



FINANCE COMMITTEE MEETING MINUTES

MONDAY, JUNE 10, 2024, 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, Fire Chief Reynen, Zoning Administrator Zirbes, Public Works Director Beyer, Water/WW Manager Hartz, Mason Becker, Tim Hayden (video), Vandewalle representatives, Greater Watertown Community Health Foundation representatives

1. Call to order. Mayor McFarland called the meeting to order at 5:30 p.m.
2. Ald. Bartz moved to approve the **minutes from the May 13 meeting**, seconded by Ald. Lampe, and unanimously approved.
3. The **2025 budget timeline** was shared. It was noted that a meeting in the fourth week of June will not work for enough committee members, so the meeting was cancelled.
4. Wastewater Manager Hartz informed the committee that the City has been awarded a **50/50 grant of up to \$300,000 from the US Dept of Energy** for a solar array project to power the new biosolids dryer. Ald. Davis moved, supported by Ald. Lampe, to accept the award. Unanimously approved.
5. An **intergovernmental agreement for IT services** for law enforcement was presented for approval with Jefferson County. The City will pay an annual amount of \$34,500 prorated to the portion of the year the IT professional is employed by the County. The expectation is that 30% of the person's time will be working for Watertown. A motion to approve the agreement was offered by Ald. Lampe with a second from Ald. Moldenhauer. Unanimously approved.
6. Public Works Director Beyer presented a revision to the State/Municipal Finance Agreement (SMFA) for the **reconstruction of Main Street between Church to Market Streets** to commence in 2028 with updates on pricing. Additionally, the Downtown Main St. Construction Task Force has selected several amenities to be incorporated into the project. The City will be able to select the final selections of these add-ons in a future budget. Ald. Lampe moved to approve the revised document, seconded by Ald. Moldenhauer, and unanimously approved.
7. Public Works Director Beyer presented a State/Municipal Maintenance Agreement (SMMA) for the **STH 16 Bypass & E. Main St. roundabout** that delineates the responsibilities of State and City for maintenance requirements. Ald. Lampe moved to approve this agreement, seconded by Ald. Bartz, and unanimously approved.
8. During a recent tornado warning, the **siren** located on Boughton St. failed to alarm. The maintenance company found that this equipment was beyond repair. Pricing for replacement and installation has been received and reviewed. \$2,908 is available from the remainder of last year's siren purchase; \$23,100 is being requested from the Contingency Fund. Ald. Davis motioned, supported by Ald. Bartz, to approve a **budget amendment** be presented to Council for approval. Unanimously approved.
9. Wastewater Manager Hartz requested that the position of **wastewater laboratory manager** be sent to Carlson Dettmann for grade review. Motion made by Ald. Lampe, seconded by Ald. Davis, and unanimously approved.

10. Zoning Administrator Zirbes prepared a **comparison of replacement options for the upcoming retirement of our building inspector** (continuation of an employee or contracted inspection services). A review of the existing fees of nearby communities was also provided since the outsourcing of inspection services would prompt changes in our fee structure. Ald. Bartz recommended that the department continue with an internal employee approach, supported by Ald. Davis, and unanimously approved.
11. Employee **handbook updates** were proposed:
- a. Changing compensatory time payout from first pay date in December to last pay date in December.
 - b. Updating the list of relations covered under the bereavement policy and regular part-time employee eligibility
 - c. Expansion of use of sick leave to care for members in employee's household
- Ald. Davis moved to approve the updates, seconded by Ald. Moldenhauer, and unanimously approved.
12. Finance Director Stevens provided an initial outlook on the anticipated **increased costs of the group health plan** purchased through the State Employment Trust Fund (ETF). Work will commence to determine estimates for staying on the ETF plan or options for pursuit of alternate plans.
13. Development Coordinator Becker apprised the committee that **Greywolf Partners**, the firm awarded the opportunity to develop 111 S. Water St, has withdrawn its proposal. The company has also placed the 90 acres of land near the intersection of Hwy 26 and 19 up for sale.
14. Remarks from Development Coordinator Becker and Greater Watertown Community Health Foundation (GWCHF) CFO Nate Peters were provided to **summarize the development agreement highlights** (39.2 acres, 78 single-family homes, 18 twin homes) for housing expansion.
15. Ald. Moldenhauer moved to convene into **closed session** to deliberate or negotiate the purchasing of public properties, invest in public funds, or conduct other specified public business whenever competitive or bargaining reasons require a closed session (**Development Agreement** with the Greater Watertown Community Health Foundation). Motion seconded by Ald. Lampe and approved unanimously via roll call vote.
16. The committee reconvened into open session.
17. A motion was made by Ald. Lampe, supported by Ald. Moldenhauer, to direct the city attorney to enter into a final **development agreement with GWCHF** following the negotiated terms as directed in the closed session, and if agreed upon by GWCHF, to present the negotiated agreement to City Council for approval. Unanimously approved.
18. **Finance Committee adjournment.** Ald. Bartz moved, seconded by Ald. Davis, to adjourn the Finance Committee at 7:33 p.m., 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.