



## FINANCE COMMITTEE MEETING MINUTES

MONDAY, JUNE 26, 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, Lampe, Moldenhauer and Davis (via video)

Others present: Finance Director Mark Stevens, Attorney Steven Chesebro, Fire Chief Travis Teesch, Streets Operations Manager Stacy Winkelman, Public Works Director Jaynellen Holloway, Public Health Director Carol Quest, Water Manager Pete Hartz, Rec/Parks Director Kristine Butteris, Andrea Draeger

1. **Call to order.** Mayor McFarland called the meeting to order at 5:33 p.m.
2. **Minutes** from the meetings of **May 22, May 31, and June 20** were presented. Ald. Bartz, seconded by Ald. Lampe, moved to approve all three. Unanimous voice vote.
3. Stacy Winkelman presented and recommended that **Thomas Poff** be hired as **Solid Waste Laborer** at G/S G1 [\$21.51/hr]. Ald. Lampe moved, supported by Ald. Bartz, to approve this hire. Unanimous voice vote.
4. Mayor McFarland summarized the process that is beginning to assess the **group of similar positions** that have titles such as **administrative assistant, executive assistant, accounting/billing clerk**, etc. This project will send the current job descriptions to Carlson Dettmann, our HR consultant, to streamline the positions, reduce titles, create a progression in an Administrative Assistant category, and place the new titles into appropriate grades.
5. A new process has been implemented as an input into the FY24 budget process: **presentation of any personnel additions or reclassifications in advance** to the finance committee to determine if a review should be requested with Carlson Dettmann for grade assignment. Various department heads presented explanations for their requests:
  - a. Health: office manager (modification)
  - b. Library: assistants to be added to pay rate table, catalog/circ assistant, teen services assistant, professional: adult services, professional: children services (Presentation of library positions was informational; approval by the Library board had already been given.)
  - c. Park/Rec: recreation program manager (add)
  - d. Fire: motor pump operator (specify this rank to some FF), assign three specialty oversights to battalion chiefs, deputy chief (add)
  - e. Human Resources: HR assistant (add)
  - f. Water: business office manager (modification)
  - g. Engineering: stormwater project manager/grant coordinator (modification)
  - h. Bldg, Safety, Zoning: zoning/administrative specialist (modification), clerk/typist (PT add)

Ald. Lampe, seconded by Ald. Moldenhauer, made a motion to **move forward with submissions to Carlson Dettman for all positions except Water: business office manager** (bring back completed documentation and meet with mayor before request) **and BSZ zoning/administrative specialist** (wait for the administrative assistant project results). The committee unanimously approved by voice vote.

NOTE: Ald. Davis left the meeting between the fire and human resources presentations. She was provided the opportunity to make comments on ones that she was not going to hear.

6. Mr. Stevens provided a summary of the **revised costs of property and liability insurance premiums** for 2023. Although there were property premium increases (library addition, 7% increase to all buildings), due to changes in cyber liability carrier coverage in January, there was no net impact on the annual budget. He had asked for quote alternatives if the property deductible were to be raised from \$2500 to either \$5000 or \$10,000, but the savings were not substantive in amounts. The **committee agreed to not alter the deductible**.

It was cited that the premiums for the library's portion of the property insurance has been included in the General Fund [01] and not segmented to the Library Fund [11] in a similar fashion to the utility fund allocations. Mr. Stevens requested **consideration in the assignment of the library's portion of property insurance premiums to be allocated to Fund 11** effective with the 2024 budget cycle. Ald. Bartz, supported by Ald. Moldenhauer, moved to request the finance director, library director and library board work to craft a plan to allocate a shared expense.

7. **FY24 Capital Improvement Plan (CIP)**: The CIP was presented with a few explanatory comments due to the length of tonight's meeting. This will be added to the next meeting agenda.
8. Ald. Bartz moved, supported by Ald. Lampe, 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 (Status update for Juhl). Unanimous approval via roll call vote.
9. The finance committee reconvened into open session.
10. Adjournment. Ald. Moldenhauer moved to approve adjournment, 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.