



FINANCE COMMITTEE MEETING MINUTES

MONDAY, MARCH 13, 2023, 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, Police Chief Robert Kaminski, Parks Director Kristine Butteris, Jeff Doyle, Andrew Beyer; Aids Licht, Smith, and Wetzel

Video attendees: Streets Operations Manager Stacy Winkelman

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. Minutes from the **meeting of February 13** were presented. Ald Bartz moved, seconded by Ald Lampe, to approve. Approved by voice vote. Minutes from the **meeting of February 27** were presented. Ald Bartz moved, seconded by Ald Lampe, to approve. Approved by voice vote.
3. A summary memo of the **2022 Achievement Recognition Award results** was provided. Seventeen employees were awarded a \$500 bonus, and seven were awarded a vacation day.
4. Mr. Stevens provided a summary of the **2022 payroll compression calculations** between supervisor and subordinate positions. Recommended changes will impact the positions of FD Battalion Chief, FD Deputy Chief, PD Captain, and PD Assistant Chief. A motion by Ald. Bartz, supported by Ald. Lampe, was made to process the recommendations; approved by voice vote.
5. In February 2023, WisDOT solicited grant applications for a newly created roadway improvement reimbursement program for streets federally designated as “local” (not collector or arterial). The Engineering staff is proposing to submit one **Surface Transportation Program (STP) Local** application for two adjoining street segments: Western Ave from S. Third St to S. First Street and S. First St from E. Milwaukee St to Western Ave. The request would be for the maximum of \$500,000 towards an approximate total cost of \$1.5M, which would be included in a future annual streets assignment to coincide with any State approval (funding cycle is 2024 through 2028). Ald Lampe moved, seconded by Ald Davis, to submit the application, and all approved by voice vote.
6. The **Engineering** staff is recommending pay for **summer interns** to be \$15 per hour for a new intern and \$16 per hour for returning interns. A motion was made by Mayor McFarland, supported by Ald Davis for these rates, and all approved by voice vote.
7. A draft ordinance was presented to **repeal** Watertown Municipal Code of Ordinances **Chapter 341 Impact Fees** and Article IV **Excess Capacity Sewer Service Charge** of Chapter 508 Wastewater Facilities. The original intention was for the fee collections to cease seven years after the new wastewater treatment plant was built, and that would be approximately ten years ago. The Public Works Commission agreed to stop the collection of these fees. Ald Davis, supported by Ald Bartz, recommended adoption of this ordinance to Council. Approved by all by voice vote.
8. The Parks, Recreation and Forestry Commission has drafted an ordinance to create a **Town Square Programming Commission**. This committee would not be considered a standing committee, nor does it have authority to commit spending. Ald Bartz moved, seconded by Ald Lampe, to support the ordinance. All approved by voice vote.
9. With input from the prior meeting, Mr. Stevens **revised** a recommended **budget for 2023 ARPA** spending. Included in the revisions: \$90,000 Main St landscape architect, \$48,000 park restroom

upgrades, \$299,267 fire department radio communications & dispatch system. The revised budget was approved unanimously as presented (first by Ald Lampe, second by Ald Davis).

10. **Riverside Restroom Project:** The Parks staff started to move ahead with rebidding the project, but hesitated with pursuing any one direction with related expenses with potential changes in course. Included in the meeting packet was a discussion starter from Ald Davis on the scope of the project. She made a presentation to advocate the determination of a proper calculation method. The development of Brandt-Quirk Park has moved utilization away from Riverside. Comparable cities and parks were shared.

Thrive Architects were contacted for the **pricing for a redesign** of the existing plans for a reduction in plumbing fixtures (8 W, 4 M + 5 urinals). The firm **estimates the cost to be \$15,000**.

Kristine Butteris has been interacting with other communities to find what satisfactions / dissatisfactions exist and cautioned against undersizing the facility, especially in light of future increased utilization planning that's on the horizon.

Ald Smith commented that he was pleased that the Finance Committee had rejected the original bid offerings due to excessive overage of anticipated spending and relayed a sentiment that he wouldn't want to tap available streets funds to afford this building.

Ald Davis made a motion to direct city staff to reduce the quantity of plumbing fixtures based upon utilization history of park permits and scheduling. This was seconded by Ald Bartz. The vote was tied, so failed to pass.

Ald Lampe made a motion, seconded by Mayor McFarland, to direct city staff to consider reducing the number of stalls for design costs to not exceed \$20,000 if the results would reduce costs by at least \$100,000. The vote was tied, so failed to pass.

Mayor McFarland made a motion to direct city staff to **reduce the scope of the project to reduce costs** with a budget of **redesign work not to exceed \$20,000**. This was seconded by Ald Davis and was approved via unanimous voice vote.

11. A motion was made by Ald Lampe, seconded by Ald Davis, 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. (**MHQ [Dec'd] v City of Watertown Duty Disability Death Benefit Claim**). Approved by unanimous roll call vote.
12. The committee reconvened into open session.
13. Ald Bartz moved, supported by Ald Davis, 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. (**Breckenridge's Claim for Public Improvement Lien [Watertown Town Square Project]**). Approved by unanimous roll call vote.
14. The committee reconvened into open session.
15. Adjournment. Ald. Davis moved to approve adjournment at 7:00, seconded by Ald. Lampe, 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.