



FINANCE COMMITTEE MEETING AGENDA

MONDAY, OCTOBER 09, 2023 AT 4:30 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 minutes from September 25, 2023

3. BUSINESS

- [A.](#) Review and take action: Watertown Historic Preservation and Downtown Design Commissions application for Certified Local Government grant from WI Historical Society
- [B.](#) Review and take action: Hiring Ashlyn Schlieve for dispatch
- [C.](#) Review and take action: Hiring Solid Waste Mechanic
- [D.](#) Review and take action: Hiring Jay Pirkel for vacant Park General Laborer position
- E. No action - information only: bound audits received and available
- F. 2024 Budget Proposal Discussion: General Government (Common Council, Human Resources, Employee Benefits, Media, IT, Municipal Court, Attorney, Finance, Elections, Assessor, Audit, Property/Liability Insurance)
- G. 2024 Budget Proposal Discussion: Other Funds (Non-recurring Grants [Fund 24], CDB Housing [Fund 65], Fiber Optic [Fund 25], Transit [Fund 13], Tourism [Fund 22])

4. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only



FINANCE COMMITTEE MEETING MINUTES

MONDAY, SEPTEMBER 25, 2023, AT 5:30 PM

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

Members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, Moldenhauer (video)

Others present: Finance Director Stevens, City Attorney Chesebro, Police Chief Kaminski, Public Health Director Quest, Public Works Director Holloway, Street Operations Manager Winkelman, Water/WW Manager Hartz, Holly Heisel, Andrew Beyer, Heather Van Dam (Humane Society)

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. Ald. Bartz moved, seconded by Ald. Lampe, to **approve the minutes of the September 11** meeting. Approved unanimously.
3. Public Health Director Quest provided an **update of the Environmental Health Fee Schedule**. As a local agent health department, our health department adopts the State codes per our contractual agreement with the WI Dept of Agriculture, Trade and Consumer Protection (DATCP). The new fees are effective as of 09/24/23. Updates were made in the recreational and education camps and public pools and water attractions categories.
4. The Watertown Area Chamber of Commerce requested a **two-year agreement (2024-2026) extension to contract for tourism promotion** with a continuation of the same financial arrangements (70% of room tax, \$9000 annual administrative fees). Ald. Lampe, on behalf of Watertown Tourism Commission, asked if there's an ability to enforce collection mechanisms. Ald. Lampe motioned, seconded by Ald. Davis, to table approval of the agreement to allow the Tourism Commission to discuss the collections process with Finance Department staff. Approved by committee vote.
5. **Watertown Humane Society** Director VanDam updated the committee as to the current operations of the humane society as well as give an overview of renovation plans once funds have been received through capital campaign efforts. A motion was made by Ald. Davis, supported by Ald. Bartz, to approve the **2024 service agreement**, a continuation of the amount of support currently provided. The Committee agreed. The mayor indicated that the 2024 budget proposal includes a request for supporting the renovation efforts.
6. Operations Manager Winkelman requested approval to apply for the **2024 WI DNR recycling grant**. Motion by Ald. Bartz, second by Ald. Lampe. Approved by committee vote.
7. Assistant Engineer Beyer indicated that a **WisDOT Surface Transportation Program (STP) Local** application for reconstruction of Western Ave and a portion of S. First Street was successful. The Engineering Division is **seeking approval for the State/Municipal agreement** upon review by the City Attorney. The project is scheduled for 2025 construction. Motion by Ald. Lampe, second by Ald. Davis. Approved by committee vote.
8. The Engineering Division sought permission to submit an application for **WisDOT STP Urban** funding for a **portion of Labaree St** (N Fourth St and Boughton St). This is for a 2028 construction project in which the State provides 80% for eligible road improvements. Motion by Ald. Davis, second by Ald. Lampe. Approved by committee vote.

9. The Engineering Division sought permission to apply for a **WisDOT Transportation Alternatives Program (TAP)** grant to establish a **shared-use path on the east side of S. Church St** between Jefferson Road and Air Park Drive. Project design is anticipated in 20025 with construction in 2028. The State would provide 80% of the eligible costs. Motion by Ald. Bartz, second by Ald. Lampe. Approved by committee vote.
10. Wastewater Manager Hartz presented a request to **hire Robert Goodle** to fill position of Collection System Specialist at Grade/Step H1 [\$23.47/hr]. Ald. Moldenhauer motioned, supported by Ald. Lampe, to approve the hire as presented. Approved by committee vote.
11. A request was made to **increase a step of pay for Scott Blasing** to G/S I5 [\$28.32/hr] based on obtaining the DNR certification. Ald. Lampe moved, seconded by Ald. Davis, to approve retroactive to August 23. Approved by committee vote.
12. Public Works Director Holloway requested approval for Change Order No. 2 with K&K Masonry on **Riverside Park Wall Project for \$28,000** for an additional area that needs to be removed and replaced. Approximately \$9,000 is available in the approved budget. Ald. Bartz moved, supported by Ald. Davis, to approve the change order contingent upon confirmation that a donation of \$19,000 is received. Approved by committee vote.
13. The Transit Commission is recommending that the City enter into an exercise of an option to **contract for year four with Passenger Transit, Inc.** for 2024 for 29,900 hours per year at an hourly service rate of \$32.43, a 3.7% increase (tied to CPI-U). A motion was made by Ald. Lampe, seconded by Ald. Moldenhauer, to approve. The full committee agreed.
14. Finance Department staff are seeking permission to **write off outstanding balances totaling \$48.18** from three personal property tax bills. Ald. Lampe moved, seconded by Ald. Moldenhauer, to approve. The full committee agreed.
15. Finance Director provided the recent results of an **independent appraisal of the library facilities and contents**. The appraised building & contents value of \$20,693,600 will be adjusted at our next property insurance renewal.
16. A motion was made by Ald. Bartz, seconded by Ald. Lampe to **convene into closed session** per Wis. Stat. § 19.85(1)(e) for deliberating or negotiating 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. **(Main Street Bridge)** Unanimous roll call vote.
17. The committee reconvened into open session.
18. A motion was made by Ald. Davis, seconded by Ald. Bartz, to **deny the acceptance of any bid award for the Masonic Temple stabiliazation project**. The full committee agreed.
19. Adjournment. Ald. Bartz moved to adjourn, seconded by Ald. Lampe, at 7:05 pm 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.

October 2, 2023

Mr. Mark Stevens
Watertown City Hall
106 Jones St.
Watertown, WI 50394

RE: Application for Certified Local Government Grant Funds

Dear Mark,

The Watertown Historic Preservation & Downtown Design Commission is seeking to apply for a 2024 Certified Local Government grant through the Wisconsin Historical Society to update the city's intensive survey of historic properties last completed in 1987. As the result of the 1987 survey, Watertown has been successful in listing four residential neighborhoods and one commercial district in the National Register of Historic Places.

Due to the age of the survey, the fact it is not digital, and that many more properties could now be included (especially mid-century modern architecture), the State Historic Preservation Office has suggested we update the 1987 survey, versus applying for funds to list a sixth district at this time. The city last received CLG grant funds in 2014 when we listed the Clyman Street Residential Historic District in the National Register.

CLG grants have a ceiling of \$50,000. Intensive surveys are typically the costliest of the CLG eligible projects, and the estimated cost for our project is \$47,000. If we are successful in securing this grant, the city would be responsible for paying the consultant fees upfront, with full reimbursement coming from the state once the project is completed.

HPC member Tim Little has taken the lead as the project coordinator with my assistance. Our project letter of intent was accepted by the historical society in September, and the next step is to submit a formal application by Dec. 16.

I will do my best to attend the Finance Committee discussion next week and will be happy to answer any questions you may have.

Sincerely,

Melissa Lampe
Secretary
Historic Preservation & Downtown Design Commission

Candidate Selection Form

POSITION TITLE: Dispatcher DEPARTMENT: Police Department

NEW POSITION _____ VACANCY: XX RECLASS _____ # OF APPLICANTS: 9

FT: XX PT _____ EXEMPT _____ NONEXEMPT: XX

Reason for opening:
Position is vacant due to Dispatcher moving to Police Records Specialist position, and candidate that was hired to fill dispatch position quit shortly after beginning training.
Justification to fill:
Open position leaving dispatch short staffed.
Top three responsibilities for position:
Dispatch Police, Fire and EMS Answer Emergency and non-emergency calls Records management/CAD management

CANDIDATE NAME: Ashlyn Schlieve

How this candidate had demonstrated skills to meet the needs of the position and requested step:
Ashlyn has prior experience as a dispatcher with UW-Oshkosh Police Department. Ashlyn was sent to Jefferson County Workforce Development for testing and did very well. Ashlyn passed all other aspects of background process.

Date Available to start:	10/16/23	Grade	H	Step	2	Hourly Rate	23.78
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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 _____

Stacy Winkelman
Operations Manager

Matt Willmann
Asst. Operations Manager

Jane Flanigan
Admin. Asst.

Christopher Newberry
Streets Project Manager

Tom Nickels
Foreman

Jason Heller
Foreman

Chris LaCombe
Foreman

MEMO

TO: Mayor McFarland and Committee Members
FROM: Stacy Winkelman
DATE: October 5, 2023
RE: Finance Committee Meeting of October 9, 2023

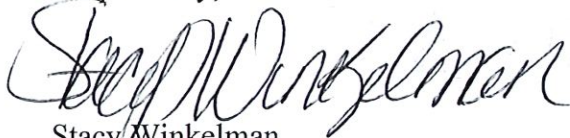
Agenda Item:

Review and approve hiring Philip Rhodes for the vacant mechanic position at a Grade I Step I \$25.42.

BACKGROUND:

Phil has over 27 years of experience in the heavy-duty repair industry. He has worked on all kinds of equipment and is extremely knowledgeable. He is very comfortable using computer software for data tracking as well. Phil is currently on the solid waste collection crew, so he also has daily firsthand knowledge of what some of the equipment goes through. Besides that, he is one of the most positive employees we've ever had and lightens the mood at just the right time. If approved by the Committee we would look to start Phil in the position at the start of the next pay period which is Wednesday, October 18th.

Respectfully,



Stacy Winkelman



Candidate Selection Form

POSITION TITLE Mechanic DEPARTMENT DPW - Street/Solid Waste

NEW POSITION _____ VACANCY X RECLASS _____ # OF APPLICANTS: 4

FT X PT _____ EXEMPT _____ NONEXEMPT X

Reason for opening:

Retirement

Justification to fill:

This division needs to be at full staff to maintain efficiency in daily maintenance and repairs of City equipment.

Top three responsibilities for position:

Maintenance of all pieces of equipment for Solid Waste equipment as well as assist maintenance shop with all City owned equipment.

Major repairs to equipment.

CANDIDATE NAME: Philip Rhodes

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

Phil has 27 years of experience working on heavy duty equipment. He is currently employed by the City on the solid waste collection crew so he has first hand knowledge of the daily grind and expectations of this equipment.

Date Available to start:	ASAP	Grade	I	Step	1	Hourly Rate	\$25.42
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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 _____

Kristine Butteris
Director

Andrea Draeger
Office Manager

Jeff Doyle
Park Supervisor

Megan Schwefel
Administrative Assistant

October 9, 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:

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

We would like Jay to start on October 16, 2023.

Candidate Selection Form

POSITION TITLE Park Laborer DEPARTMENT Parks, Recreation, & Forestry

NEW POSITION VACANCY X RECLASS # OF APPLICANTS:

FT X PT EXEMPT NONEXEMPT X

Reason for opening:
Employee resigned from the city.
Justification to fill:
This position will maintain the trimming and mowing at all city parks and city properties as well as snow removal of all city owned sidewalks, bridges, and park areas.
Top three responsibilities for position:
Perform all aspects of park maintenance including turf and plant material installation and maintenance, athletic fields, playground equipment, snow plowing, rubbish collection, and building and facility maintenance. Perform all aspects of forestry duties including trimming, planting and transplanting, pruning, cultivating, fertilizing, treating, and repairing of trees and shrubs. Performs basic repairs to include carpentry, construction techniques, and building maintenance.

CANDIDATE NAME: Jay Pirkel

How this candidate had demonstrated skills to meet the needs of the position and requested step:
Our candidate was very knowledgeable in many different aspects of our operations. He showed us that he has many years of experience in heavy equipment, lawn care and working in adverse conditions.

Date Available to start:	10/16/2023	Grade	F	Step	1	Hourly Rate	\$19.55
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FIRST ALTERNATE: Open Posting

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_____