

Memo

To: Finance Committee

From: Mayor McFarland

Date: May 30, 2022

Re: Proposed Employee Handbook Updates

Please find the following agenda items for your consideration and approval.

I am suggesting a change to the City of Watertown's handbook regarding the travel reimbursements form approval process in "Section P. Travel Reimbursement", under the section "Benefits." This section states that travel outside the State of Wisconsin shall be approved in advance of departure by the employee's department head and the Mayor using the travel request and reimbursement form. The Mayor's awareness of relevance of the job responsibilities to the training is limited and I think that decision more appropriately lies with the department heads to make independently.

Current Policy

P. TRAVEL REIMBURSEMENT

Job-related travel outside of Jefferson or Dodge County and incurrence of travel expenses shall be approved in advance of departure by the employee's department head using the travel request and reimbursement form. Travel outside the State of Wisconsin shall be approved in advance of departure by the employee's department head and the mayor using the travel request and reimbursement form.

After job-related travel is completed, claims for reimbursement of travel expenses shall be filed with each employee's supervisor using the travel request and reimbursement form no later than thirty (30) days following incurrence and must be supported by documentation including receipts for any meals or lodging.

In the event a traveler is accompanied by family members, care must be exercised to include only costs attributed to the employee.

Proposed Change

P. TRAVEL REIMBURSEMENT

Job-related travel outside of Jefferson or Dodge County and incurrence of travel expenses shall be approved in advance of departure by the employee's department head using the travel request and reimbursement form. Travel outside the State of Wisconsin shall be approved in advance of departure by the employee's department head using the travel request and reimbursement form.



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no later than thirty (30) days following incurrence and must be supported by documentation including receipts for any meals or lodging.

In the event a traveler is accompanied by family members, care must be exercised to include only costs attributed to the employee.

Thank you for your consideration of this policy adjustment. Please let me know if you have any questions.

Thank you,
Emily McFarland, Mayor

FINANCE COMMITTEE

5:30 pm, June 16, 2022

The Finance Committee met on the above date and time. The following members were present: Mayor McFarland, Alderpersons Davis, Bartz, Lampe, Ruetten and Bartz. Also present: Finance Director Mark Stevens, Alex Allon, Asst. Fire Chief Anthony Rauterberg, Fire Chief Travis Teesch, Public Works Director Jaynellen Holloway, Streets staff Stacy Winkelman, Police Chief Kaminski, and City Attorney Steven Chesebro (via video).

Visitor: Ken Berg

NOTE: Items below are listed in order of the agenda but may not be the order by which they were taken up at the Finance meeting.

1. **Call to order:** Mayor McFarland called the meeting to order at 5:32 p.m.
2. **Review and approve:** Minutes from May 17, 2022 and May 23, 2022. Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
3. **Review and take action:** credit card purchases over \$10,000 for May 2022. Ald. Lampe moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
4. **Review and take action:** EMS billing write off's. Ald. Ruetten moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
5. **Bridge projects update:** Jaynellen Holloway provided an overview on current status of bridge projects:
 - a. Main St bridge: The City, WisDOT, and contractor met at the bridge to review project. Although no guarantee, a start of construction in 2024 is anticipated (possibly to be completed entirely in 2024 or started in 2024 and completed in 2025). The project is estimated to take 8-9 months. Work has been completed with the NW corner repair. A wooden cover was constructed and installed June 10.
 - b. Cady St bridge: The design contract (PSE- Plans, Specifications, cost Estimates) is underway for the rehabilitation project. This project is scheduled to be completed in 2023.
 - c. Tivoli Island bridge: A rehearsal of the presentation made by Andrew Beyer when the request for funding an evaluation was made.
6. **Review and take action:** hire Nauri Luna as a part-time Legal Assistant at Grade F, Step 1 (\$19.26/hr.). Ald. Lampe moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
7. **Review and take action:** hire Jesse Bell as a part-time Fire Inspector at Grade H, Step 1 (\$23.12/hr.). Mr. Bell is currently a full-time firefighter for Edgerton. Ald. Davis moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
8. **Review and take action:** 2022 payroll compression recommendations.

Zoning Administrator: Jacob Maas

Assigned Grade/Step = **M5** [\$36.49/hr]

New Grade/Step = **M6** [\$37.43/hr]

FD Batt Chief: Chad Butler

Assigned Grade/Step = **N5 Adj** [\$28.65/hr]

New Grade/Step = **N9 Adj** [\$31.48/hr]
(incl \$1.0484 Par Prem)

FD Batt Chief: Chad Butzine

Assigned Grade/Step = **N5 Adj** [\$27.60/hr]

New Grade/Step = **N9 Adj** [\$30.43/hr]

FD Batt Chief: Bradley Fox

Assigned Grade/Step = **N5 Adj** [\$28.65/hr]

New Grade/Step = **N9 Adj** [\$31.48/hr]
(incl \$1.0484 Par Prem)

FD Deputy Chief: Anthony Rauterberg

Assigned Grade/Step = **Q2** [\$43.09/hr]

New Grade/Step = **Q6** [\$47.71/hr]
(incl \$1.4677 Par Prem)

PD Assistant Chief: Benjamin Olsen

Assigned Grade/Step = **Q3** [\$42.77]

New Grade/Step = **Q4** [\$43.93]

Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.

9. **Review and take action:** proposed adjustment to the City of Watertown Employee Handbook for compression (clarify calculation formula to include gross wages, not total compensation). Ald. Ruetten moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
10. **Review and take action:** proposed adjustment to the City of Watertown Employee Handbook for sick leave (proration of earning sick leave dependent on half-time, 3/4-time, full-time work schedules). Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
11. **Review and take action:** proposed adjustment to the City of Watertown Employee Handbook for travel reimbursement (out-of-state travel to be approved at department level). Ald. Bartz moved to approve, seconded by Ald. Ruetten, and carried by unanimous voice vote.
12. **Review and take action:** amend the City of Watertown General Ordinances to reflect departmental restructuring for the Clerk/Treasurer and Public Works/City Engineer positions. Ald. Lampe moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
13. **Review and take action:** budget amendment decreasing Snow & Ice Control Supplies account [01-54-35-18] by \$3,000 and increasing Street Garages Repair account [01-54-12-20] by \$3,000 to supplement Capital Fund 05 budget for the purchase of two overhead doors at the Street/Solid Waste Facility that exceeded cost estimates. Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
14. **Review and take action:** budget amendment increasing Occupy Street/Sidewalk Permit [01-43-51-49] by \$6,000 and increasing Engineering Review Fees [01-54-10-44] by \$6,000 for utility accommodation permit review. Ald. Ruetten moved to approve, seconded by Ald. Lampe, and carried by unanimous voice vote.
15. **Convene into closed session** per Wis. Stat. Sec. 19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session. Ald. Lampe moved to approve, seconded by Ald. Bartz, and approved with unanimous roll call vote.
16. **Reconvene to open session.** Ald. Ruetten moved to approve, seconded by Ald. Lampe, and carried by unanimous voice vote.
17. **Review and take possible action:** approve offer to purchase property. No action taken at this time.
18. **Review and take action:** ARPA Fund
 - a. Main Street: repair work. With the decision to include Main Street repair funding from ARPA, the Public Works team brainstormed through an appropriate timing of events that include Main Street bridge replacement, water main replacement between First and Market Streets, and scope of work. The recommendations to exclude certain aspects of the project provides a prudent approach to not complete work that would be torn out before the State project anticipated in 2028.
 - b. 2022 Budget Approval. A couple of modifications were discussed on the 6/9/22 revision of the FY22 budget. The recommended assignments to specific spending items totals \$1,008,418; a \$1,020,000 placeholder for ARPA Expenditures had been approved in 2021.Ald. Lampe moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
19. **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 (FLSA Policy). Ald. Bartz moved to approve, seconded by Ald. Ruetten, and approved with unanimous roll call vote.
20. **Reconvene to open session.** Ald. Bartz moved to approve, seconded by Ald. Ruetten, and carried by unanimous voice vote.

21. **Review and take possible action:** An audit of the method of calculating FLSA overtime for union firefighters from February 2021 through February 2022 was determined to be inaccurate. It is recommended that corrective overtime pay of approximately \$859 be paid to six impacted individuals and that overpayments of approximately \$3,815 not be requested to be repaid. Ald. Davis moved to approve, seconded by Ald. Lampe, and carried by unanimous voice vote.
22. **Adjournment.** Ald. Bartz moved to approve, seconded by Ald. Lampe, 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.