



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, MAY 22, 2023, AT 5:30 PM

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

---

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

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, Streets Operations Manager Stacy Winkelman, Chief Robert Kaminski, Chief Travis Teesch, Public Works Director Jaynellen Holloway, Tim Hayden, Andrew Beyer, Jon Lange (YMCA), Tina Crave (GWCHF)

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. **Minutes from the meeting of May 8** were presented. Ald. Bartz moved, seconded by Ald. Lampe, to approve. Approved by voice vote.
3. The Engineering Division is requesting the **hiring of Ashley Zietlow as an engineering summer intern** at \$15/hour. Ald. Lampe moved, supported by Ald. Bartz, to approve as presented. Approved by voice vote.
4. The Street Division is requesting approval of a **transfer of Jered Simes from the solid waste team to general laborer position** as of 05/31, remaining at his current rate of G/S G2 [\$22.12/hr]. A motion was made by Ald. Davis, seconded by Ald. Lampe, to approve, and an unanimous voice vote approved the request.
5. The Water Utility is requesting a **one-step adjustment for Rick Jirsa** to G/S K7 [\$34.37/hr], retroactive to 04/11, due to the successful completion of a WI DNR certification. Ald. Lampe moved, supported by Ald. Bartz, to approve; all agreed.
6. The Water Utility is requesting a **one-step adjustment for Brad Bertel** to G/S G4 [\$23.35/hr], retroactive to 03/01, due to the successful completion of a WI DNR certification. A motion was made by Ald. Bartz, seconded by Ald. Davis, to approve; all agreed.
7. The Police Dept is requesting the **hiring of Cassie Muffler for a full-time dispatch position** at G/S H1 [\$23.47/hr] to begin 06/12. Ald. Lampe moved to approve, supported by Ald. Davis, to approve; all agreed.
8. Chief Teesch was approached by **Town of Milford, requesting additional coverage** from 7/1 until 12/31 due to a recent announcement of an alternate provider that is ending operations at the end of June. The additional portion borders our current fire and EMS service area. He is recommending **approval of an EMS contract at a per capita rate of \$40 per person** (to be determined through county records). A motion was made by Ald. Lampe, seconded by Ald. Bartz, to agree to this contract. A voice vote was unanimous to move forward.
9. Public Works Director Holloway reviewed the process to secure bids for a **landscape architect to provide a Main Street master plan**. The scope of services includes vision and master plan, streetscape design, wayfinding signage network, city meeting attendance, and project process co-management. Five proposals were reviewed by a committee. The most qualified firm was the team of Vandewall & Associates, Ruekert & Mielke, and Eye Level Studio with a base bid of \$58,940 and optional tasks totaling up to \$29,000. Ald. Bartz, supported by Ald. Davis, moved to approve an award of the base proposal and all the alternates, not to exceed the \$90,000 allocation from the ARPA fund. The committee unanimously agreed.

10. A revision of the plan to **fund a childcare solution** was presented that replaces the YMCA with the Greater Watertown Community Health Foundation as a neutral organization to hold the restricted contribution of \$400,000 to initiate the employer-sponsored pilot program that invests in early education care professionals, engages employers to participate in sharing the costs of childcare, and increases the number of infant/toddler spots available in the community. The pilot advisory group is to provide annual reports to the Watertown Common Council each June. A motion was offered by Ald. Davis, supported by Ald. Lampe, and voted to approve unanimously by the committee.

11. **Adjournment.** Ald. Lampe moved to approve adjournment at 6:06, 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.