



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, AUGUST 8, 2022 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, Public Works Director Jaynellen Holloway, Andrea Peters, Alex Allon, Griffin Armament owners

1. **Call to order:** Mayor McFarland called the meeting to order at 5:30 p.m.
2. **Review and approve:** Minutes from August 8, 2022. Ald Ruetten moved, seconded by Ald Lampe, to approve as presented, and carried by unanimous voice vote.
3. **TID 7 Request for Assistance:** Owners of Griffin Armament (801 S 12<sup>th</sup> St) were present to share their expansion plans of approximately 40,000 SF, with an expectation to add 10-15 new jobs over the next five years. The request is for \$650,000 in tax increment financing (pay-go structure) to enable this project.
4. **Convene into closed session** per § 19.85(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (TID 7 Development). Ald Bartz moved, seconded by Ald Lampe, to convene into closed session, and carried by unanimous roll call vote.
5. **Reconvene into open session**
6. **Review and approve:** EMS billing write-offs. Fire Dept Office Manager Andrea Peters presented a list of \$32,491 for write-off due to death, unlocatable, uncollectable, or small balance accounts. Ald Ruetten moved, seconded by Ald Davis, to approve as presented, and carried by unanimous voice vote.
7. **Review and take action:** Budget amendment increasing Occupy Street/Sidewalk Permit [01-43-51-49] by \$10,000 and increasing Engineering Review Fees [01-54-10-44] by \$10,000 for utility accommodation permit review. TDS is proposing to install a city-wide fiber optic utility starting in October. Ald Bartz moved, seconded by Ald Lampe, to approve as presented, and carried by unanimous voice vote.
8. **Review and take action:** Hire Sheri Larson as Deputy Treasurer/Clerk for Finance Department at Grade K, Step 2 [\$29.73/hr]. Ald Ruetten moved, seconded by Ald Bartz, to approve as presented, and carried by unanimous voice vote.
9. **Review and discuss 2023 budget materials**
  - a. Capital Improvement Plan (2023-2027) – current iteration has \$4.4 million including \$1.5 million infrastructure (not able to buy as much mileage as in past years) and \$600,000 fire station design costs. The past practice is a borrow amount of \$2.5-\$3 million with more debt retirement than new borrowing.
  - b. Compensation budget summary and draft pay table – Mayor McFarland shared an initial plan to adjust the pay table 1.5% and provide a step (2.5%) to employees with a satisfactory performance evaluation.

10. **Adjournment.** Ald. Lampe moved to approve adjournment at 6:52 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.