



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, SEPTEMBER 25, 2023, AT 5:30 PM

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

Members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, Moldenhauer (video)

Others present: Finance Director Stevens, City Attorney Chesebro, Police Chief Kaminski, Public Health Director Quest, Public Works Director Holloway, Street Operations Manager Winkelman, Water/WW Manager Hartz, Holly Heisel, Andrew Beyer, Heather Van Dam (Humane Society)

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. Ald. Bartz moved, seconded by Ald. Lampe, to **approve the minutes of the September 11** meeting. Approved unanimously.
3. Public Health Director Quest provided an **update of the Environmental Health Fee Schedule**. As a local agent health department, our health department adopts the State codes per our contractual agreement with the WI Dept of Agriculture, Trade and Consumer Protection (DATCP). The new fees are effective as of 09/24/23. Updates were made in the recreational and education camps and public pools and water attractions categories.
4. The Watertown Area Chamber of Commerce requested a **two-year agreement (2024-2026) extension to contract for tourism promotion** with a continuation of the same financial arrangements (70% of room tax, \$9000 annual administrative fees). Ald. Lampe, on behalf of Watertown Tourism Commission, asked if there's an ability to enforce collection mechanisms. Ald. Lampe motioned, seconded by Ald. Davis, to table approval of the agreement to allow the Tourism Commission to discuss the collections process with Finance Department staff. Approved by committee vote.
5. **Watertown Humane Society** Director VanDam updated the committee as to the current operations of the humane society as well as give an overview of renovation plans once funds have been received through capital campaign efforts. A motion was made by Ald. Davis, supported by Ald. Bartz, to approve the **2024 service agreement**, a continuation of the amount of support currently provided. The Committee agreed. The mayor indicated that the 2024 budget proposal includes a request for supporting the renovation efforts.
6. Operations Manager Winkelman requested approval to apply for the **2024 WI DNR recycling grant**. Motion by Ald. Bartz, second by Ald. Lampe. Approved by committee vote.
7. Assistant Engineer Beyer indicated that a **WisDOT Surface Transportation Program (STP) Local** application for reconstruction of Western Ave and a portion of S. First Steet was successful. The Engineering Division is **seeking approval for the State/Municipal agreement** upon review by the City Attorney. The project is scheduled for 2025 construction. Motion by Ald. Lampe, second by Ald. Davis. Approved by committee vote.
8. The Engineering Division sought permission to submit an application for **WisDOT STP Urban** funding for a **portion of Labaree St** (N Fourth St and Boughton St). This is for a 2028 construction project in which the State provides 80% for eligible road improvements. Motion by Ald. Davis, second by Ald. Lampe. Approved by committee vote.

9. The Engineering Division sought permission to apply for a **WisDOT Transportation Alternatives Program (TAP)** grant to establish a **shared-use path on the east side of S. Church St** between Jefferson Road and Air Park Drive. Project design is anticipated in 2025 with construction in 2028. The State would provide 80% of the eligible costs. Motion by Ald. Bartz, second by Ald. Lampe. Approved by committee vote.
10. Wastewater Manager Hartz presented a request to **hire Robert Goodle** to fill position of Collection System Specialist at Grade/Step H1 [\$23.47/hr]. Ald. Moldenhauer motioned, supported by Ald. Lampe, to approve the hire as presented. Approved by committee vote.
11. A request was made to **increase a step of pay for Scott Blasing** to G/S 15 [\$28.32/hr] based on obtaining the DNR certification. Ald. Lampe moved, seconded by Ald. Davis, to approve retroactive to August 23. Approved by committee vote.
12. Public Works Director Holloway requested approval for Change Order No. 2 with K&K Masonry on **Riverside Park Wall Project for \$28,000** for an additional area that needs to be removed and replaced. Approximately \$9,000 is available in the approved budget. Ald. Bartz moved, supported by Ald. Davis, to approve the change order contingent upon confirmation that a donation of \$19,000 is received. Approved by committee vote.
13. The Transit Commission is recommending that the City enter into an exercise of an option to **contract for year four with Passenger Transit, Inc.** for 2024 for 29,900 hours per year at an hourly service rate of \$32.43, a 3.7% increase (tied to CPI-U). A motion was made by Ald. Lampe, seconded by Ald. Moldenhauer, to approve. The full committee agreed.
14. Finance Department staff are seeking permission to **write off outstanding balances totaling \$48.18** from three personal property tax bills. Ald. Lampe moved, seconded by Ald. Moldenhauer, to approve. The full committee agreed.
15. Finance Director provided the recent results of an **independent appraisal of the library facilities and contents**. The appraised building & contents value of \$20,693,600 will be adjusted at our next property insurance renewal.
16. A motion was made by Ald. Bartz, seconded by Ald. Lampe to **convene into closed session** per Wis. Stat. § 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 Bridge)** Unanimous roll call vote.
17. The committee reconvened into open session.
18. A motion was made by Ald. Davis, seconded by Ald. Bartz, to **deny the acceptance of any bid award for the Masonic Temple stabilization project**. The full committee agreed.
19. Adjournment. Ald. Bartz moved to adjourn, seconded by Ald. Lampe, at 7:05 pm 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.