeant to Captain
- F. Review and take action: write off uncollectable personal property
- G. Review and take action: Extraordinary Fee Schedule for Special Events
- H. Convene into closed session per Wis. Stat. Sec. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (A.H. and G.D.)
- I. Reconvene into open session
- J. Review and take action: Hiring of Amber Haumschild

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, JANUARY 22, 2024, AT 5:30 PM

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

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

Others present: Finance Director Stevens, Attorney Chesebro, Assistant Engineer Beyer, Street Operations Manager Winkelman (video), Park/Rec Director Butteris (video), Lisa Schwartz

1. Call to order. Mayor McFarland called the meeting to order at 5:34 p.m.
2. Ald. Lampe, seconded by Ald. Bartz, motioned to approve the **minutes from the January 8 meeting**. Unanimously approved.
3. Park/Rec Director Butteris updated the committee that the **review of the job description for the arborist position** was graded the same (grade H) as the assistant city forester.
4. Finance Director Stevens presented the recommendation to **lease approximately 20 acres of agricultural land** near the airport to the sole bidder, Rosy-Lane Holsteins, at the offer of \$220/acre (\$4,440 for plot). Ald. Davis, supported by Ald. Lampe, approved moving forward with this lease offering. Unanimously approved.
5. Ald. Davis provided a memo of explanation for the **Special Event ordinance's related application fee and extraordinary services fee schedule** with some suggested modifications from the Public Safety & Welfare Committee's recommendations. The Finance Committee came to consensus on a few items (increase application fee from \$25 to \$50 for the first application submitted by an applicant and a \$35 fee for any subsequent applications within the calendar year, apply a 15% administrative fee to total costs of the extraordinary services and equipment with a waiver for nonprofit organizations), and asked for other adjustments to be made on the fee schedule for a future approval.
6. Finance Director Stevens presented an **estimate of the General Fund [01] income statement for 2023**. The budget was established to decrease fund balance by \$820,522; the initial calculations appear to be show the year may end at a break-even or possibly a net increase.
7. Ald. Bartz, seconded by Ald. Moldenhauer, motioned to convene into **closed session** per Wis. Stat. Sec. 19.85(1)(C) to Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body. **(A.B.)**. Unanimously approved via roll call vote.
8. The meeting reconvened to open session.
9. Ald. Lampe, seconded by Ald. Davis, moved to **hire Andrew Beyer as Director of Public Works** in accordance with closed session decisions. Unanimously approved.
10. Ald. Lampe, seconded by Ald. Bartz, motioned to convene into **closed session** per Wis. Stat. Sec. 19.85(1)(e) to Deliberate or negotiate 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 (**SW neighborhood development of Watertown Health Foundation property**). Unanimously approved via roll call vote.
11. The meeting reconvened to open session.

12. Ald. Moldenhauer, seconded by Ald. Bartz, motioned to convene into **closed session** per Wis. Stat. Sec. 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 (**P. Byers v. City, J. Shaffer v. City and D. Veierstahler v. City**). Unanimously approved via roll call vote.

13. The meeting reconvened to open session.

14. Adjournment. Ald. Bartz moved to adjourn at 7:28 p.m., seconded by Ald. Davis, 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.

Resolution No. _____

**RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$3,120,000 GENERAL OBLIGATION PROMISSORY NOTES**

WHEREAS the City of Watertown, Jefferson and Dodge Counties, Wisconsin (the "City") is presently in need of approximately \$3,120,000 for public purposes, including paying the cost of street, bridge and sidewalk projects, storm water improvements, park projects, aquatic center, seawall and dam projects, improvements to public buildings and structures, and the acquisition of vehicles and equipment (collectively, the "Project"); and

WHEREAS it is desirable to borrow said funds through the issuance of general obligation promissory notes pursuant to Chapter 67, Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Issuance of the Notes. The City shall issue its General Obligation Promissory Notes in the amount of approximately \$3,120,000 (the "Notes") for the purposes above specified.

Section 2. Sale of the Notes. The Common Council hereby authorizes and directs the officers of the City to take all actions necessary to negotiate the sale of the Notes to Robert W. Baird & Co. Incorporated ("Baird"). At a subsequent meeting, the Common Council shall take further action to approve the details of the Notes and authorize the sale of the Notes.

Section 3. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by Baird. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Section 4. Reimbursement. The Common Council hereby officially declares its intent pursuant to Treasury Regulation Section 1.150-2 to reimburse any expenditures made in connection with the Project prior to the issuance of the Notes with the proceeds of the Notes in an amount not to exceed \$3,120,000.

Adopted, approved and recorded February 20, 2024.

Emily McFarland
Mayor

ATTEST:

Megan W. Dunneisen
City Clerk

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$14,695,000 NOTE ANTICIPATION NOTES

WHEREAS the City of Watertown, Jefferson and Dodge Counties, Wisconsin (the "City") is presently in need of approximately \$14,695,000 for public purposes, including paying the cost of constructing and equipping a new fire station and campus (the "Project"); and

WHEREAS it is desirable to borrow said funds through the issuance of note anticipation notes pursuant to Chapter 67, Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Issuance of the Notes. The City shall issue its Note Anticipation Notes in the amount of approximately \$14,695,000 (the "Notes") for the purpose above specified.

Section 2. Sale of the Notes. The Common Council hereby authorizes and directs the officers of the City to take all actions necessary to negotiate the sale of the Notes to Robert W. Baird & Co. Incorporated ("Baird"). At a subsequent meeting, the Common Council shall take further action to approve the details of the Notes and authorize the sale of the Notes.

Section 3. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by Baird. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Section 4. Reimbursement. The Common Council hereby officially declares its intent pursuant to Treasury Regulation Section 1.150-2 to reimburse any expenditures made in connection with the Project prior to the issuance of the Notes with the proceeds of the Notes in an amount not to exceed \$14,695,000.

Adopted, approved and recorded February 20, 2024.

Emily McFarland
Mayor

ATTEST:

Megan W. Dunneisen
City Clerk

(SEAL)

MEMO

TO: Mayor McFarland and Committee Members
FROM: Andrew Beyer, P.E.
DATE: February 8, 2024
RE: February 12, 2024 Finance Committee Meeting

Review and take possible action: Change Orders No. 1 through No. 3 - Masonic Temple Stabilization Project with McMullen & Pitz for \$232,558.19

BACKGROUND

The City of Watertown has contracted with McMullen & Pitz of Manitowoc, WI to complete building stabilization work at 2 E. Main Street (Masonic Temple Building) in anticipation of the upcoming Main Street Bridge Replacement Project. The project consists of two distinct phases. McMullen & Pitz is under contract for Phase I of the project. Phase I scope of work largely includes installation of structural steel and installation of a soil stabilization system beneath the building's southern face.

Phase II scope of work includes demolition work at the bridge's northwest quadrant at 104 W. Main Street, and removal of the building encroachment to bedrock in two key locations at the bridge's northeast quadrant at 2 E. Main Street. Removal to bedrock will give assurances that the State's contractor can remove the existing bridge structure and install the eastern abutment of the new bridge. Through a coordinated effort with the Wisconsin Department of Transportation, removal of the encroachment to bedrock is to occur when the State's contractor has installed a cofferdam as part of the bridge project.

The City is in receipt of three change orders for the Masonic Temple Stabilization Project. Two of the change orders are associated with Phase I work with the remaining change order associated with Phase II work.

Change Order No. 1 (Phase I) is in the amount of \$37,380.00 and is associated with vibration and settlement monitoring of the Masonic Temple Building. This is a requirement of the State and is in the best interest of all involved parties.

Change Order No. 2 (Phase I) is in the amount of \$64,678.19 and is associated with unforeseen conditions found in the field and includes lead abatement of concealed steel beams, additional excavation work, dump truck rental, and masonry wall shoring.

Change Order No. 3 (Phase II) is in the amount of \$130,500.00 and will add Phase II Scope of Work to the contract with McMullen & Pitz.

Change Orders No. 1 through 3 will bring the contract price with McMullen & Pitz to a total of \$2,015,083.19 which exceeds the State's budgetary earmark by \$15,083.19. There is adequate funding available in the Bridge Repairs Reserve Account to cover the earmark exceedance associated with the change orders.

MEMO

TO: Mayor McFarland and Committee Members
FROM: Andrew Beyer, P.E.
DATE: February 8, 2024
RE: February 12, 2024 Finance Committee Meeting

Review and take possible action: Submit DOA Grant Application for Fire Station Training Tower funding

BACKGROUND

Review and take possible action: Submit DOA Grant Application for Fire Station Training Tower funding

2023 Wisconsin Act 19 established a non-state grant program through the State Department of Administration (DOA) which offers funding to non-state organizations for construction projects that benefit the broader public.

The Fire Department and the City's Engineering Division developed and submitted a grant application to assist in funding a new training tower at the new fire station. This competitive grant would be a 50/50 State/City cost share as follows:

State Funding: \$297,972.87
City Funding Match: \$297,972.87

Due to the grant submittal deadline, submittal of the application was not reviewed by the City's Finance Committee prior to submittal.

We are seeking approval "after the fact" to proceed with grant application review through the Department of Administration. If successful, the City's match would come from approved project funding.

DOA hasn't specified when grant awards will be announced.

**RESOLUTION TO
AUTHORIZE WRITE OFF OF
UNCOLLECTIBLE DELINQUENT PERSONAL PROPERTY TAXES**

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

WHEREAS, the following personal property tax accounts have become delinquent and collection efforts by the Finance Department have been unsuccessful; and

WHEREAS, in cases where allowed by Wis. Stats. §74.42, the Finance Department will pursue the chargeback process to recover amounts from other taxing jurisdictions that previously received settlement of their share of these personal property tax bills; and

WHEREAS, the Finance Committee has reviewed the list of outstanding amounts deemed uncollectible by the Finance Director, has been informed of collection efforts made on such accounts and has recommended writing off the remaining balances.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Watertown that the following delinquent personal property tax amounts be removed from the general ledger but collection efforts will continue where appropriate:

| Tax Year | Owner | Amount |
|-----------------|---------------------------------|------------------------|
| 2020 | Eve Photography | 25.68 |
| 2020 | Micronet Electronics | 20.55 |
| 2021 | Business & Tax Systems LLC | 49.39 |
| 2021 | Electro DJs | 20.80 |
| 2021 | Eve Photography | 26.01 |
| 2021 | Junior's Garage LLC | 28.59 |
| 2021 | The Closet Hanger | 26.01 |
| 2022 | Face and Skin LLC | 505.04 |
| 2022 | NUCO2 Supply LLC | 25.90 |
| 2022 | Breselows's Family Market | 596.52 |
| 2022 | ATT Hospitality LLC | 632.68 |
| 2022 | Jak's Korner Bar LLC | 72.31 |
| 2022 | NUCO2 Supply LLC | 74.12 |
| 2022 | Presto Cleaners | 16.27 |
| 2022 | Watertown Mart Inc | 1.95 |
| 2022 | Brent Hamann | 18.07 |
| 2022 | Wisocnsin Hearing Aid Center In | 12.65 |
| 2022 | Smokes 4 Less | 45.19 |
| 2022 | EYM Pizza of Wisconsin | 52.42 |
| 2022 | Three Ducks Pub LLC | 180.76 |
| | | <u><u>2,430.91</u></u> |

| | YES | NO |
|-----------------|-----|----|
| DAVIS | | |
| LAMPE | | |
| BOARD | | |
| BARTZ | | |
| BLANKE | | |
| SMITH | | |
| SCHMID | | |
| WETZEL | | |
| MOLDENHAUER | | |
| MAYOR MCFARLAND | | |
| TOTAL | | |

ADOPTED _____

CLERK

APPROVED _____

MAYOR

CITY OF WATERTOWN EXTRAORDINARY SERVICES FEE SCHEDULE (REV 2024)

| | | |
|--------------------------------------|---|---|
| Special Event Application Fee | \$50 -1st app for the year \$35 - each subsequent app for the year | ADMINISTRATIVE FEE There shall be an administrative fee of 15% of the total costs of the services for the processing, review and invoicing of the special event fees. <i>FEE WAIVED FOR NONPROFIT ORGANIZATIONS</i> |
|--------------------------------------|---|---|

DEFINITION

Extraordinary Services - Measurable financial costs which are ABOVE AND BEYOND the normal levels of public health and safety services on a nonevent day. Extraordinary services will normally be those services requiring city employees to be specifically assigned to tasks in support of the special event and/or those services resulting in overtime pay or similar costs which result from the event. Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.

| DEPARTMENT | REGULAR COST - annual wages, legally-required benefits and city portion of health/dental premiums | OVERTIME COST - Regular Cost X 1.5 | COST (flat fee) | DESCRIPTION OF COST |
|-------------------------------|---|------------------------------------|-----------------|---|
| | Per Hour Rates | | | |
| POLICE | | | | <i>**Police wages will increase in accordance to their union contract**</i> |
| Police Chief/Deputy Chief | 74.52 | | | Police Services for Special Event for Extraordinary Services |
| Police Captain | 66.77 | | | Police Services for Special Event for Extraordinary Services |
| Police Officer | 56.90 | 85.35 | | Police Services for Special Event for Extraordinary Services |
| Police Sergeant | 57.51 | 86.26 | | Police Services for Special Event for Extraordinary Services |
| Auxillary Officer | 16.56 | | | Police Services for Special Event for Extraordinary Services |
| Special Equipment | | | At cost | Special equipment deemed necessary for provisions of services to a Special Event shall be charged to the Event Sponsor at the City's actual cost. |
| STREETS | | | | |
| Street Manager/Supervisor | 53.52 | | | Streets Department Services for Special Event for Extraordinary Services |
| Street General Labor | 39.45 | 59.18 | | Streets Department Services for Special Event for Extraordinary Services |
| Solid Waste General Labor | 36.21 | 54.31 | | Streets Department Services for Special Event for Extraordinary Services |
| Placement of temporary signs | | | \$2 per sign | "No Parking" signs |
| Traffic Cones | | | \$1 per cone | |
| Class I & II Barricades | | | \$5 each | Fencing in certain areas, smaller in size |
| Class III Baricades and Signs | | | \$12 each | Type 3 barricades are most often used for road closings because of their bigger size and visibility |
| Special Equipment | | | At cost | Special equipment deemed necessary for provisions of services to a Special Event shall be charged to the Event Sponsor at the City's actual cost. |

| DEPARTMENT | REGULAR COST - annual wages, legally-required benefits and city portion of health/dental premiums | OVERTIME COST - Regular Cost X 1.5 | COST (flat fee) | DESCRIPTION OF COST |
|---|---|------------------------------------|------------------|---|
| | Per Hour Rates | | | |
| PARK & REC | | | | |
| Recreation Managers | 44.45 | | | |
| Parks General Full Time | 37.77 | 56.66 | | |
| Parks General Part Time | 13.00 | | | |
| The below are charged by Park & Rec with a Park Reservation. See separate Park & Rec Policy. | | | | |
| Park Rental | | | Per fee schedule | |
| Picnic Tables | | | \$10 each | When requested for outside of a park or additional are needed |
| Banquet tables | | | \$10 each | When requested for outside of a park or additional are needed |
| Benches | | | \$4 each | When requested for outside of a park or additional are needed |
| Trash Cans | | | \$4 each | If additional are needed |
| Bleachers (portable) | | | \$60 per set | |
| Excessive Cleaning | 100.00 | | | 2 -hour minimum charge |
| FIRE DEPT | | | | |
| Fire Chief/Deputy Chief | 73.50 | | | Fire Department Services for Special Event for Extraordinary Services |
| Fire Battalion Chief | 43.68 | 65.52 | | Fire Department Services for Special Event for Extraordinary Services |
| Firefighter | 32.54 | 48.81 | | Fire Department Services for Special Event for Extraordinary Services |
| HEALTH DEPT | | | | |
| Health Department primary responsibility is food inspections/licensing. See separate Health Department Schedule. | | | | |
| Health General Labor | 48.51 | 72.76 | | |
| Health Environmental | 44.56 | 66.85 | | |
| Health Emergency Prep | 49.22 | 73.83 | | |
| FINANCE | | | | |
| Finance Staff | 15% Administrative Fee | | | administration of the ordinance |
| OTHER PERSONNEL | | | | |

Costs for personnel, not specifically identified, providing extraordinary services in support of a Special Event shall be identified and calculated by the Finance Director using the same methodology as used for other similar identified employees

RESOLUTION TO

APPROVE SPECIAL EVENTS FEE SCHEDULE FOR EXTRAORDINARY SERVICES

SPONSOR: MAYOR MCFARLAND

FROM: FINANCE COMMITTEE

WHEREAS, the City of Watertown receives a variety of applications for special event permits for events including but not limited to run/walks, festivals, assemblies, carnivals, and other similar events;

WHEREAS, the City of Watertown employees may need to assist with such events outside of their normal job duties or provide City equipment or materials, resulting in increased costs to the City;

WHEREAS, the City desires to seek the reimbursement of such extraordinary costs and services;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:
That the City of Watertown approves the City of Watertown Special Events Fee Schedule for Extraordinary Services attached hereto as Exhibit A for the year 2024 and orders such fee schedule to be made available to the public on the City of Watertown website, the City Clerk’s office and any office in which such fees are imposed.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Clerk shall have the authority to correct any minor errors on the fee schedule, including but not limited to missing fees or incorrect references provided that such fees do not reflect an increase from what was originally included in the City of Watertown ordinances unless approved by the Common Council and such changes shall be reflected on the fee schedule.

That this Resolution shall be in full force and effect upon its passage and adoption.

| | YES | NO |
|-----------------|-----|----|
| DAVIS | | |
| LAMPE | | |
| BOARD | | |
| BARTZ | | |
| BLANKE | | |
| SMITH | | |
| SCHMID | | |
| WETZEL | | |
| MOLDENHAUER | | |
| MAYOR MCFARLAND | | |
| TOTAL | | |

ADOPTED Type meeting date

CITY CLERK

APPROVED Type meeting date

MAYOR