



FINANCE COMMITTEE MEETING MINUTES

MONDAY, OCTOBER 21, 2024, AT 5:30 PM

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

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

Others present: Finance Director Stevens, Attorney Chesebro, Fire Chief Reynen, Park/Rec Director Butteris, Strategic Initiatives Coordinator Becker, Street Operations Manager Winkelman (video), Jody Purtell (Main St Program)

1. Call to order. Mayor McFarland called the meeting to order at 5:33 p.m.
2. Ald. Davis motioned, seconded by Ald. Lampe, to approve the **finance committee minutes from October 1-10** (2025 budget meetings). Unanimously approved.
3. Park/Rec Director Butteris announced that the City was awarded a **grant of \$3,500 from the Green Bay Packer Foundation** to enhance the artwork at the Senior and Community Center. Ald. Lampe moved to approve acceptance of the grant, supported by Ald. Davis, and unanimously approved.
4. Strategic Initiatives Coordinator Becker explained that the Main Street Program is working to request a **Back Door Accessibility Grant through WEDC** Small Business Development program for up to \$250,000. The WEDC requires the municipality to be the grant applicant, but the Main St. Program staff would be a collaborator and administrator of the program, if awarded. The Finance Committee members asked to make sure the application is formatted in a correct fashion. Ald. Moldenhauer moved, seconded by Ald. Lampe, for the grant to be submitted. Approved unanimously.
5. Chief Reynen proposed that the **fire department** contract with Life Safety Inspection Vault (LIV) to conduct **third-party inspection, testing, and maintenance** (ITM) to enforce and track the status of fire protection and life safety systems. All expenses are borne by the premise owner and not the City. A motion was made by Ald. Lampe, seconded by Ald. Davis, to approve. Unanimously approved.
6. A proposed contract to provide **EMS to Lebanon** for 2025 was presented. Ald. Lampe motioned, supported by Ald. Davis, to approve the agreement. Approved unanimously.
7. The Public Works Department is seeking permission to forward the **Water Distribution Technician** position job description to our HR consulting firm **for a market adjustment evaluation**. This position has been advertised nine times with four postings occurring since 2023. A motion was made by Ald. Lampe, seconded by Ald. Davis, to approve. Unanimously approved.
8. A **commercial drivers license (CDL) agreement** was created in 2022. Now that departments have utilized this document, Public Works staff is **recommending revisions** to align with current work practices. Ald. Davis made a motion to approve the revised document, seconded by Ald. Lampe, and approved unanimously.
9. **Change orders** totaling \$14,122.22 have been submitted by **McMullen & Pitz**, the contractor hired to complete the **stabilization work on the 2 E. Main St building**, linked to the Main St bridge replacement project. Mead & Hunt has reviewed and recommends approval of these. This will be

funded by the Bridge Reserve Account, which has sufficient funds to cover the cost. A motion to approve was made by Ald. Lampe, seconded by Ald. Moldenhauer, and unanimously approved.

10. Mr. Stevens presented a resolution to create a **new fund** in our accounting system for the administration and operation of **TID #9**. It was moved by Ald. Davis, supported by Ald. Lampe, to approve the resolution to Common Council for its approval. Approved by all.
11. Mr. Stevens provided the **General Fund income statement through September**.
12. Mr. Becker reviewed his summary of the updates with Horizon Development Group for the construction of four apartment buildings that will total 92 rental units. The project has been named "**Lumin Terrace**."
13. Ald. Moldenhauer moved, supported by Ald. Davis, 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 (**Development agreement between the City and Horizon Development Group**). This was unanimously approved by a roll call vote.
14. The Finance Committee reconvened into open session.
15. Ald. Davis, supported by Ald. Moldenhauer, moved to recommend the **development agreement for Lumin Terrace** (Horizon Development Group) to the Common Council for its approval. Approved unanimously.
16. **Finance Committee adjournment**. Ald. Moldenhauer moved, seconded by Ald. Lampe, to adjourn the Finance Committee at 6:26 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.