



FINANCE COMMITTEE MEETING AGENDA

MONDAY, MAY 22, 2023 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. Review and Approve: Minutes of May 8, 2023

3. BUSINESS

- A. Review and take possible action: Hire 2023 Engineering Intern
- B. Review and possible approval: transfer/hire of Jered Simes for the vacant streets general laborer position at Grade G Step 2 [\$22.12/hr]
- C. Review and take action: approve one-step adjustment for Rick Jirsa to Grade K Step 7.
- D. Review and take action: approve one-step adjustment for Brad Bertel to Grade G Step 4
- E. Review and Take Action: Hiring Cassie Muffler for Full-Time dispatch position
- F. Review and take possible action: EMS coverage for portions of the Township of Milford
- G. Review and take possible action: Award Landscape Architecture, Design, and Planning Services for the Downtown Main Street Reconstruction Project to Vandewalle & Associates/Ruekert & Mielke/Eye Level Studio for up to \$90,000
- H. Review and take possible action: YMCA Child Care Restricted Donation Agreement

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

MONDAY, MAY 08, 2023, 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 Mark Stevens, Attorney Steven Chesebro, Streets Operations Manager Stacy Winkelman, Chief Robert Kaminski, Lisa Schwartz, Jon Lange (YMCA)

Video participant: Public Works Director Jaynellen Holloway

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. Minutes from the **meeting of April 24** were presented. Ald Lampe moved, seconded by Ald Davis, to approve. Approved by voice vote.
3. The Parks, Recreation & Forestry director is requesting that **Peter Seibel be hired as Parks General Laborer** at Grade F Step 2 [\$20.11/hr]. Ald. Bartz made the motion, supported by Ald Moldenhauer, to approve as presented; all voted to approve the motion.
4. The Street Division Operations Manager is requesting to hire **Christopher LaCombe as Solid Waste Foreman** at Grade H Step 5 [\$26.15/hr]. Ald. Davis made the motion, seconded by Ald. Moldenhauer, to approve as presented; all voted to approve this hire.
5. Ms. Winkelman presented a memo of explanation that, due to a recent promotion within the Street Department, she is recommending **two employees have pay adjustments**:
 - a. **Keith Rein**: move from Grade H Step 3 [\$24.81/hr] to G/S H4 [\$25.48/hr]
 - b. **Lukas Saeger**: move from Grade H Step 2 [\$24.13] to G/S H3 [\$24.81/hr]

A motion was made by Ald. Lampe, seconded by Ald. Bartz, to approve as presented with a retroactive date of May 3 to coincide with the start date of the recent promotion. All approved.
6. Lisa Schwartz presented an **update for the employee handbook**:
 - a. **Addition of mental health** (with inclusion of definition) to workplace safety inclusion

A motion was offered by Ald. Davis, supported by Ald. Lampe, to approve as presented, and the committee approved via unanimous voice vote.
7. Attorney Chesebro presented an amendment to the **MOU between the City and Local 877 Firefighters Union** that clarifies the **vacation calculation and award process**. Ald. Lampe made the motion to approve to be retroactive to January 1, 2023 and that the changes be incorporated into the Collective Bargaining Agreement when it is renegotiated. This was seconded by Ald. Moldenhauer, and approved by unanimous voice vote.
8. The City Clerk has requested a resolution be recommended to the Council that designates the **Watertown Daily Times as the official city newspaper** until the third Tuesday of May 2024. Ald. Moldenhauer made this motion, supported by Ald. Davis, and all approved by voice vote.
9. Mayor McFarland described how the **allocation of \$400,000 ARPA funding towards addressing childcare needs** would aid in higher rates of pay for childcare employees, provide greater access to newborn/toddler care, and model an employer sponsored partial funding. An **agreement draft between City of Watertown and Watertown Area YMCA** was presented to lay out parameters

and expectations of the creation of a restricted fund at the Y. Questions were raised possible missing language that explains the Y's role as a manager of these funds for both its own use, but also other childcare facilities that work to meet the same parameters. A motion to table approval of the agreement until further clarifications can be added was made by Ald. Davis, supported by Ald. Moldenhauer. The motion carried on a 3/2 voice vote.

10. Ald. Bartz moved, seconded by Ald. Lampe, to move to **closed session** under 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. (**100 Western Ave., Watertown, WI 53094**). All elected to approve this motion via roll call vote.
11. The finance committee reconvened to open session.
12. Adjournment. Ald. Lamp moved to approve adjournment at 6:25, 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.

MEMO

TO: Mayor McFarland and Committee Members
FROM: Andrew Beyer, P.E.
DATE: May 17, 2023
RE: Finance Committee Agenda Narrative of May 22, 2023

Agenda Item:

Review and take possible action: Hire 2023 Engineering Intern

BACKGROUND

The Finance Committee had previously approved 2023 Summer Intern hires during its March 13, 2023 meeting. One of the approved summer intern hires has accepted another job opportunity leaving one 2023 intern position vacant. Working with HR, the open position was advertised in April. The Engineering Division is seeking permission to hire Ashley Zietlow at \$15/hr to fill the vacancy. Ashley will complete her junior year at UW-Platteville in May in the School of Civil and Environmental Engineering. Ashley has completed coursework relevant to the position (Elements of Surveying, Civil and Environmental Engineering Computer Applications, etc.) that will serve her well as an Engineering Intern.

Stacy Winkelman
Operations Manager

Matt Willmann
Asst. Operations Manager

Jane Flanigan
Admin. Asst.

Christopher Newberry
Public Works Project Mgr

Tom Nickels
Foreman

Jason Heller
Foreman

TO: Mayor McFarland & Finance Committee
FROM: Stacy Winkelman
RE: Agenda Items
DATE: May 17, 2023

Mayor McFarland & Committee Members:

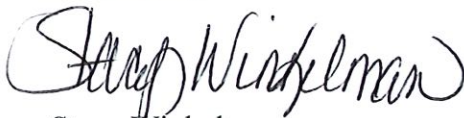
I have one item on the agenda for your approval. This is to fill the vacant street general laborer position due to a resignation. We had several people apply and we interviewed four people with another one scheduled for a later date. The reason we are still interviewing is because there is a second resignation, however that employee is still in our employment through May 25th so we thought we would take a little extra time and explore our options. Our choice for the first vacancy is Jered Simes, a current City of Watertown employee on our solid waste team, so we are very comfortable with that choice. Jered would remain at his current rate of pay of Grade G Step 2 \$22.12. I have attached a Candidate Selection Form for your review.

I realize that this now will leave a vacancy to fill on our solid waste team, but we will start work on that right away. Jered has already done snow plowing for us this past winter when we were short due to medical leaves for employees. He has expressed many times his interest in being on other crews and has a great positive attitude with many skills.

For the Committee's awareness it is my intention to bring other candidate choices for the second upcoming vacancy in streets to the June 12th Finance meeting and possibly a candidate for the solid waste position as well. Otherwise, we will shoot for the June 26th meeting for that one.

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

Respectfully,



Stacy Winkelman
DPW – Street/Solid Waste Division
Operations Manager

Enclosures

Candidate Selection Form

POSITION TITLE General Laborer DEPARTMENT DPW - Street/Solid Waste

NEW POSITION _____ VACANCY X RECLASS _____ # OF APPLICANTS: 14

FT X PT _____ EXEMPT _____ NONEXEMPT X

Reason for opening:

Resignation

Justification to fill:

This division needs to be at full staff to ensure that all services can be maintained and annual work completed.

Top three responsibilities for position:

Curbside brush chipping and leaf collection in season.
Street maintenance: patching, laborer for sign work, catch basin repairs, etc.
Snow and ice control.

CANDIDATE NAME: Jered Simes

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

Jered is a current employee of our team on the solid waste side. He has subbed many times on snow and ice control over this past winter and knows how the division works. He possesses a great "go get em" attitude and his work ethic is very good.

Date Available to start:	Immediately	Grade	G	Step	2	Hourly Rate	\$22.12
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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	
--------------------------	--	-------	--	------	--	-------------	--

Approved Yes _____ No _____



Water Systems

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

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

05/17/2023

Re: Water System agenda items for Finance committee meeting 05/22/2023

Dear Mayor McFarland & Committee Members:

Water Systems agenda item:

1. Review and take action - approve one-step adjustment for Rick Jirsa to Grade K Step 7.
 - Rick Jirsa of the wastewater team has met the requirements for one additional step in the pay plan based on obtaining the certification offered by the Wisconsin Department of Natural Resources. This step would be retroactive to April 11, 2023, the approved 2023 budget supports this step.
 - Rick Jirsa – Grade K Step 6 (\$33.53/hr.) to a Grade K Step 7 (\$34.37/hr.)
2. Review and take action - approve one-step adjustment for Brad Bertel to Grade G Step 4.
 - Brad Bertel of the water team has met the requirements for one additional step in the pay plan based on obtaining the certification offered by the Wisconsin Department of Natural Resources. This step would be retroactive to March 01, 2023, the approved 2023 budget supports this step.
 - Brad Bertel – Grade G Step 3 (\$22.74/hr.) to a Grade G Step 4 (\$23.35/hr.)

If anyone has any questions, please feel free to contact me anytime.

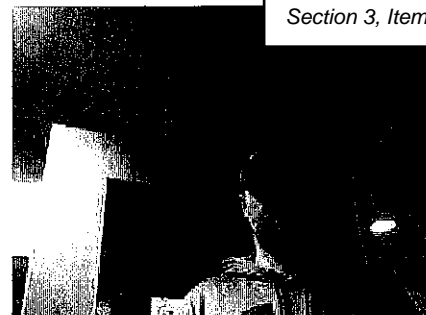
Sincerely,

Peter Hartz
Watertown Water Systems



SCORE REPORT

Section 3, Item C.



WASTEWATER SS - SANITARY SEWAGE COLLECTION SYSTEM EXAM

JIRSA, RICHARD T, III
342 STONEFIELD DR
LAKE MILLS, WI 53551
UNITED STATES OF AMERICA

CANDIDATE ID NUMBER: **WI0035234**
EXAMINATION DATE: **04/10/2023**
CONTROL ID: **4976196**
PID: **3502548**
WI CERT ID NUMBER: **35234**

You have **passed** this examination. Your score is **98%** correct.
The passing score is **75%** correct.

Content Area	Your Score	Max Score
1 Collection System Terminology	3	3
2 Safety	14	14
3 System Components	12	13
4 Operation and Maintenance	12	12
5 Rehabilitation and Replacement	2	2
6 Data and Records	1	1
7 Ordinances and Regulations	1	1
8 Calculations	4	4
TOTAL	49	50

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

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



Water Systems

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

To: Mayor McFarland & Members of the Finance Committee

05/17/2023

From: Peter Hartz – Water Systems Manager

Re: Water System agenda items for Finance committee meeting 05/22/2023

Dear Mayor McFarland & Committee Members:

Water Systems agenda item:

1. Review and take action - approve one-step adjustment for Rick Jirsa to Grade K Step 7.

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- Rick Jirsa – Grade K Step 6 (\$33.53/hr.) to a Grade K Step 7 (\$34.37/hr.)

2. Review and take action - approve one-step adjustment for Brad Bertel to Grade G Step 4.

- Brad Bertel of the water team has met the requirements for one additional step in the pay plan based on obtaining the certification offered by the Wisconsin Department of Natural Resources. This step would be retroactive to March 01, 2023, the approved 2023 budget supports this step.
- Brad Bertel – Grade G Step 3 (\$22.74/hr.) to a Grade G Step 4 (\$23.35/hr.)

If anyone has any questions, please feel free to contact me anytime.

Sincerely,

Peter Hartz

Watertown Water Systems



SCORE REPORT

Section 3, Item D.

MW BUNDLE 1 - DISTRIBUTION EXAM

BERTEL, BRADLEY T
403 WILDFLOWER LN
WATERTOWN, WI 53094
UNITED STATES OF AMERICA

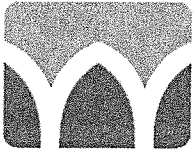
CANDIDATE ID NUMBER: **WI0038838**
EXAMINATION DATE: **02/28/2023**
CONTROL ID: **4947205**
PID: **3334616**
WI CERT ID NUMBER: **38838**

You have **passed** this examination. Your score is **80%** correct.
The passing score is **75%** correct.

Content Area	Your Score	Max Score
1 Principle, Structure, and Function	5	7
2 Operation and Maintenance	9	11
3 Monitoring and Troubleshooting	15	19
4 Safety and Calculations	3	3
TOTAL	32	40

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

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



WATERTOWN POLICE DEPARTMENT

Robert W Kaminski, Chief of Police

To: Finance Committee
From: Chief Robert Kaminski
Date: 05/18/2023
Subject: Telecommunicator Position

The City of Watertown Dispatch Center has one(1) Full-time opening. We interviewed three candidates for the position.

Cassie Muffler is the top candidate and has passed the background process.



Candidate Selection Form

POSITION TITLE: Telecommunicator DEPARTMENT: Dispatch

NEW POSITION ____ VACANCY: XX RECLASS ____ # OF APPLICANTS: 3

FT: XX PT ____ EXEMPT ____ NONEXEMPT: XX

Reason for opening:
Vacancy from Telecommunicator moving to vacant records position.
Justification to fill:
Dispatch is short one full-time staff position.
Top three responsibilities for position:
Dispatch emergency and non-emergency calls for service Answer emergency and non-emergency phone calls Data entry, CAD entry, Records entry

CANDIDATE NAME: Cassie Muffler

How this candidate had demonstrated skills to meet the needs of the position and requested step:
 Candidate was tested through workforce development and has excellent skills. Candidate passed all required exams necessary for position

Date Available to start:		Grade		Step		Hourly Rate	
--------------------------	--	-------	--	------	--	-------------	--

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	
--------------------------	--	-------	--	------	--	-------------	--

Approved Yes _____ No _____



Watertown Fire Department

Section 3, Item F.

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

MEMO

TO: Finance Committee
FROM: Fire Chief
DATE: May 22, 2023
RE: Review & Approve EMS Coverage for the Town of Milford

HISTORY

The Watertown Fire Department provides Emergency Medical Services (EMS) to surrounding areas. We currently cover parts of the Town Milford for both EMS and Fire. Other agencies also provide service to the town. One of those services is ending operations on June 30, 2023, leaving gaps in the coverage area. The Town of Milford has reached out to us and two other EMS providers to pick up the area abandoned by the other provider leaving.

- In 2022 the Watertown Fire Department responded to 20 calls for service in the Town of Milford.

PROJECTED CHANGES

The Town of Milford has asked us to provide EMS (**only**) coverage to an additional portion of the town that borders our current Fire & EMS service area. From July 1, 2023, to December 31, 2023. In addition, they have stated their intent to negotiate that additional area into future Fire & EMS contracts

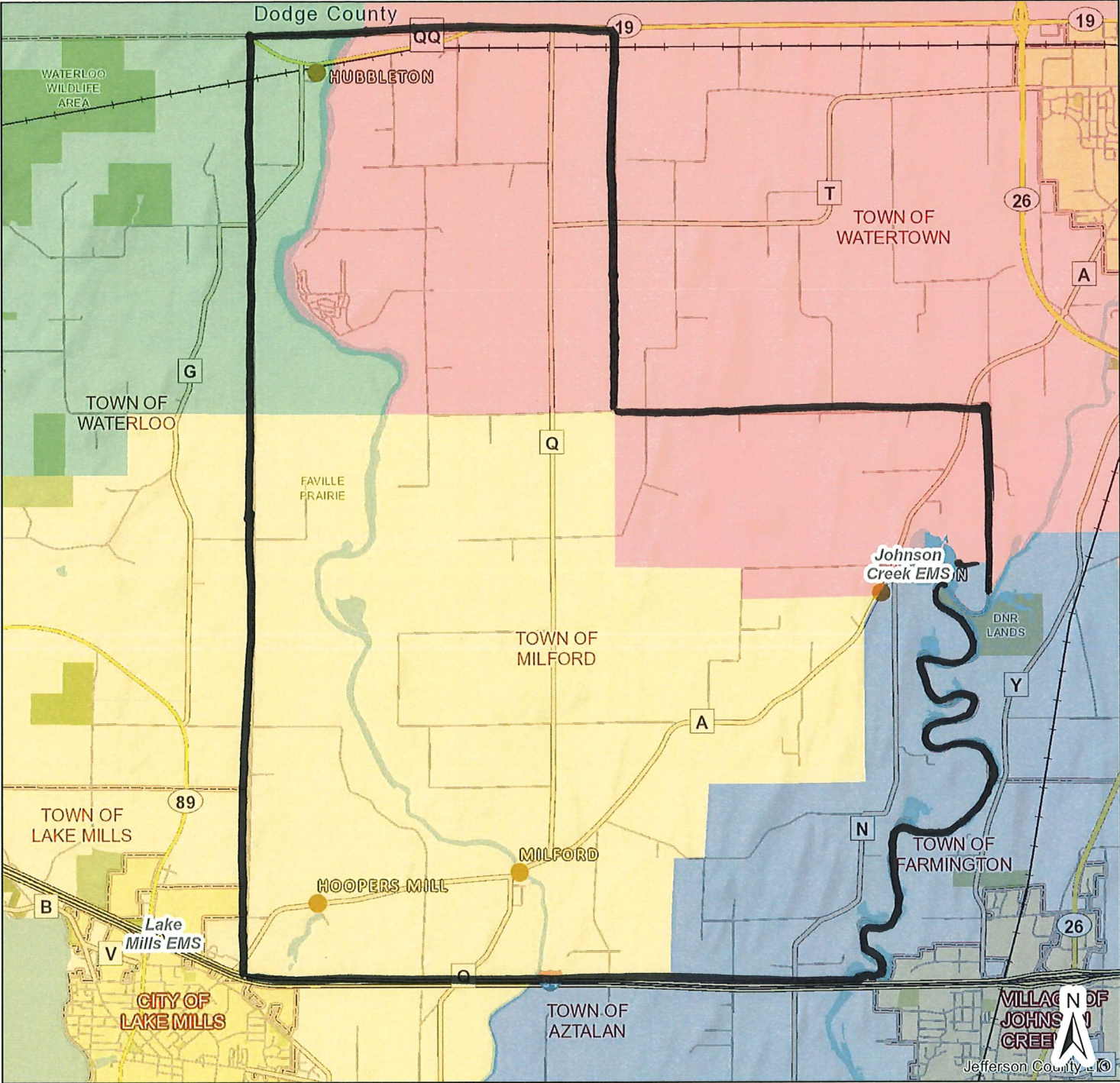
Since this is a contract for EMS only the payment would be calculated on a per/capita formula.
 $\$40 \times \text{Population Served} = \X

- The coverage area would be an additional Seven square miles.
- The population of this area is yet to be determined by Jefferson County

RECOMMENDATION

The Watertown Fire Department recommends approval of an EMS contract with Town of Milford at a per/capita rate of \$40 per person.

Jefferson County Land Information

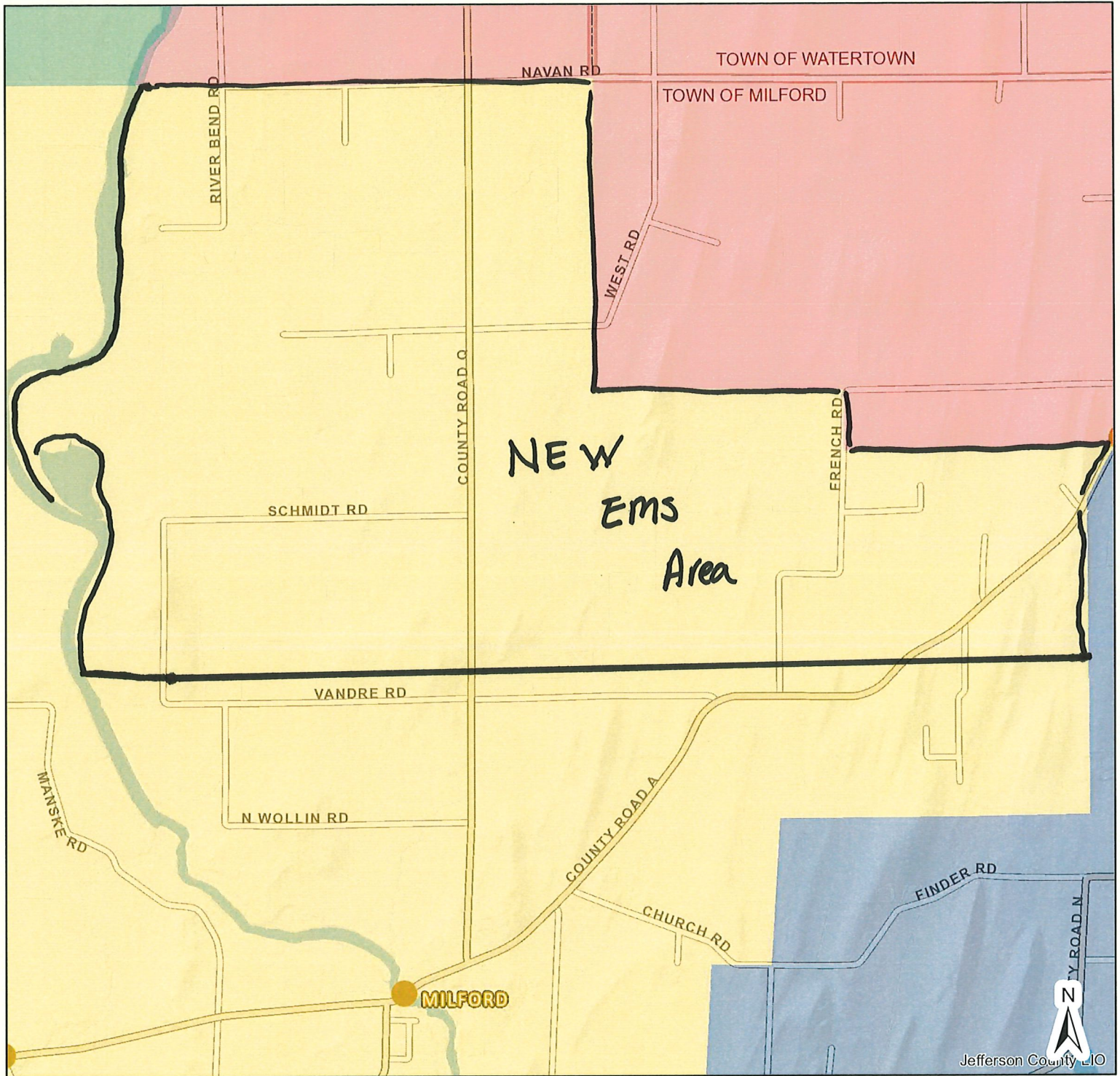


EMS Districts

- | | |
|-------------------|-------------------|
| Jefferson EMS | Watertown EMS |
| Cambridge EMS | Johnson Creek EMS |
| Edgerton EMS | Western Lakes |
| Fort Atkinson EMS | Lake Mills EMS |
| Ixonia EMS | Palmyra EMS |
| | Waterloo EMS |
| | Whitewater EMS |

Jefferson County Land Information

Section 3, Item F.



EMS Districts

	Cambridge EMS		Jefferson EMS		Watertown EMS
	Edgerton EMS		Johnson Creek EMS		Western Lakes
	Fort Atkinson EMS		Lake Mills EMS		Whitewater EMS
	Ixonia EMS		Palmyra EMS		
			Waterloo EMS		



Jefferson County Geographic Information System

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. Jefferson County makes no warranty whatsoever concerning this information.

2,900 1,450 0 2,900 Feet

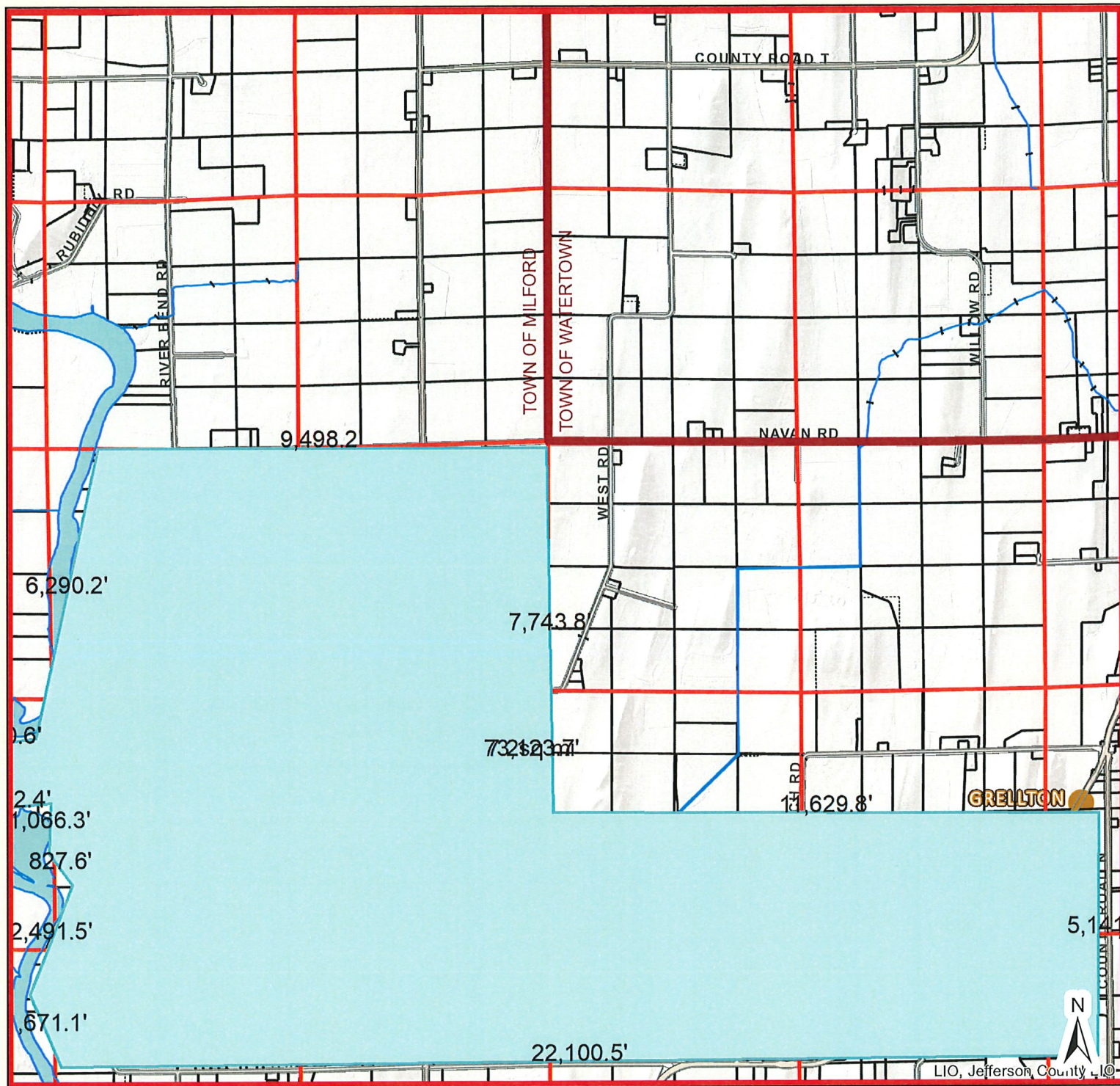
1 inch = 3,000 feet

Printed on: May 17, 2020

Author: Public User

Jefferson County Land Information

Section 3, Item F.



Municipal Boundaries

Road Right of Ways

Parcel Lines

Section Lines

Property Boundary

Surface Water

Old Lot/Meander Lines

Map Hooks

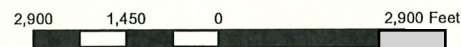
Rail Right of Ways

Tax Parcel Information



Jefferson County Geographic Information System

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. Jefferson County makes no warranty whatsoever concerning this information.



1 inch = 3,000 feet

Printed on: May 19, 2023

Author: Public User



Watertown Fire Department

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

Contract for the Provision of Additional EMS Coverage for the Township of Milford

1. The City of Watertown Fire Department will provide EMS coverage to the portions of the Township of Milford on the attached map 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. 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 Milford will pay the City of Watertown a fee of ~~\$9,120 (Nine thousand One Hundred Twenty dollars)~~TBD for EMS coverage from July 1, 2023, to December 31, 2023.
5. This contract may be canceled at any time with sixty (60) days written notice to the other party.
6. The township shall make payment for the contract before October 1, 2023.
7. This contract will begin on July 1, 2023.

Signed

Emily McFarland, Mayor Date

City of Watertown

Steve Kube, Chairperson Date

Town of Milford



MEMO

TO: Mayor McFarland and Committee Members

FROM: Jaynellen J. Holloway, P.E.

DATE: May 17, 2023

RE: Finance Committee Agenda Narrative of May 22, 2023

Agenda Item:

Review and take possible action: Award Landscape Architecture, Design, and Planning Services For the Downtown Main Street Reconstruction Project to Vandewalle & Associates/Ruekert & Mielke/Eye Level Studio for up to \$90,000

BACKGROUND

The City of Watertown, Wisconsin, requested the services of a qualified Landscape Architect for the purpose of providing a master plan that would encompass the following: design of and detailed construction documents, as needed, for streetscape improvements that would include: Main Street entrance feature (arch), determine locations of and create public meeting spaces, well-designed seating at pedestrian friendly intervals, determine locations (design by WisDOT) of permanent parklets and pedestrian bump outs, determine appropriate street locations for temporarily closures for programming, style/selection of multi-purpose well designed bubbler, pedestrian level flower pots/planters, benches, trash receptacles, etc. Other items to be addressed in the master plan would include creating a naming system for public parking lots and improve aesthetics of existing parking lots, as well as the creation of a well-designed way finding signage network including sign design and placement. The City received five proposals that were reviewed by a review committee using qualification based selection criteria. The review committee determined the most qualified firm was the team of Vandewalle & Associates/Ruekert & Mielke/Eye Level Studio. The City has a long history of working with these firms and believe they will do an excellent job. Attached is their price proposal. The review committee recommends awarding the base proposal and all the alternates for up to \$90,000. The master plan is funded using \$90,000 of ARPA funds. A draft resolution is attached.

ATTACHMENTS:

- Vandewalle & Associates/Ruekert & Mielke/Eye Level Studio price proposal
- Draft Resolution



VANDEWALLE & ASSOCIATES INC.

Thursday, May 18, 2023

Jaynellen J. Holloway, P.E.
Director of Public Works/City Engineer
City of Watertown
106 Jones Street | Watertown, WI 53094

Dear Ms. Holloway and the Downtown Main Street Reconstruction Task Force:

Following our discussion with you on Wednesday, May 17, we have revised the tasks and costs for Optional Tasks. The Price Proposal includes itemized costs for the three major service deliverables and their individual tasks as shown in the Scope of Work. Costs were calculated by identifying participating team members and their hours for each task. A cost breakdown by Work Element is outlined on the following page with estimated budget for each. Cost for the individual tasks may vary, time and materials for completing the work described in the Scope of Services will not exceed \$58,940.

- Vandewalle & Associates lead designer, Dean Proctor, would lead the project and the development of design work and recommendations and guide and oversee every task.
- Ruekert & Mielke team members were included in specific tasks where they would offer engineering and cost estimating expertise that inform the designs and decision-making.

Optional services are difficult to calculate precisely without more project context and are presented here as a range. We would be glad to share more about options and discuss these possible services and costs if you are interested.

The tasks in the Scope of Services are listed in bulleted format as requested, but we are happy to provide more detail. A few notes to offer here:

- The kick-off meeting will include a full walking tour of the study area including the Town Square and relevant adjacent areas such as the Riverwalk.
- Our team would be able to start immediately following the kick-off meeting to meet the August 7 deadline, locating parklets, bump-outs, and amenities and selecting those amenities.
- Our proposal includes meeting with the Working Group/Task Force on a regular scheduled basis and adapt as needed to assure good communications and clear direction for our work.

Let us know if you have any questions regarding this price proposal. We would be very happy to discuss modifications to scope and budget to better meet your expectations for this project.

Sincerely,

Dean Proctor, AIA
Principal Designer
Vandewalle & Associates

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax
247 Freshwater Way, Suite 530 • Milwaukee, Wisconsin 53204 • 414.988.8631
www.vandewalle.com

City of Watertown

Downtown Main Street

Reconstruction Project

Section 3, Item G.

Landscape Architecture, Design, and Planning Services

PROPOSED COST OF SERVICES

Total Cost

TASKS FROM SCOPE OF SERVICES

WE 1: Vision and Master Plan		\$24,232
1.A	Review Existing Studies, Outreach, Public Input, and Preliminary DOT Design	\$1,470
1.B	Determine Locations of Permanent Parklets and Pedestrian Bump-outs	\$2,386
1.C	Propose Locations for Multi-Purpose Well-Designed Amenities	\$1,810
1.D	Determine Locations of Public Gathering Spaces	\$2,340
1.E	Determine Locations of Seating at Pedestrian Friendly Intervals	\$1,580
1.F	Determine Appropriate Locations for Temporary Street Closures for Programming	\$1,560
1.G	Recommend Locations for Art Features and Arts Programming	\$2,060
1.H	Create Vision Master Plan	\$3,240
1.I	Design Two Public Meeting Spaces (schematic design)	\$7,786
WE 2: Streetscape Design		\$9,632
2.A	Select Streetscape Components	\$1,500
2.B	Design Main Street Entrance Feature	\$2,809
2.C	Recommend and Design Aesthetic Enhancement of Existing Parking Lots	\$2,390
2.D	Develop Streetscape Cost Estimates	\$2,933
WE 3: Wayfinding Signage Network		\$6,770
3.A	Create a Naming System for Public Parking Lots	\$1,180
3.B	Create Well-Designed Wayfinding Signage Network	\$2,040
3.C	Design Wayfinding Signage	\$2,400
3.D	Develop Wayfinding Signage Cost Estimates	\$1,150
WE 4: City Meeting Attendance		\$12,786
4.A	Site Tour/Kickoff Meeting (1 in-person meeting and visit)	\$1,800
4.B	Working Group/Task Force Meetings (6 virtual meetings)	\$3,808
4.C	City Staff Meetings (3 virtual meetings)	\$2,578
4.D	City Council Presentation (1 in-person meeting)	\$1,020
4.E	Public Workshop/Charrette (1 in-person meeting)	\$3,580
WE 5: Project Process Co-Management		\$5,520
5.A	Correspondence with City Project Manager	\$2,620
5.B	Project Team Coordination Meetings	\$2,900
Total Cost		\$58,940

OPTIONAL TASKS

A	Develop Strategies to Support Businesses during Construction Period	\$2,000 - \$4,000
B	Design Custom Streetscape Components	\$3,000 - \$6,000
C	Develop Construction Documents as Needed	TBD
D	Conduct Lighting Study for Main Street Bridge, Public Spaces, Featured Art	\$4,000 - \$7,000
E	3D Rendering Allowance	\$1,500 - \$10,000
F	Site Design for Second Entrance Feature	\$1,000 - \$

Memo

To: Finance Committee
From: Mayor McFarland
Date: May 5, 2023
Re: ARPA Child Care Disbursement

Dear Committee Members,

As you recall, several months ago the Finance Committee and Common Council approved the attached ARPA spending allocation plan. Today, we are bringing to committee the disbursement of the child care allocation.

Child care was an identified allocation in the spending plan because it allowed an avenue for the city to be more deeply involved in workforce preparedness. We know that there is a child care desert in the city of Watertown, and we know that access to quality early care and education correlates to higher educational attainment, higher workforce participation, higher median home values, higher median incomes and so on. Additionally, in doing business retention and expansion visits, one of the areas identified by our businesses for assistance was greater access to affordable child care.

In response to that call for action by our business community, the YMCA, Greater Watertown Community Health Foundation and the City have been working diligently for over two years to prepare a model of sustainable, employer sponsored child care. In this model, early care professionals are paid a realistic living wage (\$15/hr minimum) and provided full benefits. Both items are not commonplace; most early care professionals are in the \$10-\$12/hr range. The lack of this level of pay and these benefits leads to higher turnover.

Another need that we've heard from employers and residents is greater access to newborn and toddler spots in a center. Under this model we are doubling the number of infant and toddler slots available in the current YMCA setting.

Also in this model is an employer sponsored child care option; this allows an employer to participate in the cost of care for their employees. Employers can do this by reserving slots or paying for a portion of their employees' care expenses. We've rolled out this concept with a variety of area employers and have some that are highly interested and committed.



We know that the “take up” of a pilot can identify needs, and this is where our allocation is beneficial. Through this restricted allocation, we are supporting the need for a period of time, while employers and other funders come on board. Our need for child care is pressing now; a recent study showed there is a decline in workforce participation, and there is a gap in child care availability. In both Dodge and Jefferson County there are about 5,000 (in each county) children under 5 years old, and only slots for about 1,500 children each. In a survey of Dodge and Jefferson County parents/guardians, 72% missed work because of child care issues, 50% have been late to work because of child care issues, 45% have been unable to work overtime, and 17% left their job. This allocation from the city will provide the foundation for us to begin to turn some of these statistics around.

I am pleased with the work the YMCA, foundation, and the city has done. In addition to the YMCA child care center, Maranatha Baptist University’s Kiddie Kampus, has also agreed to offer the option of employer supported child care. This summer the new YMCA center will open in the Collective, and with the support of Kiddie Kampus and the new YMCA center, we will begin to chip away at the severe need affecting our workforce. This once in a generation funding has the opportunity to impact a generational problem.

If you have any questions, please reach out.

Thank you,

Mayor McFarland

ARPA Funds - Watertown Fund 24		rev 4/17/23			
		Allocation	FY22 Actl	FY23 Bdgt Revised	Future
CATEGORY A - HIGH IMPACT/HIGH COST					
<u>Extending Utilities Infrastructure</u>					
West of Farm and Fleet: Sanitary Sewer			2,684	411,950	
West of Farm and Fleet: Water Mains			82,072	147,130	
W Main / Votek Dr: Sanitary Sewer design			919	20,590	
Main St (First St to Market St): driving lanes: 2" asphalt; south parking lane: seal coat			177,644		
Develop downtown parking (\$356K tl; share w TID)					200,000
Main St: landscape architect				90,000	
Riverside Park Wall/Bridge Rehab				75,000	
Park Restrooms Upgrades				48,000	54,000
Addressing Childcare Needs				400,000	
Affordable Housing Investment					
Housing Rehabilitation					100,000
Council Chambers A/V renovations- system			99,997		
Council Chambers A/V renovations- electric upgrd			4,835		
CATEGORY B - COVID19 RESPONSE					
Health Department					
Improving electronic medical records systems			18,764	10,736	
Funding community health improvement plan			10,000		
Updating health department computer hardware				10,000	
Fire Department					
Cardiac Monitor			32,055		
Power-load system (ambulance)			23,383		
Records Management System			26,441		
Stationary computer			1,052		
Radio Communication & Dispatch System				299,267	
City Buildings: 8 AED Units			13,206		
CATEGORY C - GOVERNMENT SERVICES					
Elections: Badger Books System			50,000	-	
Portable PA System			860		
Facilities Condition Assessment			42,590		
Portable fencing				5,102	
Watertown Tourism Support					
Back-up Generator					
St Dept: parking lot replacement					
St Dept: salt shed west end overhead door					
Water: 39 lead services- Washington St					
Water: 61 lead services- 4th St					
Unassigned					
Total of Projects w/ Allocations			586,503	1,517,776	354,000
Total ARPA Allotment	2,457,513				
Remaining Allocation		1,903,854	386,078	32,078	
Interest Earnings	32,844				
Total Available	2,490,357				32,078

This Agreement is made on this ____ day of _____, 20____ and entered into between City of Watertown, a Wisconsin municipality (hereinafter called the "Donor"), and the Greater Watertown Community Health Foundation, (hereinafter called the "GWCHF"), a 501(c)(3) non-profit corporation.

Agreement Parameters

The Donor agrees to transfer by gift, Four Hundred Thousand Dollars and No/100 (\$400,000.00) to GWCHF to be used as a Restricted Gift to the GWCHF Fund with the principal and annual earnings to support Child Care Providers participating in the Employer Sponsored Care Pilot Program as follows:

1. Support the commitments of the pilot program as follows:
 - a. Invest in Early Education Care Professionals
 - i. Hourly wage floor of \$15.00 with benefits for full-time providers; benefits for early care professionals comparable to other full-time employees. Benefits may be pro-rated for part-time employees working as few as 20 hours per week on average.
 - ii. Willingness to collaborate with professional training and development.
 - iii. Provide reduced care costs for its Early Education Care Professionals.
 - b. Engage employers to participate in the weekly cost of childcare for their employees.
 - i. Each employer participating will be part of the Employer Sponsored Care Pilot Program Advisory Group to also include the investors and pilot center.
 - ii. A minimum 10% contribution towards the cost of care will be required.
 - iii. The pilot centers will aim to have at least 10% of children enrolled in employer supported childcare within 1 year of the Effective Date of this Agreement and have over 50% of children within such a program within 5 years of the Effective Date of this Agreement.
 - c. All current and future early education providers in the pilot, in a spirit of collaboration and innovation, will share how the employer sponsored care program is impacting their business and families served. Outcome measures shared with the Advisory Group may include:
 - i. Total number of children served
 - ii. Number of children served by employer sponsored care program
 - iii. Number of children served by Wisconsin Shares
 - iv. Number of children on wait list
 - v. Number of infants on wait list
 - vi. Program impact on net operating income
 - d. Maintain State Licensing
 - e. Accept Wisconsin Shares payment and report Wisconsin Shares utilization to the greater community (so we can ensure we are collectively meeting the needs of our entry level workforce).
 - f. Provide scholarships for those unable to afford care after other sources have been exhausted.
 - g. Help advocate for state policies that support quality early education care.
2. Increase the number of infant/toddler spots available in our community by at least eight (8) as of September 1, 2023.
3. The advisory group shall provide annual reports to the Watertown Common Council in June annually showing compliance with this agreement and the progress of the program.

The parties have executed this Agreement subject to the terms and conditions provided on the next page.

DONOR

BY: _____
[Name]

Date: _____

Street Address

Email: _____

City, State and Zip Code

Telephone #: _____

GWCHF

BY: _____
President, Chief Executive Officer

Date: _____

1. NOT A SEPARATE TRUST. All money and property donated to the GWCHF shall be held as an asset of the GWCHF, but not segregated as a separate trust.
2. ACCOUNTING. The receipts and disbursements of the funds created by this gift shall be accounted for separately and apart from those of other gifts to the GWCHF and the use of the funds shall be reported to the Watertown Common Council at least annually.
3. INVESTMENT OF FUNDS. The GWCHF shall have all powers necessary, or in its sole discretion desirable, to carry out the purposes of the funds, including, but not limited to, the power to retain, invest, and reinvest the funds and the power to commingle the assets of the funds with those of other funds held by the GWCHF for investment purposes.
4. COSTS OF THE FUND. It is understood and agreed that the funds shall share a fair portion of the total investment and administrative costs of the GWCHF in managing its investment funds. Those costs annually charged against the funds, if any, shall be determined in accordance with the then current administrative contribution schedule identified by the GWCHF as applicable to funds of this type.
5. TERMINATION OF AGREEMENT. The parties may terminate this agreement by mutual decision. This Agreement shall terminate on June 30, 2028. The donor shall be entitled to terminate this agreement on 60 days written notice for cause. Cause shall be defined as the material failure of GWCHF to undertake its obligations under this agreement. During the 60 days notice the GWCHF shall be entitled to cure any default. Provided, however, that in the event the default is not susceptible to being cured in such 60 days, the commencement of cure and steady progress during the 60 days and continued progress thereafter shall be deemed as cure. In the event the GWCHF is unable to appropriately complete this program in spite of using its reasonable best efforts, the parties agree to make mutual adjustments to this Agreement or to terminate this Agreement. Any funds remaining in this program as of June 30, 2028 shall be retained by the GWCHF free of any restrictions or terms of this Agreement. On termination prior to the end of the Agreement on June 30 2028 any remaining funds will be returned to Donor unless otherwise agreed by the parties.