



FINANCE COMMITTEE MEETING AGENDA

MONDAY, JANUARY 08, 2024 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 from December 11, 2023

[B.](#) Finance Committee minutes from December 19, 2023

3. BUSINESS

A. Update on Public Works Director recruitment

[B.](#) Review and Discuss: 2023 BMO Checking Interest vs. Fees

C. Review and take action: purchase of tablets for Common Council

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, DECEMBER 11, 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 Stevens, Attorney Chesebro, Fire Chief Teesch, Park/Rec Director Butteris, Public Health Director Quest, Street Operations Manager Winkelman (video), Assistant Engineer Beyer, Zoning Administrator Zirbes, Tony Rauterberg, Mason Becker, Tim Hayden (video), J Doyle

1. Call to order. Mayor McFarland called the meeting to order at 5:30 p.m.
2. Ald. Davis made a motion, seconded by Ald. Bartz, to **accept the minutes** of Finance Committee meetings on **November 13 and 27**. Unanimously approved.
3. Zoning Administrator Zirbes explained the value of entering into an **agreement with Jefferson County to provide the GIS services**. Both the County and City utilize the same system, and many of the contents layers are provided through the County. The costs are included within the approved 2024 budget. The term date should be listed as January 1, 2024. Ald. Davis, supported by Ald. Lampe, approved the agreement with the alteration of the start date. Unanimously approved.
4. Mr. Becker explained a **request for the purchase of .83 acres of undeveloped land owned by the City** adjacent to the former Ablelight adult care facilities at 761 Milford St. The prospective buyer would be eligible for an Idle Sites Redevelopment Program grant (WEDC) that requires a minimum of 4.0 acres. The staff is suggesting that the sale price be set at \$11,000/acre, which is the same price that the City paid for it. A certified survey map would be completed and paid for by the buyer. Although not necessary, Attorney Chesebro suggested a developer agreement be drafted for a return of the property if a pursuit of the grant is not finalized. The consensus of the committee was to move ahead with this request.
5. Assistant Engineer Beyer presented a **second amendment to the State/Municipal Financial Agreement (SMFA) for the Main St bridge** that includes preliminary/final design and bid document preparation in the summary of costs table and verbiage regarding award and completion dates. Ald. Lampe moved, supported by Ald. Bartz, to approve as presented. Unanimously approved.
6. Public Health Director Quest is requesting that the **upcoming vacancy of an LPN position be changed to a RN** due to the increasing health complexity of the community and will allow for a more equal distribution of workload in programs and better coverage for services in the department. The increased cost in moving from a long-term employee paid at G/S H9 to a higher G/S of K1 or K2 would be able to be afforded with the cost savings due to the gap in time between the retirement date and hiring of a replacement. A motion was made by Ald. Bartz, seconded by Ald. Moldenhauer, to approve this request. Unanimously approved.
7. HR Generalist Schwartz provided an **update on the recruitment efforts for a public works director**, including the costs for hiring a staffing agency. Mayor McFarland will ask the former director whether the removal of the Professional Engineer (PE) credential is a possibility to broaden the potential pool of applicants. It was determined that the posting should continue with another update in the first meeting of January.

8. Park/Rec Director Butteris requested permission to **submit a JDQ review** to Carlson Dettmann for a change in position from **Assistant Forester to Arborist (lower than forester)/Bucket Truck Operator**. Ald. Lampe moved, seconded by Ald. Bartz, to allow the submission. Unanimously approved.
9. Negotiated changes in the **2024-2026 agreement between City of Watertown and the fire fighter union** have been finalized by Attorney Chesebro, and both parties are prepared to sign the contract. A motion made by Ald. Lampe, supported by Ald. Bartz, to accept the contract was unanimously approved.
10. Attorney Chesebro presented a policy amendment to revise the **candidate selection procedure of extending offers**. Currently, all new hires are presented to the Finance Committee for review. The change would limit the presentation to only positions mandated by state statute, assigned a grade N-Z, or any proposals for a beginning step of 4 or higher. Others would be submitted on a Candidate Selection Form, routed to HR and Finance Director, and provided to the Mayor for approval. Committee input was to alter the proposal to only recommend to Common Council those positions mandated to be approved by this body in state statute. Ald. Lampe, seconded by Ald. Davis, moved to recommend the amended resolution to the Council. Unanimously approved.
11. The **2024 payroll resolution** was presented for approval. Ald. Bartz, supported by Ald. Lampe, approved the corrected presentation (typo in Section 2, removal of Accounting Clerk from Grade G.) Unanimously approved.
12. Development Coordinator Becker presented a draft copy of an **RFP for the development opportunity at 111 S. Water Street** (parcel adjacent to Town Square). Recommendations were offered to add "quality of fit" to evaluation criterion and to verify accuracy of population trend statement.
13. Finance Director Stevens provided a **Fund 01 income statement through November 2023**.
14. Finance Director Stevens compiled a list of accounts with both available funds from spending less than anticipated and other accounts where expenses exceeded the original budget. The anticipated net result is a reduction of spending by approximately \$130,000. Ald. Lampe moved, seconded by Ald. Davis, to recommend the **2023 budget modifications** be approved by the Common Council. Unanimously approved.
15. Finance Director Stevens presented an updated iteration of the **proposed purchasing policy revision**. A department head provided a verbal correction to him after the packet was sent: Public Works Committee should be Public Works Commission throughout the document. A motion was made by Ald. Moldenhauer, seconded by Ald. Bartz, to approve the new policy. Unanimously approved.
16. Ald. Davis moved, supported by Ald. Moldenhauer, to convene into **closed session** per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel of 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. (**MHQ Worker's Compensation Decision**). The committee unanimously approved to move to closed session per roll call vote.
17. The committee reconvened into open session.
18. Adjournment. Ald. Davis moved to adjourn at 6:50 pm, seconded by Ald. Bartz, 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.



FINANCE COMMITTEE MEETING MINUTES

TUESDAY, DECEMBER 19, 2023, AT 6:15 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, Attorney Chesebro, Assistant Engineer Beyer, Water Systems Manager Hartz

1. Call to order. Mayor McFarland called the meeting to order at 6:15 p.m.
2. Water Systems Manager Hartz presented a request to pursue a **grant application from US DOE/ENERGYWERX for up to \$300,000** (at 50% match requirement) to fund the use of biogas for energy. He is requesting the help of Mead-Hunt to complete the application. An amount of \$5,000 remains unused and available from a past grant. Ald. Moldenhauer, supported by Ald. Davis, approved moving forward with the application. Unanimously approved.
3. City staff presented a **driver policy** for approval. We haven't had a city-wide policy to ensure a safe and responsible use of city-owned vehicles. Ald. Lampe moved, supported by Ald. Bartz, to approve as presented. Unanimously approved.
4. The Tourism Commission has reviewed the agreement between the Watertown Area Chamber of Commerce and the City for **2024-2026 tourism promotion services**. The agreement has no changes from the prior agreement with the exception that the new one has a three-year term. A motion was made by Ald. Lampe, seconded by Ald. Davis, to approve this agreement. Unanimously approved.
5. Finance Director Stevens summarized procedural improvements that have been implemented to assure better collection **processes for short-term rental room taxes**. Marketplace providers are a growing source of revenue but are difficult to interact with these nationwide companies. As part of this review, the Finance staff had presented a summary of 2022 room tax rates from the surrounding communities and completed what-if calculations for potential increases in our room tax rate of 5% to higher rates. The Tourism Commission agreed to an increase in the room tax rate to 8% to match what most of the area charges. A motion was made by Ald. Davis, supported by Ald. Lampe, to recommend an **increase in the room tax to 8%** to the Common Council. Unanimously approved.
6. Finance Director Stevens presented a list of four customer accounts that have become delinquent, collection efforts have been unsuccessful, and the amounts do not qualify to be turned over to the State for collection. The **write-off from the collection process** was made as a motion by Ald. Bartz, followed with a second from Ald. Moldenhauer, and unanimously approved.
7. Ald. Moldenhauer moved, supported by Ald. Davis, to convene into **closed session** per Wis. Stat. Sec. 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. (**Masonic Temple Easement**). The committee unanimously approved to move to closed session per roll call vote.
8. The committee reconvened into open session.

9. Adjournment. Ald. Lampe moved to adjourn at 6:45 pm, seconded by Ald. Bartz, and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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2023 BMO Interest vs. Analysis Fees

Month	Interest	Fees	Net	2022 Fees
Jan	-	475	(475)	1,450
Feb	14,495	26	14,469	1,413
Mar	5,133	1,278	3,855	1,142
Apr	7,276	1,311	5,965	1,164
May	9,578	1,081	8,497	1,270
Jun	4,792	1,222	3,570	655
Jul	6,738	1,396	5,342	1,001
Aug	5,400	1,201	4,200	810
Sep	5,467	1,249	4,218	253
Oct	4,030	1,078	2,952	683
Nov	4,586	1,144	3,441	375
Dec	5,403	1,109	4,294	501
Total	72,897	12,570	60,327	10,718
Ave fees / month		1,048		893
Add'l cost of interest		1,853		