



FINANCE COMMITTEE MEETING MINUTES

MONDAY, JANUARY 13, 2025, AT 5:30 PM

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

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

Others present: Finance Director Stevens, Attorney Chesebro (video), Fire Chief Reynen

1. Call to order. Mayor McFarland called the meeting to order at 5:33 p.m.
2. The **minutes of December 9, 17, and 23 meetings** were presented for approval. Ald. Bartz made the motion, supported by Ald. Davis, and unanimously approved.
3. Zoning Administrator Zirbes informed the Finance Committee that **Vandewalle & Associates**, our planning consultants, has **raised its rates** effective with new projects starting in January.
4. Water Systems Manager Hartz requested that **Aaron Giles be awarded two steps** (Grade M2 to M4) because of obtaining two DNR training certificates, retroactive to 12/11/24. Ald. Davis made the motion, seconded by Ald. Moldenhauer, and approved by all.
5. Water Systems Manager Hartz requested that **Chad Kosmal be awarded two steps** (Grade K1 to K3) because of obtaining two DNR training certificates, retroactive to 12/11/24. Ald. Moldenhauer made the motion, seconded by Ald. Lampe. Approved.
6. Water Systems Manager Hartz requested that **Jake Nehls be awarded one step** (Grade H4 to H5) because of obtaining one DNR training certificate, retroactive to 12/11/24. Ald. Moldenhauer made the motion, seconded by Ald. Lampe. Approved.
7. Water Systems Manager Hartz requested that **Jay Pirkel be awarded two steps** (Grade F3 to F5) because of obtaining two DNR training certificates, retroactive to 12/11/24. Ald. Davis made the motion, seconded by Ald. Bartz. Approved.
8. **Jefferson County's Register of Deeds** is implementing a system that will convert paper documents into **electronic documents** and will return recorded documents electronically via email with the approval of a resolution. Ald. Moldenhauer made the motion, supported by Ald. Lampe, to make the recommendation to approve to Council. Approved by all.
9. Finance Director Stevens provided a list of **outstanding checks from 2021-2022** that have been forwarded to the two counties as unclaimed funds for the counties to advertise for possible claim.
10. Finance Director Stevens recommended the **write-off of six unclaimed checks** each written for less than \$20. Ald. Lampe moved to approve, seconded by Ald. Davis, and approved by all.
11. Finance Director Stevens presented a list of **delinquent personal property tax accounts**. The Finance Department has been unsuccessful in collection attempts. With approval of Common Council, the Finance Department will pursue the chargeback process to recover amounts from other taxing jurisdictions that previously received settlement of their share of these personal property bills. A motion was made by Ald. Davis, seconded by Ald. Bartz, to recommend the resolution to Common Council. Approved.

12. Ald Moldenhauer made a motion, supported by Ald. Lampe, to convene into closed session per § 19.85(c)&(e) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and deliberating of or negotiating union contract (**contract negotiation with IAFF Local 877**). Unanimous approval via roll call vote.
13. The Finance Committee reconvened into open session.
14. Finance Committee adjournment. Ald. Moldenhauer moved, seconded by Ald. Lampe, to adjourn the Finance Committee at 6:04 p.m., and was 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.