



FINANCE COMMITTEE MEETING - AMENDED AGENDA

MONDAY, FEBRUARY 27, 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

3. BUSINESS

- [A.](#) Review and take possible action: Handbook Policy for placement of reclassification positions
- [B.](#) Review and take potential action: Riverside Restroom Comparison
- [C.](#) Review: 2023 ARPA budget revisions and requests
- D. Review: Ehlers Long-term Investments Interest Rate Yields
- E. Convene into Closed Session per Wis. Stat. Sec. 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body. (Achievement Recognition Award)
- F. Reconvene into Open Session
- G. Review and take action: Award Achievement Recognition Awards
- H. Convene into Closed Session per Wis. Stat. Sec. 19.85 (1)(g) Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation. (F.D.)
- I. Reconvene into 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

MEMO

TO: Finance Committee

FROM: Atty. Steven T. Chesebro

DATE: February 20, 2023

RE: Employee Handbook - Placement of Reclassified Positions

INTRODUCTION

The City has a policy for placement of reclassified positions onto the pay schedule. The policy states:

“Positions approved for reclassification due to changes in job duties should be moved to the recommended pay grade. A five percent (5%) pay adjustment should be made to the employee’s current wage and then the position should be placed in the new grade at the next highest step.”

The policy is used when the City determines that a positions job duties have changed since it was last classified at a pay grade and that a position may not be within the correct pay grade. In 2022 the several of the City positions that were reclassified resulted in an increase of at least two grade positions. For budgetary purposes the Department heads following other examples of grade reclassification, estimated the salary budget for these positions using the new grade and the same step employees would have received in 2023 if there had not been a grade change. When it came time to adjust the pay and the policy was considered the determination was that under the policy their Step should also be adjusted. In looking at the prior grade reclassifications there was only one grade change for those prior examples. This meant under the policy the employees step remained the same while increasing one grade.

For some individuals this adjustment would have resulted in their step being readjusted to Step 1, despite them having two or more years working for the City and additional experience beyond that. As this creates a potential situation where any new hires would be at the same step or higher than employees with substantially more experience in their rolls with the City, the employees were instead adjusted to Step 2. This was in line with the City’s adjustment to salaries in 2021 when the grade and step system was re-adopted, which provided any employee with at least 2 years of experience in their position with the City could not be adjusted to a Step 1. If the employees in question would have been kept at the same step instead of reducing their step they likely would have been at Step 4, 5, or 11.

REQUEST

Leadership has been questioned on the application of this policy as it applies to substantial changes in grades, especially where the City previously budgeted for and was approved for the higher salary designations. Leadership agreed to bring it to Finance Committee for review and direction on the intended implementation of this policy with specific examples. We are asking you to clarify the policy you want followed.

Option 1. Policy as stated and implemented by Leadership

Option 2. Policy consistent with other City Policy's regarding Grade Changes 5% for 1 grade 8% for 2+ grades

Option 3. Policy following what was budgeted for by the Departments and initially reported to employees?

Option 4. Policy following another procedure. (i.e. 4% per grade increase)

EXAMPLES

2022 Grade & Step	2022 Hourly Wage	2023 Hourly Wage No Reclass	New Grade	Step 1	Percent Increase	Step 2	Percent Increase	2022 Step + 1	Percent Increase
C4	\$ 17.25	\$ 17.97	F	\$ 19.55	13.33%	\$ 20.11	16.58%	\$ 21.78	26.26%
K3	\$ 30.55	\$ 31.85	M	\$ 33.24	8.81%	\$ 34.19	11.91%	\$ 36.09	18.13%
2022 Grade & Step	2022 Hourly Wage	2023 Hourly Wage No Reclass	New Grade	Step 5	Percent Increase	Step 6	Percent Increase	2022 Step + 1	Percent Increase
C10	\$ 19.98	\$ 20.73	F	\$ 21.78	9.01%	\$ 22.34	11.81%	\$ 25.13	25.78%
2022 Grade & Step	2022 Hourly Wage	2023 Hourly Wage No Reclass	New Grade	Step 4	Percent Increase				
P3	\$ 40.74	\$ 41.35	Q	\$ 44.58	9.43%				

MEMO

TO: Finance Committee
FROM: Kristine Butteris, Parks, Recreation, & Forestry Director
DATE: February 23, 2023
RE: Riverside Restroom Comparison Review

Riverside Park Restrooms Comparison

The Parks, Recreation, & Forestry Department was asked to compare Prefabricated/Modular Restrooms with that of a Site Built option:

- There are three main factors among others that should be taken into consideration for a Prefabricated/Modular Restrooms versus a Site Built Restrooms.
 - Location – From our research, prefabricated/modular restrooms are typically in more rural areas where construction companies are sparse. They typically are for smaller footprint areas. Warm weather locations also tend to be better suited for prefabricated/modular restroom buildings.
 - Price -When comparing prefabricated to site built, there is no financial advantage to prefabricated/modular restrooms. Please see attached spreadsheet.
 - Size – Considering the architectural standards, site built are more appropriate for larger builds. Most prefabricated/modular restrooms max at 6 units per side.
- Details should also be considered when comparing the different build options. A prefabricated/modular building will be a plain structure with a flat rate unless finishes are added which will increase cost.

During the Parks, Recreation, & Forestry Commission meeting on Monday, February 20th, the consensus was to continue with a site-built restroom. Main points included: most prefabricated buildings are constructed in warm climates, not allowing the building to go through the seasons which has led to cracks at the seems and adjoining foundation; some prefabricated buildings keep cost low due to lack of amenities included and any additions result in higher cost; Riverside Park's size should be included as it is home to many recreational programs (baseball, softball, volleyball, day camp, etc.), farmers markets and festivals which bring in thousands of guest every year.

We are looking for your guidance on next steps.

- Rebid with a shortened time frame to allow completion by the beginning of summer 2024.
- Rebid with an alternate option for site work to be completed by contractor or city employees.
- Continue investigation into Prefabricated/Modular Buildings.
- Wait to rebid until a time determined by the Finance Committee
- Other options identified by the Finance Committee

Riverside Restrooms Company Comparison

Company	Current Restrooms	Proposed Plan	Public Restroom Company
Model #	Old	Architect Drawings	SS-396
Sq. Ft.	N/A	2014	755
# of Stalls	18 each	12 each	6 each
Largest Building Made	N/A	N/A	6 is usually the max
# of Sinks	? - 6 in men	8 each	3 each
Family Restroom	No	Yes	No
Mothers' Room	No	Yes	No
Timeline	N/A	6-8 months after signed contract	9 to 11 months
Lifespan	80 years	80 years	50 years
Warranty	?		
Base Price	Exponential Cost	\$ 1,154,900.00	\$ 900,000.00 Starting
Comments		Includes new plumbing pit to replace outdated decaying plumbing pit currently used.	Doesn't include contracted services to hook up plumbing/electrical, pour footings and site prep.
Price with included additions			
Price per stall		\$ 48,120.83	\$ 75,000.00
Price per sq.ft.		\$ 573.44	\$ 1,192.05

Quality Precast Products		Wieser Concrete		CXT LBF Company	
N/A		Restroom Building 42'x28'		Taos	
	684		1176		520
3 each		10 each		3 each	
3 is the max				3 is the max	
2 each		4 each		2 each	
No		No		No	
No		No		No	
N/A		3 to 4 months		N/A	
N/A		N/A		N/A	
\$	690,000.00	Starting	\$100,000	Starting	\$220,000
					Starting

Does not include contracted services for site prep - excavation, run and hook up of plumbing/electrical, pouring of footings and concrete base. Does not include any design finishes.		Does not include contracted services for site prep work, run and hook up of plumbing/electrical, pour of concrete floor and footings. Very basic - no design features or amenities included (partitions/fixtures).		Does not include contracted services for site prep work, run and hook up of plumbing/electrical - There is an additional cost (\$35,000) if they pour the footings.	\$35,000
				\$255,000	
\$	115,000.00	\$	5,000.00	\$	42,500.00
\$	1,008.77	\$	85.03	\$	423.08

Hunter Kneppshield DW168/2540-FL	Romtec Model 2099
1500	1372
10 each	8 each
4 each	4 each
No	No
No	No
4 to 6 months not including shipping and install	2 to 3 months
40 years	N/A
\$271,000 Starting	\$350,000 Starting

Does not include contracted services for hook up of plumbing/electrical. Does not include design features/upgraded finishes. Does not include offloading of building - would need to contract a crane operator. Additional cost of \$20,000 for Family restroom.	Base model - price is increased as features are added. Additional cost (\$300,000) to provide team to build.	
\$291,000	\$650,000	
\$ 14,550.00	\$ 40,625.00	
\$ 194.00	\$ 473.76	

To: Finance Committee
From: Mark Stevens
Date: February 27, 2023
RE: ARPA Funds Budget Review – Qtr 1 2023

As a reminder, ARPA Funds are to be fully obligated by the end of 2024 and spent by the end of 2026. During the 2023 budget creation season, it was relayed that future funding requests would be batched on a quarterly basis. I have compiled requests from the Leadership Team for the first quarter of 2023. Admittedly, the batch of today's requests exceeds the remainder of unassigned ARPA allocations.

Reminder of ARPA funding categories:

- A: High Impact / High Cost
- B: Covid-19 Response
- C: Government Services

Qtr 1 2023 Requests:

- Emergency Management: \$50,000-\$100,000 estimate- addition of back-up generator to city building
- Fire Dept: \$289,000- radio communication and dispatching system
- Street Dept: \$25,000- parking lot asphalt around west end of salt shed
- Street Dept: \$5,934- Salt shed west end overhead door repairs
- Water Dept: \$204,750- 39 private lead services- Washington Street project
- Water Dept: \$320,250- 61 private lead services- 4th Street BIL project
- Main St Task Force: \$90,000 estimate- Main St landscape architect

Incorporating actual expenses that have incurred in 2022 along with interest earnings, and moving prior approved projects that weren't spent [tan highlights on spreadsheet], I have an initial draft of a 2023 revised budget attached to this memo.

Revenue (ARPA plus interest)	\$2,490,357	[green highlights on spreadsheet]
Minus 2022 actual expenses	513,936	[red highlights on spreadsheet]
Minus 2023 revised budget	1,254,596	
Minus future commitment	<u>400,000</u>	(see comment below)
Remaining available	\$321,825	[blue highlight on spreadsheet]

Attached are memos with further information regarding each of the requests. I suggest you consider the requests for a decision at the next finance committee meeting.

I have also attached an initial concept for the housing rehabilitation allocation for you to review for comment. Take note that the amounts totaling \$400,000 in the "future" column are placeholders and could be included in reassignment to other projects.

ARPA Funds - Watertown Fund 24		rev 2/23/23				
	Allocation	FY22 Bdgt	FY22 Actl	FY23 Bdgt Orig	FY23 Bdgt Revised	Future
CATEGORY A - HIGH IMPACT/HIGH COST						
<u>Extending Utilities Infrastructure</u>						
West of Farm and Fleet: Sanitary Sewer	445,500	60,000	3,604	385,500	441,896	
West of Farm and Fleet: Water Mains	297,000	40,000	-	257,000	297,000	
W Main / Votech Dr: Sanitary Sewer design	15,000	15,000			17,915	
Main St (First St to Market St): driving lanes: 2" asphalt; south parking lane: seal coat	283,350	283,350	184,094			
Secure downtown parking	60,000	60,000				
Main St: landscape architect					?	
Riverside Park Wall/Bridge Rehab				75,000	75,000	
Park Restrooms Upgrades	200,000					200,000
Addressing Childcare Needs	400,000			400,000	400,000	
Affordable Housing Investment	100,000	100,000				100,000
Housing Rehabilitation	100,000					100,000
Council Chambers A/V renovations- system	100,000	100,000	99,997			
Council Chambers A/V renovations- electric upgrd	4,035	4,035	4,835			
CATEGORY B - COVID19 RESPONSE						
<u>Health Department</u>						
Improving electronic medical records systems	29,500	25,000	18,764	4,500	10,736	
Funding community health improvement plan	10,000	10,000	10,000			
Updating health department computer hardware	10,000	10,000	3,054		6,946	
<u>Fire Department</u>						
Cardiac Monitor	35,000	35,000	32,055			
Power-load system (ambulance)	27,000	27,000	23,383			
Records Management System	35,000	35,000	26,441			
Stationary computer	1,000	1,052	1,052			
Radio Communication & Dispatch System					?	
City Buildings: 8 AED Units	13,456	13,456	13,206			
CATEGORY C - GOVERNMENT SERVICES						
Elections: Badger Books System	50,000	46,000	50,000	6,900	-	
Portable PA System	860	860	860			
Facilities Condition Assessment	42,665	42,665	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	198,147	11,582				
Total of Projects w/ Allocations	2,457,513	920,000	513,936	1,128,900	1,254,596	400,000
Total ARPA Allotment	2,457,513					
Remaining Allocation			1,943,577		688,981	288,981
Interest Earnings						32,844
Total Available						321,825

From: [Peg Checkai](#)
To: [Mark Stevens](#)
Subject: Re: ARPA Request Reminder
Date: Thursday, January 26, 2023 9:31:16 AM
Attachments: [image001.png](#)

Hello Mark,

This request would be for a city/county improvement request. As noted at the LT meeting, the city does not have a generator to use in a public building, recognized as a warming/cooling center, if power is lost. The request would be to purchase and install a generator at the library, that could be used in case of a city/county emergency.

Peg Checkai
Library Director
Watertown Public Library
(920)545-2322
www.watertownpubliclibrary.org

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From: Mark Stevens <MStevens@CityofWatertown.org>
Sent: Thursday, January 26, 2023 8:57 AM
To: Leadership Team <leadershipteam@CityofWatertown.org>
Subject: ARPA Request Reminder

All,

Please forward any requests that you may have for the unassigned ARPA funding to me **by next Wednesday, February 1**. Approximately \$297,000 remains, and I have already received requests that exceed that amount. This first quarter is likely the only remaining time to vie for your extraordinary requests.

Mark Stevens
Finance Director / Treasurer
City of Watertown
PO Box 477

Watertown, WI 53094

920-262-4007

<http://www.ci.watertown.wi.us/>



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Watertown Fire Department

Section 3, Item C.

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

January 24, 2023

Re: ARPA Fund Allocation Request

This memo outlines a **request for \$289,000 in ARPA funding** to replace and upgrade the fire department's dispatching capabilities and radio communication system. These upgrades include adding 800 MHz channels to the dispatch consoles and purchasing dual band mobile & portable radios.

This operational change would allow the Fire Department to have their own private radio channels and move away from the shared county systems. Furthermore, it provides the fire department with a single source PSAP provider; eliminating the problems, that naturally occur, from having, three different agencies dispatch calls to the Watertown Fire Department.

I have spoken with Police Chief Kaminski and Dispatch Supervisor Fendt regarding moving all of the Watertown Fire Department dispatching responsibilities to their organization and have been assured this is possible.

A breakdown of costs is provided below. Some of the costs could be offset by selling our current radio inventory to other departments.

Consoles Upgrades	\$12,000	x 1	\$12,000
Mobile Radios	\$9,000	x 10	\$90,000
Portable Radios	\$8,500	x 22	<u>\$187,000</u>
			\$289,000

If you have additional questions, please feel free to contact me.

Sincerely,

Travis J. Teesch

Travis Teesch
Fire Chief/Emergency Manager
Watertown Fire Department

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

Rob Roe
Foreman

TO: Mark Stevens, Finance Director

FROM: Stacy Winkelman

RE: ARPA Funds Request

DATE: January 26, 2023

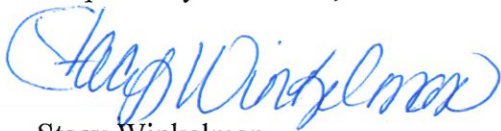
Mark,

I would like to request \$31,000.00 from the ARPA funds for the following:

- Blacktop/Parking Lot around west end of the salt shed door. The salt shed at the Street/Solid Waste Division is inspected every year by the State of Wisconsin. In the 2022 inspection we were put on notice that the blacktop needs to be replaced due to the extreme cracking and deterioration. Our Engineering Division did some estimating and feels \$25,000.00 would cover the cost of getting this blacktop re-done. This is with the Street/Solid Waste staff digging the area out and prepping it for a paving contractor.
- The overhead door on the west end of the salt shed is in desperate need of repairs, probably replacement eventually. There are pieces of the door missing, allowing salt to run under. We have an estimate of \$5,934.00 for repairs.

Both of these items are not items we have budgeted for but are important needs, especially with the annual State inspection of this building. I would greatly appreciate your consideration of allowing us these funds from ARPA.

Respectfully submitted,



Stacy Winkelman
DPW – Street/Solid Waste
Operations Manager

From: [Pete Hartz](#)
To: [Emily McFarland](#); [Mark Stevens](#)
Cc: [Jaynellen Holloway](#); [Timothy Hayden](#); [Andrew Beyer](#)
Subject: ARPA funds available?
Date: Friday, December 23, 2022 9:40:22 AM

Hi Emily, can you or Mark provide an update on possible availability of any ARPA funds not yet spoken for?

I ask because we have 39 private side lead services in the 4th Street BIL project next year that we will “NOT” be replacing along with our watermain and updates to our undersized copper water services as the private lead replacement loan money dried up and we are now seeking a new loan through the safe drinking water loan program but don’t expect to know more on that award until end of 2023 and would use that for 2024.

In our 2023 CIP project area we have identified 60 private side lead services that we will be replacing in the project area and general vicinity. (East of Church ST, South of Main St., North of the railroad tracks, and West of Water St.)

The cost to add another 39 using 2022 pricing is estimated to be \$204,750. We would not need to dig back into the new road if not doing these so they could be addressed in the near future with our program. Tim and I were just seeking out possible funding options.

Thanks and I hope everyone has a great Christmas with friends and family.

Respectfully,
Peter A. Hartz

From: [Pete Hartz](#)
To: [Mark Stevens](#)
Subject: RE: ARPA Request Reminder
Date: Thursday, January 26, 2023 9:45:02 AM
Attachments: [image001.png](#)

Sorry you're not off – I added 61 more.

We have two separate areas of work this year where there are private side lead services.

The 39 in the Washington Street area – the preferred funding ask.

Another 61 in the 4th Street project area – the secondary funding ask.

I realize the preferred ask of 39 takes up nearly the entire amount of available funds, but if you don't ask you don't get to be included in the discussion.

Thanks Mark.

Pete

From: Mark Stevens <MStevens@CityofWatertown.org>
Sent: Thursday, January 26, 2023 9:37 AM
To: Pete Hartz <phartz@cityofwatertown.org>
Subject: RE: ARPA Request Reminder

I have a 12/23/22 email from you, but I may have incorrectly read the contents to be a request for 39 replacements totaling \$204,750. Where is my calculation off?

From: Pete Hartz <phartz@cityofwatertown.org>
Sent: Thursday, January 26, 2023 9:09 AM
To: Mark Stevens <MStevens@CityofWatertown.org>
Subject: RE: ARPA Request Reminder

You have mine correct?

100 private side lead service replacements – estimated cost at \$5,250 each is \$525,000.

Thanks
Pete

From: Mark Stevens <MStevens@CityofWatertown.org>
Sent: Thursday, January 26, 2023 8:57 AM
To: Leadership Team <leadershipteam@CityofWatertown.org>
Subject: ARPA Request Reminder

All,

Please forward any requests that you may have for the unassigned ARPA funding to me **by next Wednesday, February 1**. Approximately \$297,000 remains, and I have already received requests that exceed that amount. This first quarter is likely the only remaining time to vie for your extraordinary requests.

Mark Stevens

Finance Director / Treasurer

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Jaynellen J. Holloway, P.E.
920.262.4050

Andrew Beyer, P.E.
920.262.4052

Maureen McBroom, ENV SP
920-206-4264

Ritchie M. Piltz
920.262.4034

Secretary, Wanda Fredrick
920.262.4368

MEMO

TO: Mayor McFarland and Committee Members
FROM: Jaynellen J. Holloway, P.E.
DATE: February 24, 2023
RE: Downtown Main Street Task Force ARPA Request

Finance Committee Members,

I am writing on behalf of the Downtown Main Street Task Force (DMSTF) for consideration of allocating ARPA funding for purchasing the services of a landscape architect. Recently, the DMSTF approved a prioritized, chronological list of work stemming from their previously approved Main Street Reconstruction Plan. This plan was presented to the public, and now the DMSTF has put that plan into an actionable approach. Please see the attached timeline of work.

Because of the timing of the reconstruction of Main Street, and also because of the Main Street Bridge reconstruction, the WisDOT has begun to ask for preferences from the city pertaining to lighting, curb bump outs, and parklets to name a few. Considering the vast scope of work, and the generational impact of these two projects, the DMSTF believes hiring for professional landscape architect services is in the best interest of the City. While some items like naming public parking lots or bench placement could be achieved by the task force or City team, the DMSTF believes the “bigger picture” would be best strategized and created by those professionally experienced with doing so.

This request does align with the Common Council’s categories/goals for the APRA funding, namely high impact/high cost. We anticipate these services costing between \$80,000-\$100,000.

Thank you,

Jaynellen J. Holloway, P.E.
Director of Public Works/City Engineer

DOWNTOWN MAIN STREET TASK FORCE
TIERED RECOMMENDATION LIST
Updated 2/16/23

TIER	ITEM	YEAR START	YEAR END	CHAMPION
1	Plan for update and install of murals	2023	2027	Tourism
	Hire a Landscape Architect to design a master plan that will encompass the following items (work would not be completed until 2028 reconstruction is complete):	2023	2024	City and Main Street
	<i>Design of Main Street entrance feature</i>			
	<i>Create naming system for public parking lots, improve aesthetics of existing parking lots</i>			
	<i>Determine locations of and create public meeting spaces</i>			
	<i>Well-designed seating at pedestrian friendly intervals</i>			
	<i>Well-designed way-finding signage network</i>			
	<i>Determine location and design of permanent parklets</i>			
	<i>Temporarily close-off parts of certain streets for programming</i>			
	<i>Create and/or identify sites for future winter activities and programming</i>			
	<i>Style/selection of a multi-purpose bubbler, pedestrian level flower pots, benches, well designed trash receptacles, etc.</i>			
	Plan for green infrastructure improvements in the Downtown	2023	Ongoing	City
	Reconstruct and improve seawalls near downtown and remove associated vegetation to create vistas (this work possibly done by City crews)	2023	Ongoing	City
	Coordinate with WisDOT on following items:	2023	Ongoing	City/WisDOT
	<i>Selecting design of traffic lights that allow pedestrians to stop</i>			
	<i>Improve design of traffic</i>			
	<i>Selecting location of permanent parklets</i>			
	<i>Selecting taller lampposts</i>			
	<i>Plan to update/upgrade utilities throughout reconstruction</i>			
	<i>Plan to/attempt to widen sidewalks</i>			
	<i>Design/select curb bumpout locations to improve traffic calming measures</i>			
	<i>Design relocated crosswalks for improved pedestrian flow/safety</i>			
	<i>Design/incorporate features for blind & deaf in crosswalks</i>			
	<i>Design/incorporate continental crosswalks for improved pedestrian safety</i>			
	<i>Design infrastructure for decorative lighting and electrical use</i>			
	<i>Design infrastructure for EV charging stations</i>			
	<i>Design a multi-purpose bubbler</i>			
	Design 5G lamppost infrastructure	2023	Ongoing	Cell providers/City
2	Create strategic plan for photo op's/vistas within Main Street District	2024	Ongoing	Main Street
	Perform transportation network evaluation in the Downtown, with the intention of redesigning one-way streets and planning for bike usage	2024	2024	DOT/City
	Underlight Cole Bridge (cost for design to be requested in 2024 City budget)	2024	2024	City
3	Install Main Street entrance feature	2028	2028/2029	City/Main Street
	Install well-designed seating at pedestrian friendly intervals	2028		Main Street
	Install well-designed way finding signage	2028		City
	Install permanent parklets	2028		City
	Plan for and install art and sculpture on sidewalks	2028	Ongoing	Tourism/Main Street

	Install pedestrian level flower pots	2028		Main Street
	Install well designed trash receptacles	2028		Main Street
	Create implementation plan for development of Riverwalk north of Cole Bridge	2028		City
4	Perform comprehensive parking study	2022	Completed	City (Main St. grant)
	Conduct evaluation of parking study on Main Street (ongoing, and some opportunities already identified & being investigated by city staff).	2022	Ongoing	City

Housing Rehab Program

Funded via \$100,000 of ARPA

Purpose

The ARPA Housing Rehabilitation Program is intended to provide access to capital to assist property owners, both owner-occupied and landlords, with necessary maintenance of their properties.

Details

Eligible Expenses

Through working with the Building Inspector, Code Enforcement Officer and Zoning Administrator, the categories below are being considered high priority for eligible expenses.

1. Roofs (\$15K-\$20K)
2. Porches
3. Exterior Paint
4. Lead paint and windows and doors
5. Power service upgrades on their panels with a correlating plan for their upgrading in wiring

Not only are the categories above some of the city's most common issues that affect property value, but they are also improvements that effect safety and the aesthetic value of the community.

Scope

The city is proposing a matching grant requirement for owner-occupied units that would be on a sliding scale based on the income of the owner. Further, for leased unites, landlords would pay 70% of the expenses with the grant paying for 30%. All housing units are eligible.

Priority will be given to applications where the home is on a major thoroughfare or is near a current redevelopment area (areas to be identified). The grant will have an opening and closing period so that proper priority can be identified.

Operations

Considering the RDA has an existing operational infrastructure to process applications and issue financial awards, the city is proposing the \$100,000 allocated to this topic, be provided to the RDA for administration. The RDA should be permitted to accept a 5% administrative cost from the grant funds.

Next Steps

Upon conceptual approval, final grant criteria will be determined and formalized into a policy. An application and associated redevelopment areas will be created, as well as a grant opening and closing period. Marketing of the grant would be created.