



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, AUGUST 21, 2023, AT 5:30 PM

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

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

Others present: Finance Director Stevens, City Attorney Chesebro, Police Chief Kaminski, Park/Rec Director Butteris (video), Water/WW Manager Pete Hartz, Media Coordinator Lisa Famularo, Andrea Peters, Ben Olsen, David Brower, Stephanie Juhl (video)

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. **Minutes** from the meeting of **August 7** were presented. Ald. Lampe, seconded by Ald. Moldenhauer, moved to approve. Unanimous voice vote.
3. Andrea Peters presented a list of **EMS billing accounts** with a **request for write-off** due to exhausted collection efforts (deceased, unable to locate, determined uncollectible by WI DOR). Ald. Bartz motioned to approve the list presented, seconded by Ald. Davis. All approved through voice vote.
4. Lisa Famularo requested permission to **hire Shea Harrod** to fill the vacancy of **media productions manager** at grade/step G2 [\$22.12 per hour] starting August 28. Five applied; Shea has nine years of experience in local government communications. Ald. Lampe moved, supported by Ald. Davis, to approve the request to hire. Unanimous voice vote.
5. Water Manager Hartz requested permission to **submit the assistant utility billing clerk** position description to our HR consultant **for evaluation of pay grade assignment**. This position was originally included in the administrative assistant project, but was deemed to not belong to that group. Ald. Lampe made a motion, seconded by Ad. Bartz, to move forward with the review. All approved.
6. Chief Kaminski asked to have the **job positions of police department support staff** that aren't administrative assistants **reviewed for pay grade assignment**. The positions include community service officer, investigations technician, clerk/typist, and records clerk. Ald. Davis offered a motion, supported by Ald. Lampe, to approve this request. Unanimous voice vote.
7. The **system maintenance agreement for the 911 software system** expired in July. It had been anticipated that the upgrade replacement being purchased in conjunction with Jefferson County would have been installed before this expiration. Chief Kaminski drafted a resolution requesting budget modification totaling \$21,563 within the Police Department to afford the renewal of the maintenance agreement. A motion to approve as presented was made by Ald. Lampe and seconded by Ald. Moldenhauer. Approved by committee.
8. Attorney Chesebro updated the committee on the status of the **burned property at 100 Western Ave**. The 2022 property tax bill of approximately \$5K has been paid. An intergovernmental agreement with Jefferson County to assist in the purchase of the property should be resolved in the next three weeks.
9. The committee had requested a summary of the **special event permits** issued in 2022 and 2023 that had fees assessed. Finance Director Stevens provided this information.

10. Ald. Moldenhauer moved, seconded by Ald. Lampe, to **convene into closed session** per Wis. § 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 (expenses for Pride in the Park). The committee approved via roll call vote.
11. The committee reconvened into open session.
12. Ald. Lampe, supported by Ald. Davis, motioned to **table the agenda item to determine the amount to invoice for Pride in the Park** until the next regularly scheduled Finance Committee meeting (9/11/23). Approved by voice vote.
13. Ald. Davis moved, supported by Ald. Bartz, to **convene into closed session** per Wis. § 19.85(1)(b) considering discipline of any public employee or officer of any person licensed by governing body or investigation of charges against such person. No formal action or evidentiary hearing will occur. The committee approved via roll call vote.
14. The committee reconvened into open session.
15. Adjournment. Ald. Bartz moved to adjourn, seconded by Ald. Davis, at 7:34 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.