



FINANCE COMMITTEE MEETING AGENDA

MONDAY, DECEMBER 23, 2024 AT 10:00 AM

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

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 282 485 6600 Passcode: 53098 One tap mobile +16469313860

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 November 25, 2024
- 3. BUSINESS**
 - A.** Review and take action: Earl and Eugenia Quirk Foundation Grant
- 4. ADJOURNMENT**

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

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, NOVEMBER 25, 2024, AT 5:30 PM**

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

Finance Committee members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Moldenhauer

Others present: Finance Director Stevens, Attorney Chesebro, Fire Chief Reynen, Police Chief Brower (video)

1. Call to order. Mayor McFarland called the meeting to order at 5:41 p.m.
2. Ald. Lampe motioned, seconded by Ald. Moldenhauer, to approve the **finance committee minutes from October 21 and November 19**. Unanimously approved.
3. Chief Brower has three **promotions in the police department**. Ald. Bartz, seconded by Ald. Lampe, motioned to approve the following: Captain Laura Bohlman- G/S P7 (\$46.50/hr), Sergeant Mike Hoyt- G/S M9 (\$42.00/hr), and Sergeant Raul Nieto- G/S M9 (\$42.00/hr). Approved unanimously.
4. The fire department administration presented a list of **EMS accounts with a request to write off balances as uncollectible**. Ald. Moldenhauer moved to approve, seconded by Ald. Lampe, and unanimously approved.
5. Chief Reynen presented a request for **2025 pay assignment for Matt Pieper**, a promotion to Battalion Chief. The request for assignment to N-Adj8 was approved as a motion by Ald. Lampe, supported by Ald. Bartz.
6. Chief Reynen has reviewed an existing **MOU with WI DNR** from 2019 for the participation in the suppression of forest fires and provided recommendations for revisions, including the reimbursement expectations on initial fire response on DNR land. Ald. Bartz moved to approve, seconded by Ald. Lampe, and approved by all.
7. The **Mayville EMS Training Center** is requesting an agreement to allow its students to be assigned for training with Watertown Fire Department. Ald. Lampe motioned, supported by Ald. Moldenhauer, to approve this agreement. Approved unanimously.
8. An **Assistance to Firefighter Grant (AFG)** is federally funded through FEMA. The focus this year is to invest in training. An awarded grant will provide 90% of the identified costs; the fire department budget would afford the 10%. A request of approximately \$51,000 would help secure certifications in NFPA 1403, CEVO 4 & CEVO 5 Train-the-trainer, and Incident Safety Officer courses. After a motion by Ald. Lampe, seconded by Ald. Moldenhauer, the committee approved the pursuit of this grant.
9. Mayor McFarland provided an update on a **position title change** from Strategic Initiatives and Development Coordinator to **Manager of Economic Development and Strategic Initiatives**. Ald. Lampe voiced his desire to make sure the RDA board has an ability to participate in the processes involving the RDA Executive Director position.
10. **Intrepid Investments** LLC, a partnership of two other companies, has expressed interest in developing residential buildings at both 111 S Water St and a portion of the N First St parking lot. They are seeking a **pre-development agreement** that would grant an exclusivity window on these two parcels until March 1, 2025 with the goal to engage in a formal developer's agreement at that

time. This request was approved unanimously following a motion of Ald. Moldenhauer, seconded by Ald. Bartz.

11. Mr. Stevens reviewed the **General Fund Income Statement through October** noting the timing of the intergovernmental shared tax payment that was received in mid-November and the remaining tax revenue to be posted via an interfund journal entry at year's end.
12. Ald. Moldenhauer moved, supported by Ald. Bartz, to convene into **closed session** per §19.85(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (**amending union contract with IAFF Local 877 re: vacation scheduling**). Approved unanimously by roll call vote.
13. The Finance Committee reconvened into open session.
14. Minimum staffing levels in the **fire department** from 6 to 7 will be adjusted as of December 1. The addition of staffing the command car is limited to a Battalion Chief (BC) or Lieutenant (LT), which has an impact on the way vacation days are chosen among staff. The MOU, already approved by the union, will help in the **prioritization of vacation selections of BC/LT**. A motion made by Ald. Moldenhauer and seconded by Ald. Lampe approved the requested MOU. Approved by all.
15. Ald. Bartz moved, supported by Ald. Lampe, to convene into closed session per §19.85(1)(e) to deliberate or negotiate 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 (**MOU between City and Watertown Public Library**). This was unanimously approved by a roll call vote.
16. The Finance Committee reconvened into open session.
17. **Finance Committee adjournment.** Ald. Bartz moved, seconded by Ald. Lampe, to adjourn the Finance Committee at 6:51 p.m., 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

Parks, Recreation, and Forestry Department

To: Finance Committee

From: Kristine Butteris, Director of Parks, Recreation, and Forestry

Date: 12/10/2024

Subject: Acceptance of Earl and Eugenia Quirk Foundation Grant

Background

In early May, the Earl and Eugenia Quirk Foundation extended an opportunity to the Parks, Recreation, and Forestry Department to apply for a grant in the 2024 season for 2025 use. As we continue to improve our water ways and uses, we applied for a grant in the amount of \$4,500.00 for a kayak rental program at the Bentzin Family Town Square.

Budget Goal

#4. Promotes and fosters innovative approaches for community development and growth

Financial Impact

No Financial Impact

Recommendation

We are asking the Finance Committee to accept this grant in order to place a kayak rental system at the Bentzin Family Town Square.

2024 Operational Goals

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
2. Supports employee retention and growth, and also works to address critical staffing areas
3. Invests in the assessment, strategic planning and maintenance of our city buildings
4. Promotes and fosters innovative approaches for community development and growth
5. Maintains a safe and healthy community, and expands community education on safety and health