



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, JANUARY 09, 2023 AT 5:30 PM

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

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Members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Ruetten

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, Andrew Beyer

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. Review and approve: A motion to accept the **minutes of the December 12, 2022**, meeting was made by Ald. Reutten, seconded by Ald. Lampe, and approved unanimously by voice vote.  
  
A motion to accept the **minutes of the December 20, 2022**, meeting was made by Ald. Reutten, seconded by Ald. Lampe, and approved unanimously by voice vote.
3. Mr. Brad Viegut (Managing Director, Baird) presented a summary of the **2023 financing proposal of \$3,995,000 General Obligation Promissory Notes**. The estimated interest rate was 3.49% the presentation was made, but is likely closer to 3.20% as of the meeting. The recommendation is to schedule payments over eight years, as has been the City's recent practice. With the incorporation of future borrowing assumptions, including an estimated \$11 million (amortized over twenty years), the impact on the levy due to debt shows a mill rate maintained at the current \$2.55 for five years with decreases in the future. Ald. Lampe made the motion, supported by Ald. Bartz, to recommend the sale of approximately \$3,995,000 General Obligation Promissory Notes to the City Council, and approved unanimously by voice vote.
4. The city submitted a Highway Safety Improvement Program (HSIP) application to WisDOT for **Welsh Road safety improvements** that was approved. The total estimated cost is \$198,715 with 90% granted, scheduled for WI FY2024. The city's portion is 10% of eligible improvements and 100% of non-participating construction costs and preliminary engineering/plan development. A motion to recommend acceptance of this agreement was made by Ald. Davis, seconded by Ald. Ruetten, and approved unanimously by voice vote.
5. The city submitted three BIL grant applications to WisDOT for road reconstruction. Rated as highest priority, the **Dewey Avenue request** (E. Main to Division) was successful. The total estimated cost is \$1,804,952 with 80% granted, scheduled for WI FY 2026. The city's portion is 20% of eligible reconstruction costs and 100% of non-participating construction costs, preliminary engineering/plan development, and non-participating water main expenses. A motion to recommend acceptance of this agreement was made by Ald. Bartz, seconded by Ald. Ruetten, and approved unanimously by voice vote.
6. The Engineering Division seeks approval to accept a WI DNR Urban Nonpoint Source and Stormwater Grant **award of \$150,000 for the design and construction of a bioswale at the yard waste site**, helping toward meeting the total maximum daily load (TMDL) goals. WDNR will pay 41.2% of the project, up to \$150,000. The grant expires at the end of 2024. A motion to accept this grant was made by Ald. Ruetten, seconded by Ald. Davis, and approved unanimously by voice vote.
7. The Engineering Division seeks approval to accept a WI DNR Urban Nonpoint Source and Stormwater Grant **award of \$49,785 for the installation of deep catch basins in the 2023 street project area**. These basins include 36-inch-deep sumps that will remove total suspended soils.

WDNR will pay 50.0% of the project, up to \$49,785. The grant expires at the end of 2024. A motion to accept this grant was made by Ald. Davis, seconded by Ald. Bartz, and approved unanimously by voice vote.

8. Ald. Lampe provided updates on **Riverfest transition** plans:
  - a. Group of volunteers is working to incorporate into a non-profit organization
  - b. Reach-out has been initiated with entertainment groups
  - c. Draft of transfer of responsibilities and remaining fund balance is underway with Mr. Chesebro
  - d. The group understands it would be working under special event permitting
  - e. The individuals are discussing coverage of liability insurance as a separate entity
9. Mr. Chesebro presented a modified **service agreement between Watertown Humane Society and the City of Watertown**. Key changes:
  - a. Section 1.2 rate of payment change
  - b. Section 4.9 reservation of four kennels for use by the City with two available to WHS for short-term use
  - c. Removal of language for services to individuals to drop off animals (not city-related)

Ald. Ruetten made the motion, seconded by Ald. Lampe, to approve the agreement as presented, and the committee approved unanimously by voice vote.
10. Mr. Stevens provided a memo indicating an opportunity to transition to a new insurance carrier for **cyber liability coverage**. LWMMI, our current liability insurance carrier, is now providing a cyber liability product to municipalities that have incorporated enhanced IT practices. The offering is re-insured by a large cyber insurance company, Tokio Marine. Ald. Davis motioned, supported by Ald. Bartz, to transition from Chubb to LWMMI effective February 1, 2023, and the committee approved unanimously by voice vote.

Our insurance broker also suggested the City contemplate **water main breakage coverage**. The committee directed Mr. Stevens to interact with Water Manager Hartz for further consideration.
11. Mr. Stevens presented a list of the **unclaimed funds (outstanding checks)** from two years ago. This information is required to be submitted to the respective counties for further attempt to find owners.
12. Ald. Ruetten, supported by Ald. Bartz, motioned 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 (J. Thompson v. City of Watertown). The committee unanimously approved through a roll call vote.
13. The committee reconvened into open session.
14. Adjournment. Ald. Ruetten moved to approve adjournment at 6:33, 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.