



FINANCE COMMITTEE MEETING MINUTES

MONDAY, JULY 10, 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, Fire Chief Travis Teesch, Streets Operations Manager Stacy Winkelman, Water Manager Pete Hartz, Rec/Parks Director Kristine Butteris, Police Chief Robert Kaminski, Lisa Schwartz, Tony Rauterberg, Lisa Famularo (video), Brad Viegut (Baird), Ken Berg

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. **Minutes** from the meeting of **June 26** were presented. Ald. Lampe, seconded by Ald. Davis, moved to approve. Unanimous voice vote.
3. As requested at June 24 meeting, Peter Hartz updated appropriate job description language and met with the mayor for the possible submission for **review to Carlson Dettmann for Water: business office manager**. Ald. Bartz, seconded by Ald. Lampe, made a motion to move forward with submissions to Carlson Dettmann. The committee unanimously approved by voice vote.
4. Mark Stevens updated the finance committee as to current **payroll time entry processes** and an advertised relief of department time sheet submissions which will be announced in tomorrow's leadership team meeting.
5. Fire Chief Teesch presented two environmental **sustainability features** proposed by SEH, the design architects of the fire station: **geothermal heating/cooling system** and a **photovoltaic system (solar panels)**. Although the recommendations were appreciated, the projected savings to break-even points did not warrant the additional up-front costs. Ald. Moldenhauer, supported by Ald. Lampe, made the motion to not pursue either proposal, and the vote carried unanimously.
6. Brad Viegut was present to answer any questions regarding the sale of Note Anticipation Notes as a construction loan approach for the fire station. His earlier presentation to Council was an assumption of \$3M borrowing in future years. As requested, he presented alternate scenarios with assumptions of \$3.5M and \$4M borrowing. Both show that the projected mill rate (taking into consideration debt retirement) will not exceed an increase of more than \$0.01 to the mill rate, but this increase would continue for longer than the four years shown on the original analysis.

Mr. Viegut explained that this resolution intentionally includes the word "approximately" to indicate the amount of \$13,080,000 is likely to be altered up or down once the actual costs have been determined. The project cost is projected at \$12.5M with financing/admin fees of approximately \$580,000. The Council will have the opportunity and requirement to approve an actual borrowing amount closer to the need for funds distribution.

Ald. Lampe, seconded by Ald. Bartz, recommended a resolution be forwarded to the Council for the **sale of approximately \$13,080,000 Note Anticipation Notes for fire department construction**. This motion was approved unanimously.

7. Chief Teesch indicated that we're at an appropriate point in the design of the fire station to seek the help of a construction manager for the project. An RFP has been developed. City staff will be greatly helped by securing an outside firm to have the project management role, and we look forward to a firm knowledgeable of cost-savings methods and materials to move forward through all

phases of pre-construction, construction, and post-construction. It is estimated that the cost of these services is approximately 3%-5% of construction costs. Ald. Lampe moved, seconded by Ald. Davis, to allow Chief Teesch to release the **RFP for construction management services**. The committee agreed unanimously.

8. The City was presented a **donation of \$160,000** from the Watertown Area Community Foundation **to allow the full repair of the Riverside Park stone walls/bridges**. Ald. Moldenhauer moved, supported by Ald. Davis, to accept this donation acknowledging the conditions (install donation recognition plaque, keep bridge closest to city shed, leave Division St entrance undisturbed). The committee unanimously and gladly accepted the donation.
9. Parks Director Butteris reviewed the latest revisions of the **Riverside Park restroom project** with the committee. The revised plans (reduction in plumbing fixtures, flat ceiling, cupola listed as alternate) are ready for release for a rebidding, but the required steps would have the project starting in fall and would not likely have as many bidders at this time of the year. The work could begin in the fall, but would then stop over the winter season. Alternatively, bidding could be initiated in late 2023/early 2024 with a more favorable possibility of offers. Ald. Davis, seconded by Ald. Bartz, opted to **wait for bidding in January**, and the committee agreed unanimously.
10. Mark Stevens provided the latest iteration of the **Capital Improvements**. Recent additions of River Plaza: Phase II and Riverside restroom supplemental funds brings the Capital Funds request for **2024 to \$4,773,000**, approximately \$1.7M above a targeted \$3M amount.
11. The finance committee had asked to have the **emergency vehicle preemption solution** presented again. Assistant Fire Chief Rauterberg provided information and a quote. Committee members asked a few questions, but were reminded that this project stalled when a prospective grant was not awarded. Mr. Rauterberg and Mr. Stevens offered to meet with the firm to understand what options exist. Ald. Lampe moved, supported by Ald. Moldenhauer, to move this to the 2024 column in the CIP. The committee agreed unanimously.
12. Adjournment. Ald. Moldenhauer moved to approve adjournment, 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.