



## 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 Winkelman, 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

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|-------------------------------------|----------|
| 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.