



FINANCE COMMITTEE MEETING MINUTES

MONDAY, JUNE 18, 2024, AT 5:30 PM

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

Finance Committee members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Moldenhauer

Others present: Finance Director Stevens, Fire Chief Reynen, Public Health Director Quest, Water/WW Manager Hartz, Public Works Director Beyer, Street Operations Manager Winkelman, Police Chief Brower, Library Director Checkai, Parks/Rec Director Butteris (video), Andrew Day, Lisa Schwartz, Greg Wellach

1. Call to order. Mayor McFarland called the meeting to order at 5:31 p.m.
2. Ald. Davis, seconded by Ald. Bartz, approved the **minutes from Finance Committee meetings taking place on June 10 and June 18** (correction noted that this was a Monday and not Tuesday). Unanimously approved.
3. The Police administrative staff requested approval to conduct a **wage study for dispatch personnel**. A motion was made by Ald. Lampe, supported by Ald. Moldenhauer, and unanimously approved.
4. Wastewater Manger Hartz requested approval for a **pay increase for Scott Blasing** because of a passing grade on a certification. A motion was made by Ald. Davis, seconded by Ald. Lampe, to adjust from G/S I8 to G/S I9 [\$31.70/hr] retroactive to May 15. Unanimously approved.
5. Water/WW Manager Hartz presented a recommendation to **revise the group of water and wastewater maintenance technicians** to collaborate as one group under the supervision of a Maintenance & Facilities foreman. This change was moved as acceptable by Ald. Bartz, supported by Ald. Davis, and unanimously approved.
6. Finance Director Stevens provided a spreadsheet of **global cost increases in the areas of compensation** in preparation for the building of the 2025 budget proposal. This helps to explain that the increases in wages, union contracts, and health plan costs exceed the limit in our allowable new spending as a participant of the Expenditure Restraint Incentive Program. Direction will need to be provided to the staff at the next Finance Committee meeting.
7. A list of the **Capital Improvements Projects (CIP)** was presented. An original list of approximately \$11 million in requests was reviewed by the Leadership Team to pare it down to the \$6.3 million on tonight's spreadsheet. The mayor sought the input of the committee members as to the appropriate comfort level of future borrowing, a mix of \$3.5 to \$4.0 million. If the decision is to approve a greater amount, we will want to interact with our Baird advisor to map out the future impacts on borrowing strategies. Direction will need to be provided to the staff at the next Finance Committee meeting.
8. In order to pursue an alternate group health plan, we need to utilize the services of a broker. Ms. Schwartz and Mr. Stevens have been interacting with various companies, the list was narrowed to two firms, and Ms. Schwartz contacted references for these two companies. It is recommended that we contract with USI (currently the agent of record for WUSD, so they're familiar with the Watertown market) at the lower cost offer of \$5,000. Ald. Davis, seconded by Ald. Bartz, made a motion to enter an **agreement for services with USI Insurance Services to research group**

health insurance alternatives and recommend to Council a reallocation of Contingency [01-51-81-56] to Human Resources Dues, Fees, and Subscriptions [01-51-60-22]. Unanimously approved.

9. A compiled list of **2025 new hire position requests** was presented with a summary of the position, approximate costs, and rationale for the expansion. Department heads were provided an opportunity to answer any questions. Not all positions would require external evaluation for grade assignment because job descriptions exist. Ald. Lampe moved, seconded by Ald. Moldenhauer, to send requests to the HR consultant for the grade evaluations for assistant city attorney, IT technician, fire captain (inspector/community relations), and fire deputy chief (EMS/Training). It was noted that our 2025 budget may not likely be able to afford any new positions, but Ald. Lampe wanted to better understand what the appropriate cost estimates would be for positions that don't exist. The decision was to move forward with a 3-2 vote.
10. Library Director Checkai requested approval to have the **job descriptions of two library positions sent for evaluation**. This was approved via a motion of Ald. Lampe, supported by Ald. Davis, and unanimously approved.
11. Clasen Quality Chocolates approached the City regarding **roadway improvements to Endres Lane and portions of E. Horseshoe Road** with an offer to participate in a 50/50 cost sharing. The proposal from Public Works Director Beyer is to modify the TID #4 fund [08] to accept the Clasen payment and add the expense account to pay for the improvements. Ald. Davis motioned, seconded by Ald. Bartz, to support and send this as a resolution to Council. Unanimously approved.
12. **Finance Committee adjournment.** Ald. Davis moved, seconded by Ald. Bartz, to adjourn the Finance Committee at 7:21 p.m., 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.