



## FINANCE COMMITTEE MEETING AGENDA

MONDAY, MARCH 25, 2024 AT 5:30 PM

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

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**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 March 11, 2024

### 3. BUSINESS

- [A.](#) Review and take possible action: Wisconsin Department of Natural Resources Targeted Runoff Management Grant Application – Shoreline Stabilization in Fannie Lewis Park
- [B.](#) Review and take possible action: Wisconsin Department of Transportation Surface Transportation Program-Local Grant Application – Boomer Street and South Road
- [C.](#) Review: 2024 Compression modifications for supervisory positions
- D. Convene into closed session per § 19.85e to deliberate 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 (potential sale of City-owned land located at 315 Mary St)
- E. Reconvene into open session and take possible action on a recommendation from the Plan Commission regarding potential sale of City-owned property.
- F. Review and take possible action: Determine direction on recommendation from the Plan Commission regarding potential sale of City-owned property

### 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](mailto: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, MARCH 11, 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, Police Chief Brower, Public Works Director Beyer, Parks Director Butteris, Streets/Solid Waste Manager Winkelmann, Media Director Famularo, Fire Deputy Chief Anthony Rauterberg, Ben Olsen, Chad Butler, Greg Wellach

1. Call to order. Mayor McFarland called the meeting to order at 5:30 p.m.
2. Ald. Bartz, seconded by Ald. Lampe, motioned to approve the **minutes from the February 26 meeting**. Unanimously approved.
3. Parks Director Butteris presented the summary of quotes received for the **aquatic center pool filtration system**. The low bidder, Carrico Aquatic Resources, is a current supplier of repair parts and chemicals and has a good reputation in the area. Ald. Lampe moved, supported by Ald. Bartz, to approve the purchase of the filtration system from Carrico Aquatic Resources for \$202,000, less than the \$217,980 budget. Unanimously approved.
4. Police Department administration presented a request to appoint **Mindy Fry an interim assignment as dispatcher**. As of today, the department is down two dispatchers due to recent departures, making it difficult to cover all shifts with current staff. The department calculated the costs to cover the staffing shortage just with overtime, and it would be a more expensive option and lead to potential burnout of staff. Mindy has approximately six years of dispatch experience here and in Jefferson. Ald. Lampe moved, seconded by Ald. Moldenhauer, to approve a change in pay rate, effective March 13, for Mindy Fry to be G/S H6 [\$27.22/hr] for sixty days, and extended beyond that time if deemed necessary by Chief Brower. Unanimously approved.
5. The Police & Fire Commission has offered the **position of fire chief to Tanya Reynen**. The Mayor is recommending a pay rate of T4 [\$51.72/hr]. Ald. Lampe moved, supported by Ald. Bartz, to approve this recommendation. Unanimously approved.
6. Public Works Director Beyer relayed that **no applicants** meeting the requirements for **Assistant City Engineer** have been received over the six weeks the job has been posted. He proposed that we expand recruitment efforts by advertising for a position of Civil Staff Engineer along with the current posting. One of the key differences is that this position would not require a Professional Engineer (PE) license. Only one of the positions would be filled. Ald. Davis made the motion, seconded by Ald. Lampe, to allow a job description to be reviewed by Carlson Dettmann with a pay grade assignment. Motion carried 4-1.
7. Historically, the City has submitted a US DOT grant to acquire a **transit vehicle for the ride-share** transit program. None has been procured since 2020. The grant money is still available; in fact, the DOT has adjusted the outstanding grant amount due to the rising cost of vehicles. ADA-Chrysler Voyager vans have become available at the purchase price of \$72,262, and the DOT authorized two from the prior grant years to be delivered to Watertown. The total purchase price is \$144,524 with an 80%/20% cost sharing between the federal government (\$115,619) and the City (\$28,905).

In 2022, one of our transit vehicles was involved in an accident that totaled the vehicle. Insurance proceeds were sent to the City; \$18,257 will be subtracted from what the DOT issues to Watertown. Ald. Moldenhauer moved, seconded by Ald. Bartz, to recommend modification to Cab Capital Grant Income [05-49-00-10] by \$97,363 and Cab Capital Grant Expense [05-5-11-70] by \$144,524. Unanimously approved.

8. A requisition for the **purchase of ADA minivan** for the ride-share transit program was presented for the hopeful acquisition of a third van later in 2024. This purchase is within the existing budget but is presented due to the amount greater than \$50,000. Ald. Bartz, supported by Ald. Moldenhauer, moved to approve pursuit of this purchase. Unanimously approved.
9. A request to allocate the **remainder of the ARPA fund** (required to be entirely obligated by end of 2024) was presented. After short review of the items, the following two motions to recommend budget modifications were made and approved unanimously:

a. Category B (Covid-19 Response / Public Safety)	1 <sup>st</sup> - Ald. Lampe, 2 <sup>nd</sup> - Ald. Bartz
i. Dispatch: Mindshare workstations	\$4,529
ii. Police: digital evidence system	\$15,000
iii. Fire: radio communications	\$1,500
b. Category C (Government Services)	1 <sup>st</sup> - Ald. Davis, 2 <sup>nd</sup> Ald. Bartz
i. Municipal Bldg: 2044 renovation	\$10,000
ii. Media: livestream equipment	\$10,975
iii. IT: CCTV enterprise integration	\$6,300
iv. Zoning: code review	\$6,000
v. Streets: LED light fixtures	\$2,150
vi. Parks: radios (6)	\$13,000
vii. Parks: snowmobile	\$15,000
viii. Parks/Streets: hydroseeder	\$5,500

10. Finance Department staff presented a review of the **dog licensing fees** of local municipalities as well as five cities of comparable size to Watertown. Out of 21 comparable locations, 11 assess \$10 for altered dogs and 10 assess \$15 for unaltered dogs. Watertown charges \$5 and \$10 respectively. Mr. Stevens recommended an increase of \$5 for each license type.

The Department is also seeking direction on the appropriate practice for waiving a fee for dogs used as service or Emotional Support Animals (ESA). The State statute has an allowance for some disabilities, but seems outdated with no mention of other acceptable medical needs (diabetic alert, allergy detection, seizure response).

Ald. Moldenhauer made the motion, seconded by Ald. Bartz, to increase the dog license rates to \$10 altered and \$15 unaltered with a fee waiver for service dogs (excluding ESA) for an owner with any medical needs that provides annual certification of the dog's special training. Unanimously approved.

11. Adjournment. Ald. Bartz moved to adjourn at 6:38 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.

## MEMO

TO: Mayor McFarland and Finance Committee Members  
FROM: Andrew Beyer, P.E.  
DATE: March 21, 2024  
RE: March 25, 2024 Finance Committee Meeting

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Review and take possible action: Wisconsin Department of Natural Resources Targeted Runoff Management Grant Application – Shoreline Stabilization in Fannie Lewis Park

### BACKGROUND:

Engineering Division staff seek approval to apply for funding under the Wisconsin Department of Natural Resources' (WDNR) Targeted Runoff Management Grant program to stabilize approximately 750 feet of Rock River shoreline in Fannie Lewis Park.

Installation of riprap (rock) along the shoreline would minimize further erosion. Landscaping with native plants that coordinate with the desired look of Fannie Lewis Park would be planted in designated areas uphill of the riprap. The native plant root systems reinforce the soil structure behind the riprap, further protecting the shoreline from erosion. A combination of rock and plantings is often required by WDNR permits for similar shoreline projects. This is a competitive, reimbursable grant. TRM Grant awards are typically announced in fall.

Total estimated cost for this shoreline stabilization project is \$162,776. Engineering Division staff propose to request the maximum grant reimbursement of 70%, or \$113,943, which leaves a City share of \$48,833 (to be included in the Stormwater Utility budget account # 16-58-16-60, Capital Outlay.) This project is proposed for installation in 2026.

**RESOLUTION TO  
SUPPORT TARGETED RUNOFF MANAGEMENT GRANT FUNDING  
FOR SHORELINE STABLIZATION AT FANNIE LEWIS PARK**

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

**WHEREAS**, The City of Watertown is interested in acquiring A Targeted Runoff Management Grant from the Wisconsin Department of Natural Resources (WDNR) for the purpose of implementing measures to control urban storm water runoff pollution sources, pursuant to ss. 281.65 or 281.66, wis. Stats., and chs. NR 151, 153, and 155; and,

**WHEREAS**, a cost-sharing grant is available to assist in the funding to install riprap and native plantings to minimize erosion along the Rock River shoreline; and,

**WHEREAS**, the Wisconsin Department of Natural Resources cost share for the project may not exceed 70 percent of eligible costs, and is capped at \$225,000; and,

**WHEREAS**, cost estimates based on similar previous projects have estimated that eligible costs will be approximately \$162,776; and,

**WHEREAS**, if the City is awarded a WDNR Targeted Runoff Management Grant for shoreline stabilization along the Rock River, the WDNR cost share will be \$113,943 and the City’s cost share will be approximately \$48,833; and,

**WHEREAS**, the City of Watertown Engineering Department and Storm Water Utility will request funds from Account #16-58-16-60 Stormwater Utility Capital Outlay be appropriated for the City of Watertown’s cost-share portion for the Targeted Runoff Management Grant.

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

The Common Council of the City of Watertown hereby authorizes the Mayor to act on the behalf of the City of Watertown as the authorized responsible governmental official, to sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available, sign a grant agreement between the City of Watertown and the Wisconsin Department of Natural Resources, appropriate Stormwater Water Utility Account #16-58-16-60 Capital Outlay for the cost-share portion, sign and submit reimbursement claims along with necessary supporting documents, sign and submit interim and final reports and documents, sign and submit an Environmental Hazards Assessment Form if applicable, take necessary action to undertake, direct and complete the approved project; and that the City of Watertown shall comply with all state and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

	YES	NO
DAVIS		
LAMPE		

ADOPTED April 1, 2024

BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

CITY CLERK

APPROVED April 1, 2024

MAYOR

## MEMO

TO: Mayor McFarland and Finance Committee Members  
FROM: Andrew Beyer, P.E.  
DATE: March 21, 2024  
RE: March 25, 2024 Finance Committee Meeting

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Review and take possible action: Wisconsin Department of Transportation Surface Transportation Program-Local Grant Application – Boomer Street and South Road

### BACKGROUND:

Engineering Division staff seek approval to apply for funding under the Wisconsin Department of Transportation (WisDOT) Surface Transportation Program (STP) -Local Grant program to resurface and improve drainage along Boomer Street and South Road.

Boomer Street and South Road between S. Twelfth Street and the southern City limits is a truck route in need of resurfacing and roadside swale improvements. Projects that are funded under the STP-Local grant require design to be completed by August 1, 2025, with construction starting in 2026. Total costs for this project are estimated at \$1,198,983.86. Engineering Division staff propose to apply for the maximum grant award of \$500,000, reducing the City share for this project to 698,983.86.

**RESOLUTION**  
**SUPPORTING SUBMITTAL OF STP LOCAL FUNDING APPLICATION –**  
**BOOMER STREET, SOUTH ROAD**

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

**WHEREAS,** It is in the best interest of the City of Watertown to maintain public infrastructure; and,

**WHEREAS,** The City of Watertown intends to reconstruct Boomer Street and South Road between S. Twelfth Street and the southern City limits which is a truck route; and,

**WHEREAS,** The City of Watertown recognizes that submission for the Wisconsin Department of Transportation (WisDOT) Surface Transportation Program (STP) Local application as presented and described by the City of Watertown Engineering Division to be further beneficial and consistent with advancing community efforts; and,

**WHEREAS,** The WisDOT STP Local program provides funding of up to \$500,000 of eligible reconstruction costs; and,

**WHEREAS,** The City of Watertown will commit to provide applicable matching funds to eligible construction costs, and will provide funding for one hundred percent of non-eligible reconstruction costs, design fees, and inspection fees. Funding for said project will be requested in appropriate budget cycles.

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

That the proper City Officials be and are hereby authorized to submit and accept the above-described funding application upon the foregoing purposes and objectives and subject to the required contributions and amounts that will satisfy the funding award match criteria.

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

ADOPTED April 1, 2024

\_\_\_\_\_  
CITY CLERK

APPROVED April 1, 2024

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MAYOR





To: Finance Committee  
From: Mark Stevens  
Date: March 11, 2024  
RE: 2024 Compression Review

Salary compression exists when there is an unacceptable difference in salary between a supervisor and a direct subordinate.

From Employee Handbook:

Once the City has determined there is a compression issue, the City will review the differences in total gross wages between the supervisor and subordinate positions. If it is determined the gross wages of the supervisor is not sufficient to compensate for the wage compression and the City has determined the best course of action is a pay raise for the supervisor, the City will calculate an acceptable base pay differential between the exempt supervisory position and the average gross earnings of the subordinates the supervisor supervises.

Average gross earnings of subordinate employees at the top of their pay range will be calculated excluding outliers such as an employee with a much greater amount of overtime than others or an employee new to the position and not yet at the maximum of that pay grade. Using this average, a rate will be calculated as one hundred eight percent (108%) of the average gross pay and the employee will be placed at the next step that provides an increase. At the City's discretion, one of two actions will be available:

- Adjust the employee's pay upward in the range if the current pay grade range allows for sufficient earnings growth consistent with the intent of the compensation plan. If this is not possible, the City may consider the second option.
- Adjust the position up one pay grade temporarily and only while compression conditions are still causing a problem. All documents and communications are retained to reflect temporary assignment of the position and the earnings differential situation will be analyzed every year. If conditions change such that the actual pay grade provides an adequate differential and opportunity for sufficient earnings growth, these positions will be moved back to their correct grade.

I have reviewed the 2023 wage/OT calculations and the 2024 wages for any 2024 compression between supervisor and subordinate positions. I am providing this summary for your knowledge.

## **Fire Department**

### Battalion Chief

The 2024 assigned pay rate is **N7Adj** [\$31.0294 (incl Par Prem) or 29.89]. Taking into consideration the 2023 OT for LTs and BCs, this pay rate is projected to be 1.6% higher than LTs. The pay rate will need to adjust to **N10Adj** [\$33.2194 (incl Par Prem) or \$32.08]. The BCs are Chad Butler, Chad Butzine, and Bradley Fox.

The additional cost for fire department compression is estimated to be \$20,184 for 2024.

## 2024 Compression Review Memo - Page 2 of 3

### Police Department

#### Sergeant

The 2024 assigned pay rate is **M6** [\$39.07]. Taking into consideration the 2023 OT for officers and sergeants, this pay rate is projected to be 6.1% higher than officers. The pay rate will need to adjust to **M7** [\$40.04]. The sergeants are Laura Bohlman, Pedro Gallegos, Jeremy Lingle, and Michael Roehl.

#### Captain

Because of the increase in overtime at rank of sergeant, compression now exists for Captains Jonathan Caucutt and Jeffrey Meloy. The 2024 assigned pay rates are **P4** [\$43.10] for Caucutt and **P5** [\$44.24] for Meloy. The pay rate will need to adjust to **P7** [\$46.50] for both captains.

#### Assistant Chief

The 2024 assigned pay rate is **Q5** [\$46.44] for Ben Olsen. An increase for the captains causes compression for this position. The pay rate will need to adjust to **Q8** [\$50.02] for the assistant chief.

#### Chief

The 2024 assigned pay rate is **T2** [\$49.00] for Dave Brower. An increase for the assistant chief causes compression for this position. The pay rate will need to adjust to **T6** [\$54.44] for the chief.

The additional cost for police department compression is estimated to be \$39,153 for 2024.

The pay adjustments will include a retroactive calculation for all checks paid in 2024 through the remainder of the year. Compression adjustments are considered temporary assignments to a higher grade/step. A new-year calculation will be conducted in early 2025, incorporating any approved changes in the pay table, to determine what adjustments might be required for 2025.

I have discovered that estimates of the added costs of compression have not been included in the annual budget calculations, but I have made a note in our files to incorporate a figure in the future.



2024 Compression Review Memo - Page 3 of 3

CITY OF WATERTOWN

PAY TABLE EFFECTIVE: 1/1/2024 - HOURLY FORMAT (2080 HOURS)

1.50% COLA increase from 2023

Grade	Control Point										
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Y	\$66.51	\$68.41	\$70.31	\$72.21	\$74.11	\$76.01	\$77.91	\$79.81	\$81.71	\$83.61	\$85.52
X	\$62.53	\$64.32	\$66.11	\$67.89	\$69.68	\$71.47	\$73.25	\$75.04	\$76.83	\$78.61	\$80.40
W	\$58.56	\$60.24	\$61.91	\$63.58	\$65.26	\$66.93	\$68.60	\$70.28	\$71.95	\$73.62	\$75.30
V	\$54.59	\$56.15	\$57.71	\$59.27	\$60.83	\$62.39	\$63.95	\$65.51	\$67.07	\$68.63	\$70.19
U	\$50.62	\$52.07	\$53.52	\$54.96	\$56.41	\$57.86	\$59.30	\$60.75	\$62.19	\$63.64	\$65.09
T	\$47.64	\$49.00	\$50.36	\$51.72	\$53.08	\$54.44	\$55.81	\$57.17	\$58.53	\$59.89	\$61.25
S	\$45.66	\$46.96	\$48.27	\$49.57	\$50.88	\$52.18	\$53.49	\$54.79	\$56.09	\$57.40	\$58.70
R	\$43.68	\$44.93	\$46.17	\$47.42	\$48.67	\$49.92	\$51.17	\$52.41	\$53.66	\$54.91	\$56.16
Q	\$41.68	\$42.87	\$44.06	\$45.25	\$46.44	\$47.63	\$48.82	\$50.02	\$51.21	\$52.40	\$53.59
P	\$39.70	\$40.83	\$41.97	\$43.10	\$44.24	\$45.37	\$46.50	\$47.64	\$48.77	\$49.91	\$51.04
O	\$37.72	\$38.80	\$39.87	\$40.95	\$42.03	\$43.11	\$44.18	\$45.26	\$46.34	\$47.42	\$48.50
N	\$35.72	\$36.74	\$37.76	\$38.78	\$39.80	\$40.82	\$41.84	\$42.86	\$43.89	\$44.91	\$45.93
N (2912 Hrs) Battalion Chief	\$25.52	\$26.24	\$26.97	\$27.70	\$28.43	\$29.16	\$29.89	\$30.62	\$31.35	\$32.08	\$32.81
M	\$33.74	\$34.70	\$35.67	\$36.63	\$37.60	\$38.56	\$39.52	\$40.49	\$41.45	\$42.42	\$43.38
M (2053 Hrs) Sgt	\$34.18	\$35.16	\$36.14	\$37.11	\$38.09	\$39.07	\$40.04	\$41.02	\$42.00	\$42.97	\$43.95

City of Watertown														
Compression Calculations - March 2024														
Solutions														
Department	Gr/Stp	Per Hr	Annl	Diff		Incr Step	Diff	Incr Grade	Diff	8%				Addl Cost
Fire Department														
Batt Chiefs (3)	N7 adj	30.65	89,252	6.9%	if LT Reg								Non-Exempt	
Batt Chiefs (3)		30.65	89,252	-3.7%	If LT w/ OT									
Batt Chiefs (3) w OT		30.65	94,159	1.6%	If LT w/ OT	32.84	N10adj	9%		30.97				
Ave 2023 OT of BC =	106.75					100,887								20,184
LTs (3)		28.68	83,504	8.0%						28.66			Non-Exempt	
LTs (3) w OT		28.68	92,693	19.9%										
Ave 2023 OT of LT =	213.63													
FFs (top 5)		26.54	77,287										Non-Exempt	
Police Department														
Police Chief	T2	49.00	101,920	5.5%		54.44	T6	9%	54.96	U4	10%	54.02	Exempt	
						113,235			114,317					11,315
Asst Chief	Q5	46.44	96,595	6.3%		50.02	Q8	8%	51.17	R7	10%	50.22	Exempt	
						104,042			106,434					7,446
Captains (2)	P4/P5	43.67	90,834	13.2%	if Srgt Reg								Exempt	
			90,834	4.7%	if Srgt w/ OT	46.50	P7	9%				43.24		
						96,720								11,773
Sergeants (4)	M6	39.07	80,211	4.6%	if Offcr Reg								Non-Exempt	
Sergeants (4)		39.07	80,211	-1.9%	If Offcr w OT									
Sergeants (4) w OT		39.07	86,782	6.1%	If Offcr w OT	40.04	M7	9%						
Ave 2023 OT of Srgt =	112.13					88,936								8,618
Officers (top 12)		37.35	76,686		Offcr Reg								Non-Exempt	
Officers (top 12) w/ OT		37.35	81,794		Offcr w/ OT									
Ave 2023 OT of Offcr (12) =	91.17													39,153