



FINANCE COMMITTEE MEETING MINUTES

MONDAY, APRIL 24, 2023, AT 5:30 PM

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

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

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, Streets Operations Manager Stacy Winkelman, Public Works Director Jaynellen Holloway, Lisa Schwartz, Matt Willmann, Adam Quest, Andy Tessman and other parade committee members

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. Minutes from the **meeting of April 10** were presented. Ald Lampe moved, seconded by Ald Davis, to approve. Approved by voice vote.
3. The Street Division staff is requesting to promote **Adam Quest** from General Laborer (Grade G) to the **light equipment operator position** (Grade H). The internal promotion policy stipulates a promotion pay rate is to be at least 5%, so the pay rate is G/S H3 [\$24.81/hr]. A motion was made by Ald Lampe, supported by Ald Bartz, to approve as presented with an effective date of May 3. Voice vote was unanimous in favor of motion.
4. Lisa Schwartz presented **updates for the employee handbook**:
 - a. Revising city clerk and treasurer language
 - b. Note new schedule for dispatchers
 - c. Addition of “mental health” as part of workplace safety definition
 - d. Addition of vision voluntary benefit offering
 - e. Removal of Coronavirus Response Act emergency leave section
 - f. Removal of dispatch alternate schedule provision

Ald Davis moved, seconded by Ald Lampe, to approve the recommendations with the exception of the addition of “mental health” to the workplace safety definition. The committee is supportive of its inclusion, but would like the city attorney to craft a clarifying definition of the term. The committee approved via unanimous voice vote.

5. Lisa Schwartz presented **updates for the employee handbook**:
 - a. Addition of reasonable accommodations process
 - b. Addition of process of presenting staffing changes or new position requests to Finance Committee each June
 - c. Addition of 28-day period allowance for employees to submit corrections on reported time errors

A motion was offered by Ald Davis, supported by Ald Moldenhauer, to approve as presented, and the committee approved via unanimous voice vote.

6. The Engineering Division is requesting an **increase of \$39,800 in the Stormwater Utility Outside Services Employed Account** [16-58-16-47] for stormwater pond retrofit design for the west most stormwater ponds in the West Side Industrial Park. Ald Bartz moved, seconded by Ald Lampe, to recommend approve to the City Council, and the committee approved unanimously.
7. Attorney Chesebro presented a proposed amendment to Section 428-7(C) for **special events license exemptions** and the creation of Section 428-7(M) to define **city-sponsored parades**. Ald

Moldenhauer moved, supported by Ald Davis, to recommend this ordinance as presented to City Council for adoption. All approved.

8. Finance Department staff compiled a list of **personal property tax accounts** that have become delinquent and collection efforts have become unsuccessful or remaining amounts are trivial. Mr. Stevens is requesting approval to **authorize a removal (write-off) from general ledger**. A motion was made by Ald Lampe, seconded by Ald Moldenhauer, to recommend request to Common Council. The committee approved unanimously.
9. Adjournment. Ald. Bartz moved to approve adjournment at 5:59, 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.