



FINANCE COMMITTEE MEETING AGENDA

MONDAY, MAY 08, 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. Finance Committee Minutes of April 24, 2023

3. BUSINESS

- A. Review and take possible action: Hire Peter Seibel as Parks General Laborer at Grade F Step 2 [\$20.11/hr]
- B. Review and approve: Solid Waste Foreman Hire: Christopher LaCombe at Grade H Step 5 [\$26.15 / hr]
- C. Review and approve: wage adjustment for existing employee to maintain equity within pay grade per Employee Handbook due to promotion
- D. Review and approve: wage adjustment for existing employee to maintain equity within pay grade per Employee Handbook due to promotion
- E. Review and Approve: Proposed adjustment to the City of Watertown Employee Handbook for general changes with revision
- F. Review and take possible action: amendment to the MOU between the City and Firefighters Union clarifying the vacation calculation and award process
- G. Review and approve: Resolution to accept bid for publication of council proceedings and city advertising and designate official city newspaper
- H. Review and take possible action: YMCA Child Care Restricted Donation Agreement
- I. 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)
- J. Reconvene to 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

MONDAY, APRIL 24, 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, Public Works Director Jaynellen Holloway, Lisa Schwartz, Matt Willmann, Adam Quest, Andy Tessman and other parade committee members

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. Minutes from the **meeting of April 10** were presented. Ald Lampe moved, seconded by Ald Davis, to approve. Approved by voice vote.
3. The Street Division staff is requesting to promote **Adam Quest** from General Laborer (Grade G) to the **light equipment operator position** (Grade H). The internal promotion policy stipulates a promotion pay rate is to be at least 5%, so the pay rate is G/S H3 [\$24.81/hr]. A motion was made by Ald Lampe, supported by Ald Bartz, to approve as presented with an effective date of May 3. Voice vote was unanimous in favor of motion.
4. Lisa Schwartz presented **updates for the employee handbook**:
 - a. Revising city clerk and treasurer language
 - b. Note new schedule for dispatchers
 - c. Addition of “mental health” as part of workplace safety definition
 - d. Addition of vision voluntary benefit offering
 - e. Removal of Coronavirus Response Act emergency leave section
 - f. Removal of dispatch alternate schedule provision

Ald Davis moved, seconded by Ald Lampe, to approve the recommendations with the exception of the addition of “mental health” to the workplace safety definition. The committee is supportive of its inclusion, but would like the city attorney to craft a clarifying definition of the term. The committee approved via unanimous voice vote.

5. Lisa Schwartz presented **updates for the employee handbook**:
 - a. Addition of reasonable accommodations process
 - b. Addition of process of presenting staffing changes or new position requests to Finance Committee each June
 - c. Addition of 28-day period allowance for employees to submit corrections on reported time errors

A motion was offered by Ald Davis, supported by Ald Moldenhauer, to approve as presented, and the committee approved via unanimous voice vote.

6. The Engineering Division is requesting an **increase of \$39,800 in the Stormwater Utility Outside Services Employed Account** [16-58-16-47] for stormwater pond retrofit design for the west most stormwater ponds in the West Side Industrial Park. Ald Bartz moved, seconded by Ald Lampe, to recommend approve to the City Council, and the committee approved unanimously.
7. Attorney Chesebro presented a proposed amendment to Section 428-7(C) for **special events license exemptions** and the creation of Section 428-7(M) to define **city-sponsored parades**. Ald

Moldenhauer moved, supported by Ald Davis, to recommend this ordinance as presented to City Council for adoption. All approved.

8. Finance Department staff compiled a list of **personal property tax accounts** that have become delinquent and collection efforts have become unsuccessful or remaining amounts are trivial. Mr. Stevens is requesting approval to **authorize a removal (write-off) from general ledger**. A motion was made by Ald Lampe, seconded by Ald Moldenhauer, to recommend request to Common Council. The committee approved unanimously.
9. Adjournment. Ald. Bartz moved to approve adjournment at 5:59, 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.

Kristine Butteris
Director

Andrea Draeger
Office Manager

Ali Nicholson
Aquatics Manager

Megan Schwefel
Administrative Assistant

May 3, 2023

TO: Finance Committee

FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry

RE: Parks General Laborer

The Parks, Recreation, & Forestry Department held interviews for the Parks General Laborer positions:

- 12 applications were received.
- We have selected Peter Seibel to fill the Parks General Laborer position.
- Peter has the skills necessary to take on this role as well as knowledge of the park system.
-

We would like Peter to start at the end of June 2023.

Candidate Selection Form

POSITION TITLE Parks General Laborer DEPARTMENT ParkDepartment

NEW POSITION X VACANCY _____ RECLASS _____ # OF APPLICANTS: 12

FT X PT _____ EXEMPT _____ NONEXEMPT X

Reason for opening:
New full time position
Justification to fill:
Park staff short of one full time position
Top three responsibilities for position:
Park Patrol - cleaning park bathrooms and facilities, playgrounds and park land Assist with construction projects and mechanical work Turf herbicide maintenance, mowing or trimming of grass, assist with Forestry

CANDIDATE NAME: Peter Seibel

How this candidate had demonstrated skills to meet the needs of the position and requested step:
Has previous maintenance work experience, mechanical, heavy equipment operation, understands and operates similar equipment in present position. Knows the City park locations. Understands park duties and job expectations.

Date Available to start:	6/20/2023	Grade	F	Step	2	Hourly Rate	20.11
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FIRST ALTERNATE: Greg Magnan

How this candidate had demonstrated skills to meet the needs of the position and requested step:
Presently works as a landscaper, Operates equipment, light mechanical

Date Available to start:	5/22/2023	Grade	F	Step	1	Hourly Rate	19.55
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SECOND ALTERNATE: Sharon Grover

How this candidate had demonstrated skills to meet the needs of the position and requested step:
Worked as landscaper. Presently works at recycling

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

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 3, 2023

Mayor McFarland & Committee Members:

I have three items on the agenda for your approval. The first item is to fill the vacant solid waste foreman position due to a retirement. We had seven people apply and we interviewed five of those. The candidate selection form is attached. We are asking to start this hire at a Grade H Step 5. The step is higher than what we normally start an employee at, however this person comes to us with great experience in the exact areas that we were looking for to move this division forward. This will not affect the budget as this is the rate we have budgeted for the entire year for this position.

Our second and third items are both the same issue. Due to the promotion within the department that was approved at the last Finance Committee meeting we have two employees who will need their pay rates adjusted to maintain equity within that pay grade. This is part of our employee handbook; I have attached the section pertaining to this item. We are asking for approval to move Keith Rein from a Grade H Step 3 \$24.81 to a Grade H Step 4 \$25.48. We would like this retroactive to May 3, 2023 to coincide with the new pay rate start date of the previously promoted employee.

Also needing adjustment is Lukas Saeger. We are asking for approval to move Lukas from a Grade H Step 2 \$24.13 to a Grade H Step 3 \$24.81, also retroactive to May 3, 2023.

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 Solid Waste Foreman DEPARTMENT DPW - Street/Solid Waste

NEW POSITION _____ VACANCY X RECLASS _____ # OF APPLICANTS: 7

FT X PT _____ EXEMPT _____ NONEXEMPT X

Reason for opening:

Retirement

Justification to fill:

This is a working foreman position, therefore assistance on the crew on routes as well as leadership duties.

Top three responsibilities for position:

Organize, prepare, and contact vendors for shipments of recyclables.
Supervise crews: ensure equipment maintenance is being done, routes are being done properly, and customer service.

CANDIDATE NAME: Christopher LaCombe

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

Chris comes to us from GFL Waste Company where he is currently a Route Supervisor. He knows how important maintaining equipment is, he studies routes for efficiency and showed great interest in obtaining new ideas and options for recycling programs and contacts.

Date Available to start:	2-3 Weeks	Grade	H	Step	5	Hourly Rate	\$26.15
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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 _____

Step Plan

Pay ranges under the step plan are designed to advance pay within the range by increments of experience in the employees' present position and the employee receiving a successful annual performance evaluation rating. Each pay range is divided into 11 steps with the midpoint or market /control point at Step 6.

Employees who receive a performance review rating of "meeting expectations" or better may be eligible to receive a step increase on January 1 of the following year. No employee's pay shall exceed the maximum (Step 11) of the recommended pay range for the employee's present position.

Employees may also be eligible for general economic adjustment equal to that applied to the plan structure to keep it market competitive (see section on [Determining Annual Pay Structure](#)).

Existing Employees as of January 1, 2014

Employees whose pay was below the minimum of the pay range were brought to the minimum of the range on January 1, 2014. Employees whose pay was between the minimum and maximum of the pay range were placed at the next step that provided a pay increase. Employees whose pay was above the recommended maximum of their pay range as of January 1, 2014 had their pay red-circled until such time that the pay structure is adjusted to a point where the employee's pay rate falls below the maximum of the recommended pay range. At that time, the employee may then be considered as eligible for pay increases.

Compensation Policies

Compensation upon Promotion

Employees being promoted one salary grade will be considered for an increase of not less than a 5% adjustment to his/her current wage and the calculated rate will be placed at the next closest step on the new pay range or be brought to the minimum of the new pay range, whichever is greater. An employee being promoted two or more salary grades will be considered for an increase of not less than 8% of the employee's current wage and the calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater. In no case will a promotional increase allow the employee to earn a salary above the established range maximum.

In addition, should the City promote an employee utilizing the 5%/8% rules and such calculations result in the newly promoted employee earning a base wage greater than an existing incumbent, the City may then increase the pay rate(s) of the incumbent(s) in the same job one rate higher than the newly promoted employee in order to maintain internal equity.

If the City promotes an employee from a position covered by a Public Safety Bargaining Agreement salary schedule, the average prior year gross pay for the rank of employees from which the City is promoting will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or a new Sergeant not yet at the maximum of the pay grade. The calculated average will be multiplied by 108% and the resulting calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater.

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 3, 2023

Mayor McFarland & Committee Members:

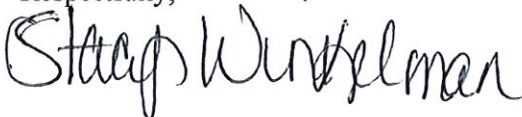
I have three items on the agenda for your approval. The first item is to fill the vacant solid waste foreman position due to a retirement. We had seven people apply and we interviewed five of those. The candidate selection form is attached. We are asking to start this hire at a Grade H Step 5. The step is higher than what we normally start an employee at, however this person comes to us with great experience in the exact areas that we were looking for to move this division forward. This will not affect the budget as this is the rate we have budgeted for the entire year for this position.

Our second and third items are both the same issue. Due to the promotion within the department that was approved at the last Finance Committee meeting we have two employees who will need their pay rates adjusted to maintain equity within that pay grade. This is part of our employee handbook; I have attached the section pertaining to this item. We are asking for approval to move Keith Rein from a Grade H Step 3 \$24.81 to a Grade H Step 4 \$25.48. We would like this retroactive to May 3, 2023 to coincide with the new pay rate start date of the previously promoted employee.

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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 Solid Waste Foreman DEPARTMENT DPW - Street/Solid Waste

NEW POSITION _____ VACANCY X RECLASS _____ # OF APPLICANTS: 7

FT X PT _____ EXEMPT _____ NONEXEMPT X

Reason for opening:

Retirement

Justification to fill:

This is a working foreman position, therefore assistance on the crew on routes as well as leadership duties.

Top three responsibilities for position:

Organize, prepare, and contact vendors for shipments of recyclables.
Supervise crews: ensure equipment maintenance is being done, routes are being done properly, and customer service.

CANDIDATE NAME: Christopher LaCombe

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

Chris comes to us from GFL Waste Company where he is currently a Route Supervisor. He knows how important maintaining equipment is, he studies routes for efficiency and showed great interest in obtaining new ideas and options for recycling programs and contacts.

Date Available to start:	2-3 Weeks	Grade	H	Step	5	Hourly Rate	\$26.15
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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 _____

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Jason Heller
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TO: Mayor McFarland & Finance Committee
FROM: Stacy Winkelman
RE: Agenda Items
DATE: May 3, 2023

Mayor McFarland & Committee Members:

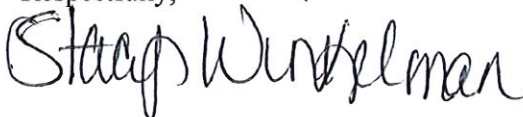
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Respectfully,



Stacy Winkelman
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Operations Manager

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Candidate Selection Form

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 FT X PT _____ EXEMPT _____ NONEXEMPT X

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CANDIDATE NAME: Christopher LaCombe

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Date Available to start:	2-3 Weeks	Grade	H	Step	5	Hourly Rate	\$26.15
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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 _____

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If the City promotes an employee from a position covered by a Public Safety Bargaining Agreement salary schedule, the average prior year gross pay for the rank of employees from which the City is promoting will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or a new Sergeant not yet at the maximum of the pay grade. The calculated average will be multiplied by 108% and the resulting calculated wage will be placed at the next closest step on the new pay range or be brought to the minimum of the new range, whichever is greater.

Memo

To: Finance Committee
From: Lisa Schwartz, Human Resources Coordinator
Date: May 3, 2023
Re: 2023 General Handbook Updates

Dear Committee Members,

Below are updates to the City of Watertown Employee Handbook for your review and approval. These proposed changes have been discussed with the Leadership Team. As requested on Monday April 24th the additional definition of mental health has been included in the proposed change. In the text below, red indicates proposed changes, black indicates existing policy. Only an excerpt of existing policy is being included; please use the link and page reference to access the full policy.

[Change #3 Workplace Safety Addition-Revision requested by Finance Committee April 24th](#)

This change will include mental health as part of the workplace safety definition:

Page 61 in handbook Section VII. Personal Conduct D. Grievance Procedure

Definition of Workplace Safety - For purposes of this provision, workplace safety includes any practice or condition, affecting an employee's physical health, **mental health**, or safety, the safe operation of workplace equipment or tools, safety of the physical work environment, personal protective equipment, workplace violence and training related to the same.

Definition of Mental Health - For purposes of this provision, mental health is regarding mental stresses and tensions which exceed those day-to-day mental stresses and tensions which employees of similar positions experience within their position.

Thank you for your consideration of these changes.

Thank you,

Lisa Schwartz

**MEMORANDUM OF UNDERSTANDING
BETWEEN CITY OF WATERTOWN AND
LOCAL 877 OF THE INTERNATIONAL
ASSOCIATION OF FIREFIGHTERS, AFL-CIO-CLC**

The City of Watertown (hereinafter “City”) and Local 877 of the International Association of Fire Fighters, AFL-CIO-CLC (hereinafter “Union”) hereby agree to the following changes to the 2021-2023 Collective Bargaining Agreement between the parties as outlined in red below. These changes clarify the vacation calculation and award process.

The following changes will be effective the date this MOU is signed and will be retroactive to January 1, 2023. All days of vacation as defined below were/are available for use in 2023.

These changes shall be incorporated into the Collective Bargaining Agreement when it is renegotiated.

7.01 – Vacations.

- a) Firefighting employees shall be entitled to annual vacations based on length of continuous service as provided in this Article.
- b) On January 1 of every year, each firefighting employee with at least twelve (12) months of service shall be deemed to have earned vacation awarded on that day based on the length of continuous service as specified in Section 7.03 infra. Any firefighting employee who during the course of the year reaches a new threshold for vacation award based on continuous service shall receive one (1) additional day of vacation awarded and earned on their anniversary date for that year. Firefighting employees may schedule their additional day of earned vacation at the same time as all other vacation days are scheduled provided is the additional day is scheduled after their anniversary date for that year.
- c) Firefighting employees may not use unearned vacation time.
- d) Vacation schedules, including the number of employees that are able to be on vacation at the same time, shall be approved by the Chief or his representatives. Vacations shall be drawn according to seniority and employees outside the bargaining unit may, at the discretion of the Chief, be included in such draw.
- e) Vacations must be taken within the calendar year they are awarded ~~for~~ or they shall be considered lost. For purposes of this Section, a vacation period which starts within the calendar year but extends beyond such year shall be considered as taken within the calendar year.
- f) Continuous service shall not include any period of layoff or unpaid leave of absence, except military leave if required by law, where such layoff or leave exceeds thirty (30) consecutive calendar days.
- g) In the event a firefighting employee separates from their employment with the City for any reason, said employee shall not be required to repay or reimburse any used vacation time. Furthermore, the City shall pay any earned and unused vacation time out to the firefighting employee at their current rate of pay on the final pay check.
- h) New Hires – Beginning January 1, 2022
 - 1. New Hires shall receive no vacation hours from their start date until the end of the calendar year in which they were hired.

- 2. On January 1 of the year following the year in which the New Hire began working full-time at the Watertown Fire Department, the New Hire will earn .5 days of vacation per two week period from their date of hire to December 31, of the year they were hired.
- 3. While vacation time provided in subparagraph 2 will be deemed earned on January 1, of the year following the year in which the New Hire began full-time employment, a New Hire shall not be eligible to use or be paid out vacation days upon separation until completion of their probationary period.
- 4. On January 1 of the year following the end of a New Hire’s probation period, the individual shall begin earning vacation consistent with Article 7.01(b) supra.

City of Watertown

Local 877 of the International Association
of Firefighters, AFL-CIO, CLC

Emily McFarland, Mayor

Greg Wellach, President Local 877

Date: _____

Date: _____

**RESOLUTION TO
ACCEPT BID FOR PUBLICATION OF COUNCIL PROCEEDINGS AND CITY
ADVERTISING AND DESIGNATE OFFICIAL CITY NEWSPAPER**

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

WHEREAS, a publication was placed in the Watertown Daily Times on April 11, 2023, for the publication of the Council Proceedings and City advertising; and,

WHEREAS, the only bid submitted was from Watertown Daily Times, Watertown, WI, as follows:

1 Col. Line - \$0.5913 first insertion, \$0.4671 second/third insertion
2 Col. Line - \$1.2339 first insertion, \$0.9748 second/third insertion
3 Col. Line - \$1.8766 first insertion, \$1.4825 second/third insertion
4 Col. Line - \$2.5193 first insertion, \$1.9902 second/third insertion
5 Col. Line - \$3.1619 first insertion, \$2.4979 second/third insertion
6 Col. Line - \$3.8046 first insertion, \$3.0056 second/third insertion
(Lines run as Arial Bold – 6.5 font)

2-6 Col. Box notice will be charged at a flat \$17.80 per column inch

Sample ballots are charged based on lines and overall size.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Watertown that the bid of the Watertown Daily Times, Watertown, WI is hereby accepted and that the Watertown Daily Times is hereby designated the official City newspaper as provided in Section 985.06(1) of the Wisconsin Statutes until the third Tuesday of May 2024.

	YES	NO
DAVIS		
LAMPE		
VACANT		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED May 16, 2023

CITY CLERK

APPROVED May 16, 2023

MAYOR

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 / Votech 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

YMCA RESTRICTED DONATION AGREEMENT

This Agreement is made on this ____ day of _____, 20____ and entered into between City of Watertown, a Wisconsin municipality (hereinafter called the “Donor”), and Watertown Area YMCA, a branch of the Glacial Community YMCA, (hereinafter called the “YMCA”), 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 YMCA to be used as a Restricted Gift to the YMCA Fund with the principal and annual earnings to be used for the Watertown Area YMCA operations specifically as follows:

1. Payment of a sustainable wage for full-time early care professionals. Sustainable wage shall mean a minimum of \$15.00 per hour.
2. Provide benefits for early care professionals comparable to other full-time YMCA employees. Benefits may be pro-rated for part-time employees working as few as 20 hours per week on average.
3. The YMCA shall maintain at least eight (8) Infant/toddler spots as of September 1, 2023.
4. The YMCA shall enact an employer supported childcare model, which requires a minimum 10% contribution from the employer of parents utilizing the YMCA's daycare services.
5. The YMCA should aim to have at least 10% of children enrolled in their employer supported childcare model within 1 year of the Effective Date of this Agreement and aim to have 60% of children within such a program within 5 years of the Effective Date of this Agreement.
6. The YMCA shall provide annual reports to the Watertown Common Council showing compliance with this Agreement and the status of the program.

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

DONOR

BY: _____ Date: _____
[Name]

Street Address _____ Email: _____

City, State and Zip Code

Telephone #: _____

GLACIAL COMMUNITY YMCA

BY: _____ Date: _____
Chief Executive Officer

1. NOT A SEPARATE TRUST. All money and property donated to the YMCA shall be held as a restricted asset of the YMCA, 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 YMCA and the use of the funds shall be reported to the Watertown Common Council at least annually.
3. INVESTMENT OF FUNDS. The YMCA 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 YMCA 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 YMCA 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 YMCA 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 YMCA to undertake its obligations under this agreement. During the 60 days notice the YMCA 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 YMCA 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 YMCA 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.

4



Section 3, Item 1.

DocId:8195125

TX:4134191

1472676

Office of Register of Deeds
Jefferson County, WI
RECEIVED FOR RECORD
04/03/2023 01:12:34 PM
Staci M. Hoffman
Total Pages: 4
REC FEE: 30.00
TRANSFER FEE:
EXEMPT #

Document No.

Document Title

RAZE ORDER

Notice is given by the City of Watertown Building, Safety & Zoning Department, under authority of Wisconsin § 66.0413(1)(b), Wisconsin § 66.0413(1)(c), and Watertown Municipal Ordinance § 253-5, that Zsa Zsa Sterwalt from the date of this recording is to raze all principal and accessory structures located within the boundaries of the following property described below.

Failure to comply may result in actions under Wisconsin § 66.0413(1)(f) and/or Wisconsin § 66.0413(1)(f).

Return to:

City Clerk
106 Jones Street, P.O. Box 477
Watertown, WI 53094

Parcel Number:
291-0815-0424-088

1. Address of premises: 100 Western Avenue, Watertown, WI 53094
2. Legal description of premises:

The South Fifty-Two and One-half feet of Lot Four, Block Thirty-eight of Cole, Bailey and Co's plat, the same being the original plat of the East side of the City of Watertown (PIN: 291-0815-0424-088).
3. The basis for this Raze Order is as noted on the attached Exhibit A, which is incorporated and made a part of this Raze Order.

CITY OF WATERTOWN

Dated this 22 day of March, 2023By: [Signature]STATE OF WISCONSIN)
(SS
JEFFERSON COUNTY)Personally came before me this 22nd day of March, 2023, to me known to be the person who executed the foregoing instrument.Print name: Steven T. CherebroNotary Public: Steven T. Cherebro Jefferson County, WI

My commission is permanent. If not, state expiration date: _____



RAZE ORDER

March 22, 2023

In the Matter of the Razing of a Principal Structure Situated on Premises Located in the County of Jefferson, State of Wisconsin, Legally Described as:

100 Western Ave, Watertown, Wisconsin, on premises described as:

The South Fifty-Two and One-half feet of Lot Four, Block Thirty-eight of Cole, Bailey and Co's plat, the same being the original plat of the East side of the City of Watertown (PIN: 291-08150424-088).

OWNER:

RENEE R STERWALT F/K/A ZSA ZSA STERWALT
5601 E MOOSE STREET
WASILLA AK 99654

INTERESTED PARTIES:

Jefferson County Clerk
Jefferson County Courthouse
311 S. Center Avenue, RM 109
Jefferson, WI 53549

Jefferson County Treasurer
Jefferson County Courthouse
311 S. Center Avenue, RM 107
Jefferson, WI 53549

City Clerk/Treasure
City of Watertown
106 Jones Street
Watertown, WI 53094

Shannon Arenz
912 Sand Street
Watertown, WI 53094

Specialized Loan Servicing, LLC
6200 S. Quebec Street
Greenwood Village, CO 80111

Service Link
3220 El Camino Real
Irvine, CA 92602

Sterling Claims Management
3944 Murphy Canyon Road, C204
San Diego, CA 92123

Pursuant to sec. 66.0413(1)(b), Wis. Stats., and on the finding by the Building Inspector of the City of Watertown that the principal structure located on the above-described premises is so dilapidated, damaged and out of repair as to be dangerous, unsafe, unsanitary or otherwise unfit for human habitation, occupancy or use; and on the determination by said Building Inspector that the cost of such repairs would exceed fifty (50) percent of the assessed value of such buildings divided by the ratio of the assessed value to the recommended value as last published by the Department of Revenue for this municipality in that said improvements were last assessed at eighty-seven thousand eight hundred (\$87,800) dollars, which assessment was at 101.31% of full value level, thus making the full assessed value of the principal and accessory structure eighty-six thousand six hundred forty-nine and 82/100 (\$86,649.82) dollars. The necessary repairs for said principal and accessory structure would exceed fifty (50) percent of this amount.

NOW, THEREFORE, IT IS HEREBY ORDERED that the structure(s) located at 100 Western Ave, Watertown, Wisconsin, on premises described as:

The South Fifty-Two and One-half feet of Lot Four, Block Thirty-eight of Cole, Bailey and Co's plat, the same being the original plat of the East side of the City of Watertown (PIN: 291-0815-0424-088)

be razed and removed and the site restored to a dust-free and erosion-free condition by the owner of said premises within thirty (30) days of service of this Order.

NOTICE IS HEREBY GIVEN that, in the event of failure or refusal to comply with this Order within the time prescribed herein, the principal and accessory structures shall be razed and removed and the site restored to a dust-free and erosion-free condition in accordance with sec. 66.0413(1)(f), Wis. Stats., and the cost of such razing, removal and restoration of the site to a dust-free and erosion-free condition shall be charged against the above-described real estate upon which such principal and accessory structures are located and shall be a lien upon such real estate, and may be assessed and collected as a special tax.

NOTICE IS FURTHER GIVEN that, in the event the principal and accessory structures contains personal property or fixtures which will unreasonably interfere with the razing of said principal and accessory structures, or if the razing of the principal and accessory structures makes necessary the removal, sale or destruction of such personal property or fixtures, the Building Inspector further orders the removal of said personal property and fixtures, pursuant to sec. 66.0413(1)(i), Wis. Stats., by April 9, 2023.

REMEDY FROM ORDER. Any person affected by Orders issued under this subsection may within thirty (30) days of service of the Order, apply to the Circuit Court for an Order restraining the City and the Building Inspector from entering on the premises and razing the structure, or be forever barred. The Court upon receiving the application shall determine the reasonableness of the Order to raze the Structure.

CITY OF WATERTOWN, WISCONSIN

Doug G. Zwieg
Building Inspector

DZ/nmz