



FINANCE COMMITTEE MEETING MINUTES

MONDAY, JULY 11, 2022 AT 5:30 PM

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

Members present: Mayor McFarland, Alderpersons Davis, Bartz, and Ruetten

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, Public Works Director Jaynellen Holloway, Zoning Administrator Jacob Maas

1. **Call to order:** Mayor McFarland called the meeting to order at 5:31 p.m.
2. **Review and approve:** Minutes from June 27, 2022. Correction: Item #7- replace “Lange” with “Lampe” (misspelling). Ald. Bartz moved to approve, seconded by Ald. Ruetten, and carried by unanimous voice vote.
3. **Convene into closed session** per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel of the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Assignment and Assumption of Substitute Development Agreement). Ald. Ruetten moved to approve, seconded by Ald. Davis, and carried by unanimous roll call vote.
4. **Reconvene to open session**
5. **Review and take possible action:** no action taken
6. **Review and take action:** Amend budget to increase Occupy Street/Sidewalk Permit [01-43-51-49] by \$10,000 and increase Engineering Review Fees [01-54-10-44] by \$10,000 for utility accommodation permit review. Ald. Ruetten moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
7. **Review and take possible action:** Proposed land donation of two parcels of land between West Haven Drive and Boomer Street. The property is landlocked from other development and mostly wetlands. Ald. Davis moved to approve to send to Plan Commission, seconded by Ald. Reutten, and carried by unanimous voice vote.
8. **Review and take action:** Hire Kristine Butteris as Recreation and Parks Director at Grade O, Step 2 [\$37.66/hr]. There were 42 applications narrowed to an eligible pool of nine. Ald. Ruetten moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
9. **Review and take action:** Hire Christopher Riffel as Accounting Clerk for Finance Department at Grade G, Step 3 [\$22.40/hr]. There were 12 applications narrowed to an eligible pool of three. Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
10. **Inform:** Finance Department Re-organization Phase II. Finance Director Stevens provided an update to the committee as to the completion of the Finance Department reorganization that began last year with the split of treasurer and clerk duties and positions.
11. **Review and discuss:** Remove position of Executive Secretary (Finance) and reclassify as Administrative Assistant in Payroll Resolution. Ald. Ruetten moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
12. **Review and discuss:** Add position of Deputy Treasurer/Clerk to Payroll Resolution. Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
13. **Review and Discuss:** Ehlers Investment Advisors' transition of custodial services. Finance Director Stevens informed the committee that Ehlers has moved its custodian responsibilities of all accounts from TD Ameritrade to Pershing Advisor Solutions.

14. **Adjournment.** Ald. Ruetten moved to approve adjournment at 6:14 pm, seconded by Ald. Davis, 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.