



FINANCE COMMITTEE MEETING MINUTES

MONDAY, APRIL 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 Ruetten

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, Fire Chief Travis Teesch, Parks Director Kristine Butteris, Public Works Director Jaynellen Holloway, Jeff Doyle, Andrea Peters, Lisa Schwartz, Tony Rauterberg, Attorney Larson (Chamber of Commerce), Brian Konz (Park & Rec board member)

Video attendees: Nick Patterson (TWall)

1. **Call to order.** Mayor McFarland called the meeting to order at 5:36 p.m.
2. **Minutes from the meeting of March 13** were presented. Ald Bartz moved, seconded by Ald Lampe, to approve. Approved by voice vote.
3. Wisconsin Department of Transportation (WisDOT) recently offered a new **WisDOT Carbon Reduction Grant** to assist communities in reducing air pollution through transportation improvement systems. City staff identified a **vehicle-to-streetlight preemption communication system** for the Fire Department to apply that would equip ten trucks and ambulances and outfit twelve streetlights. Promotional incentives have reduced costs. The grant would fund 80% of the cost. Chief Teesch provided an updated total cost of a GPS-based approach for \$165,985 (City's 20% portion would be \$33,197). Mr. Stevens recommended that the 2% Fire Dues or WI DHS Funding Assistance Program ARPA Supplement be utilized. A motion by Ald. Bartz, supported by Ald. Ruetten, was made to apply for the grant if Fire Dept staff determines an acceptable assignment of the 20% and any additional 2023 fees/costs out of either or both of the reserve accounts. Unanimous approval by voice vote.
4. Ms. Peters presented a list totaling \$38,527.38 of **EMS charges** that the Fire Department is **recommending be written off**, determined to be uncollectible (deceased, unlocatable, WI DOR uncollectible). Ald. Ruetten moved, seconded by Ald. Davis, to write off list presented, and approved by all via voice vote.
5. **LifeQuest**, our EMS billing service, **presented two hardship applications**. The company utilizes 2023 National Poverty Guidelines when receiving requests. One patient would qualify for a 50% reduction while the other would qualify for 100% reduction. A motion was made by Ald Ruetten, supported by Ald. Bartz to approve as presented, and all approved by voice vote.
6. Fire Chief Teesch presented a review of the **ambulance billing rates**, last adjusted in 2020. With the help of LifeQuest, our billing service, a survey of surrounding and other sample EMS agencies was compiled. Watertown had the lowest rates in the area. LifeQuest provided its recommendations for rate alterations. Chief Teesch modified the recommendations to maintain a two-tier rate that provides a \$100 reduced resident rate (that includes residents of contracting townships). Ald Lampe moved, seconded by Ald Davis, to accept the Chief's rate recommendations, and all approved by voice vote.
7. Director of Parks, Recreation, & Forestry Butteris indicated that four applicants (34 applications received) were interviewed for the position of **Town Square Programming Event Coordinator**. It

is the recommendation to hire **Stephanie Juhl** [Grade K, Step 2]. Ald. Bartz moved, seconded by Ald. Rutten, to hire her. All approved by voice vote.

8. Attorney Chesebro presented a renewal agreement for the **2023 Tourism Promotion Services** between the City and Watertown Tourism Commission. Mr. Chesebro highlighted his recommendation to remove paragraph 16 (Indemnification and Hold Harmless), while Attorney Larson, representing the Chamber/Tourism Commission, requested the language to be maintained. Mr. Stevens indicated a correction was necessary to replace the fund location to be Tourism Fund instead of General Fund. He also relayed that reports referenced in paragraphs 5 (Accounting) and 9 (Annual Reports) have not been delivered to the City to his knowledge. Ald. Lampe moved to accept the agreement as presented with the correction of the fund name, but no second was offered. Ald. Ruetten, supported by Ald. Davis, motioned to accept the agreement as presented, with the correction of the fund name and the inclusion of paragraph 16. The motion carried with one dissension.
9. Attorney Chesebro presented a draft of a **Property Management Agreement between the City of Watertown and the City of Watertown Redevelopment Authority** to memorialize the understanding of a transfer of ownership of the Town Square parcel and a contribution of \$350,000 to fund initial programming and operations. After discussion of its contents, Ald. Ruetten moved, seconded by Ald. Bartz, that the agreement be recommended to City Council for approval, and that Mr. Stevens write a separate resolution to create the appropriate segregated accounting fund with 2023 budget proposal. Approved by unanimous voice vote.
10. Parks, Recreation, and Forestry department staff summarized three different **methodologies for rightsizing the quantity of plumbing fixtures in the proposed restroom project**. The staff recommends following the International Building Code (version 2015), which is what the State currently uses. After some what-if calculations on attendance were completed, Ald. Lampe, seconded by Ald. Bartz, moved to have the architect redesign the scope of the restroom for eight F fixtures, eight M fixtures, one family restroom, and one mother's room utilizing the IBC (version 2015) with architectural leeway (+/- 1) for designing within overall dimensions.
11. A **mistake in the 2023 compression calculations** was discovered before the new rates were implemented. A memo was provided with corrections for the impacted positions.
12. A motion was made by Ald. Bartz, seconded by Ald. Ruetten, to convene into **closed session** per Wis. Stat. Sec. 19.85 (1)(g) to confer with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation (**Fire Department**). Approved by unanimous roll call vote.
13. The committee reconvened into open session.
14. Ald. Ruetten moved, supported by Ald. Lampe, to convene into **closed session** per Wis. Stat. Sec. 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (**Main Street Watertown, LLC n/k/a Riverhouse on the Rock, LLC First Amendment of Development Agreement**). Approved by unanimous roll call vote.
15. The committee reconvened into open session.
16. Ald. Ruetten, supported by Ald. Lampe, requested Mr. Chesebro revise the first amendment of the **development agreement with Main Street Watertown, LLC n/k/a Riverhouse on the Rock, LLC** as discussed in closed session for recommendation to the City Council for approval. All approved by voice vote.
17. 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.