



FINANCE/TRANSIT COMMITTEE MEETING MINUTES

MONDAY, DECEMBER 12, 2022 AT 5:30 PM

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

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

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, City Clerk Megan Dunneisen, Public Health Coordinator Carol Quest, Water/WW Manager Pete Hartz, Public Works Director Jaynellen Holloway, Acting Street Superintendent Stacy Winkelman, Recreation/Parks Director Kristine Butteris (via video), Lisa Schwartz, Matt Willmann, Ald. Will Licht, Michelle Bainbridge, Laurie Grosenick, Tom Hahn.

1. **Call to order.** Mayor McFarland called the meeting to order at 5:31 p.m.
2. Review and approve: A motion to accept the **minutes of the November 21, 2022**, meeting was made by Ald. Lampe, seconded by Ald. Davis, and approved unanimously by voice vote.

A motion to accept the **minutes of the December 6, 2022**, meeting was made by Ald. Davis, seconded by Ald. Lampe, and approved unanimously by voice vote.

3. **Transit Fare Changes:** The Transit Committee members were present to discuss its recommendation for two fare proposals: **elderly/disabled from \$2.75 to \$3.00** and **Out-of-town trips from \$8.50 to \$10.00**. This will allow less necessity for loose change and take into consideration that transports out of town obviously removes the vehicle from aiding other requests for rides.

Finance Committee member Ald. Davis made the motion, supported by Ald. Ruetten, to pursue the next step of public notification for a **January 17, 2023 hearing date**. Approved by unanimous voice vote. Transit Commission member Mr. Hahn motioned, supported by Ms. Bainbridge, for the same date. Approved by unanimous voice vote of Transit Commission. Mr. Hahn motioned, seconded by Ald. Licht, to adjourn the Transit Commission meeting. Approved by unanimous voice vote of Transit Commission.

4. Review and take possible action: Kristine Butteris provided a review of the **position of Programming Event Coordinator** with the Parks, Recreation, and Forestry Department. Ald. Ruetten, seconded by Ald. Bartz, motioned to approve the advertisement of this position with a Grade K on the 2023 Pay Rate schedule. Approved by unanimous voice vote.
5. Review and take action: **payroll resolution for 2023**. The Section 2 language was modified to allow the Mayor to modify the pay chart to include any new positions budgeted for and approved by the Common Council as a grade consistent with the budgeted amount or to change a job title, provided the grade does not change. As well, department names have been removed from the Grade Order List to allow consistency with job titles across all departments. A motion was made by Ald. Ruetten, supported by Ald. Lampe, to recommend the resolution to the Common Council. Approved by unanimous voice vote.
6. Review and take action: **EMS Billing Write Offs**. Andrea Peters provided a list of ambulance billing write-offs because of statuses of deceased, unlocatable, or uncollectible. Ald. Davis moved, seconded by Ald. Bartz, to approve the write-off of \$31,302.96 for EMS billings. Approved by unanimous voice vote.

7. Review and take action: **Environmental Health Fee Schedule.** Carol Quest presented a resolution to update the Watertown/Jefferson County Environmental Health Consortium fee schedule. Reasoning:
 - a. Align our license categories to match the Department of Agriculture, Trade and Consumer Protection (DATCP). We are required to have licensing tiers set forth by the Wisconsin Food Code ATCP 75.
 - b. Update the DATCP reimbursement fee of 12% to our base fees
 - c. Adjusted late fees (mostly down) to a tiered approach dictated by applicable codes
 - d. Decreased transient/mobile inspection fees from \$50 to \$20

A motion was made by Ald. Lampe, seconded by Ald. Davis, to approve as presented. Approved unanimously by voice vote.
8. Review and take action: **Ordinance to Amend Chapter 428 Article IV Annual Riverfest Celebration of the City of Watertown General Ordinances.** A revision was presented to the committee at the meeting. Ald. Davis moved, seconded by Ald. Ruetten, to recommend to Common Council. Approved by voice vote with abstention of Ald. Lampe noted.
9. Review and take action: Approve the Resolution to **Allocate Fund 12 (Riverfest Funds) to the organization dedicated to hosting Riverfest.** Ald. Lampe introduced A Zimmerman, L Hulan, K Pugh, R Kaufman as the lead individuals that are forming a WI non-profit organization to continue the Riverfest festival. Some of the changes in the works include collection of advance revenues from sponsorships and discounted pre-payments, cost savings efforts, new and engaging events (specialty food items, local branding, band scheduling, swag sales), and music genres for each day. A motion was made by Ald. Davis, supported by Ald. Ruetten, to recommend the resolution to Common Council with changes (wait for organization name, change specific dollar amount to be "remaining balance as of December 31," change "authorized to enter into an agreement" to "authorized to negotiate an agreement."). Approved by voice vote with abstention of Ald. Lampe noted.
10. Review and update: **Wastewater Capital Improvement Plan 2022**, provide awareness of aeration system upgrade project expense balance carry over into 2023. Pete Hartz provided a review of the status of project expense carry over. This project is funded with fund balance; there is no external borrowing.
11. Review and update: **Water Capital Improvement expense 2022**, provide awareness of an emergency purchase for a new HVAC furnace at the West Drinking Water Treatment Plant expense carry over into 2023. Pete Hartz provided a review of the status of project expense carry over. This project is funded with fund balance; there is no external borrowing.
12. Review and take action: **hire Aaron Giles** to fill the open vacancy with the wastewater team as the **Maintenance & Facilities Foreman** at Grade M, Step 1 [\$32.75/hr.], and permission to offer to alternative candidate if necessary. Ald. Ruetten moved, seconded by Ald. Lampe, as presented. Approved by unanimous voice vote.
13. Review and take possible action: **purchase street sweeper** from RNOW of West Allis, WI for \$282,774.50. The City currently runs one street sweeper. To meet the existing street sweeping requirements under the MS4 permit (Municipal Separate Storm Sewer System) and to capture additional phosphorus credit, a second sweeper will be necessary to perform street sweeping and catch basin cleaning operations year-round, weather permitting. The quote is a low bid of two received and less than the 2023 budgeted amount of \$300,000. Ald. Bartz moved, seconded by Ald. Ruetten, as presented. Approved by unanimous voice vote.

14. Review and take possible action: Approve hiring **Stacy Winkelman** for the **Streets Operations Manager** at Grade R, Step 1. Motion made by Ald. Bartz, supported by Ald. Ruetten, to approve hiring effective January 1, 2023. Approved by unanimous voice vote.

Note: Ald. Davis excused herself from the meeting at this time.

15. Review and take possible action: Approve hiring **Matt Willmann** for the **Streets Assistant Operations Manager** at Grade M, Step 1. Motion made by Ald. Ruetten, supported by Ald. Bartz, to approve hiring effective January 1, 2023. Approved by unanimous voice vote.
16. Review and take possible action: Approve hiring **Tom Nickels** as a **Streets Working Foreman** Grade J, Step 5. Motion made by Ald. Ruetten, supported by Ald. Bartz, to approve hiring effective January 1, 2023. Approved by unanimous voice vote.

Approve hiring **Jason Heller** as a **Streets Working Foreman** at Grade J, Step 4. Motion made by Ald. Bartz, supported by Ald. Ruetten, to approve hiring effective January 1, 2023. Approved by unanimous voice vote.

17. Review and take possible action: Approve hiring **Chris Newberry** for the **Public Works Project Manager** at Grade M, Step 3. Motion made by Ald. Ruetten, supported by Ald. Bartz, to approve hiring effective January 1, 2023. Approved by unanimous voice vote.

Note: Mark Stevens excused himself from the meeting at this time.

18. Review and take action: **Sale of PIN 291-0815-0624-004**. Steven Chesebro presented a purchase and sale agreement from **BASO Holdings** for a parcel of city-owned vacant land on E. Horseshoe Road adjacent to the BASO property. A motion by Ald. Lampe, seconded by Ald. Ruetten, was made to counter the offer with removal of Sections 9.1 and 9.2 (Risk of Loss) and adjustment of Section 12.14 from "Right of First Refusal" to "Right of Claim for Profits." Approved 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. (Indoor Pool Agreement.) Ald. Bartz, supported by Ald. Lampe, moved to initiate closed session. Approved by unanimous roll call vote.

20. Reconvene to open session

21. Adjournment. Ald. Ruetten moved to approve adjournment, 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.