



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, NOVEMBER 21, 2022 AT 5:30 PM

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

---

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

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, Interim Streets Superintendent Stacy Winkelman, Fire Chief Travis Teesch, Recs & Park Director Kristine Butteris, Tony Rauterberg, Tim Hayden

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. Review and approve: **Minutes addendum from October 10-17, 2022** (Budget Meetings). Ald Lampe moved, seconded by Ald Davis, to approve, and carried by unanimous voice vote.  
  
Ald. Lampe moved, seconded by Ald Bartz, to approve **minutes from November 11, 2022** with a clarification in Item #6 (open enrollment taking place in early December 2022 for 2023), and carried by unanimous voice vote.
3. Update and Discussion on **Riverfest**: As an update from the prior discussion on Riverfest, Mayor McFarland compiled feedback received from residents following the press release sharing the organizational and financial position of the festival. Ald Lampe sought to confirm that the key concerns surrounding Riverfest's future are governance, finances, and time constraints for the advance preparations for securing entertainment. Ald Lampe indicated that a group of citizens have assembled to brainstorm the creation of a non-profit organization to accept the oversight of the festival. With the potential of being given the Riverfest fund balance, along with seeking financial sponsorships and partnering with private businesses, these individuals believe they could continue with an annual music festival. He requested the city attorney draft a resolution that dissolves Riverfest Fund [12], providing its remaining assets to the organization and have the new group work with the mayor to assemble a list of city services requested. The group believes that a proforma budget can be prepared for presentation at the December 12 finance committee meeting.
4. Ald Davis moved, seconded by Ald Bartz, to **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. (**Vacation Policy**). Approved with unanimous roll call vote.
5. Reconvene into open session
6. Review and take action: **Vacation Policy**. S Chesebro met with approximately twenty employees concerned with the loss of vacation for the portion of the 2021 year between one's anniversary date and December 31. For the record, written communication signed by employees of Park, Rec and Forestry was distributed to committee members as well. Ald Davis moved, seconded by Ald Lampe, to authorize the staff to prepare a resolution to award all current employees with a start date prior to January 1, 2022 a proration of 2021 vacation for the period of the anniversary start date through December 31, 2021, effective January 1, 2023. Approved by unanimous voice vote.

Ald Lampe moved, seconded by Ald Davis, to recommend a resolution to Common Council that adopts **vacation and final payment policy** that indicates vacation time is to be used in the same

year in which it is earned, and an employee that separates employment will be entitled to pay for all unused, earned vacation from January 1 to the date of termination. Approved by unanimous voice vote.

7. Review and take action: **2023 EMS coverage contract for Township of Lebanon**. Chief Teesch presented a 2023 contract that mirrors the current one with additional comment to initiate successor agreements in October to help with the Lebanon budgeting timeline. Ald Lampe moved, seconded by Ald Davis, to approve as presented, and carried by unanimous voice vote.
8. Review and take action: approve resolution to **amend City of Watertown 2022 general fund budget to purchase pickup truck**. Kristine Butteris explained that the pricing for a ¾-ton pickup truck for the Park Department could not be found within the approved budget of \$38,000 (Capital Fund). Available funds of \$4,173 are located in Parks- Equipment Repairs [01-55-41-42] and are requested to move to Parks- Capital Outlay [01-55-41-60] to allow the purchase of a \$42,173 truck from Ewald Automotive Group. Ald Davis moved, seconded by Ald Bartz, to approve the purchase with recommendation for the budget amendment, and carried by unanimous voice vote.
9. Review and take action: approve resolution to **repair Aquatic Center slides and platforms**. Kristine Butteris informed the committee that only one company bid on the slide restoration needed for the aquatic center. A down payment of 35% is requested to initiate work on design plans now. Ald Davis moved, seconded by Ald Lampe, to approve the contract, and carried by unanimous voice vote. This will be posted to Prepaid Expenses [05-16-22-00].
10. Review and take action: Ald Davis moved, seconded by Ald Bartz, to approve the **hiring of Alicyn Nicholson as the Aquatic & Recreation Manager/Programmer** at Grade K, Step 1 [\$29.34/hr], and carried by unanimous voice vote.
11. Review and possible approval: Ald Bartz moved, seconded by Ald Lampe, to approve the **hiring of Philip Rhodes as Solid Waste Route employee** at Grade G, Step 1 [\$21.19/hr], and carried by unanimous voice vote.
12. Review and take possible action: Adjustment of 2022 Payroll Resolution to add **Operations Manager at Grade R** as reviewed and recommended by Carlson Dettman. Ald Lampe moved, seconded by Ald Bartz, to approve, and carried by unanimous voice vote.
13. Review and take possible action: Adjustment of 2022 Payroll Resolution to add **Assistant Operations Manager at Grade M** as reviewed and recommended by Carlson Dettman. Ald Lampe moved, seconded by Ald Bartz, to approve, and carried by unanimous voice vote.
14. Review and take possible action: Adjustment of 2022 Payroll Resolution to add **Working Foreman at Grade J** as reviewed and recommended by Carlson Dettman. Ald Lampe moved, seconded by Ald Davis, to approve, and carried by unanimous voice vote.
15. Review and take action: resolution to apply for **capital grant from Department of Transportation for fleet purchases** for shared-ride taxi service for 2023 in estimated amount of \$70,000 with the City's share expected to be 20%. Ald Lampe moved, seconded by Ald Davis, to approve, and carried by unanimous voice vote.
16. Review and take action: resolution to apply for **operating grant from Department of Transportation** for shared-ride taxi service in the amount of \$514,173 for the addition of a year of shared-ride taxi service with Passenger Transit Inc. Ald Bartz moved, seconded by Ald Lampe, to approve, and carried by unanimous voice vote.
17. Ald Lampe moved, seconded by Ald Bartz, to **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 (**Sale of land proposal from BASO Gas Products LLC**). Approved with unanimous roll call vote.

18. Reconvene into open session

19. Ald Bartz moved, seconded by Ald Lampe, to **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 (**Purchase of Real Estate for Fire Department**). Approved with unanimous roll call vote.

20. Reconvene into open session

21. **Adjournment.** Ald. Lampe moved to approve adjournment at 6:49 pm, 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.