



FINANCE COMMITTEE MEETING MINUTES

MONDAY, JULY 22, 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 Works Director Beyer, Zoning Administrator Zirbes, Tim Hayden, Lisa Schwartz, Attorney Chesebro (video)

1. Call to order. Mayor McFarland called the meeting to order at 5:31 p.m.
2. Ald. Bartz, seconded by Ald. Davis, approved the **minutes from the July 8 Finance Committee meeting**. Unanimously approved.
3. A **traffic signal grant** awarded in 2021 was postponed by WI DOT. The project has now been scheduled, and the State is accepting a greater portion of the expense. The City portion of 10% is now \$10,909.
4. The **Water Dept** had requested a review of the grade assignment of the **lab manager position**. The HR consultant is recommending a reclassification grade M. Ald. Bartz, seconded by Ald. Davis, moved to recommend a change on the 2024 Payroll Resolution from grade J to M. Unanimously approved.
5. The Zoning Administrator had requested a review for three **pay levels of the building inspector position**. The HR consultant recommended different grades (I into grade L, II into grade M, III into grade N). Ald. Davis moved, supported by Ald. Bartz, to have the City post the job opening with various pay levels. Unanimously approved.
6. Mr. Stevens presented the **June 30 income statement for the General Fund** with a few comments.
7. Mayor McFarland shared the **2025 operational goals** that will be followed as the budget proposal is developed:
 - a. Invests in the strategic planning and maintenance of our city buildings
 - b. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
 - c. Supports employee retention and growth, while also evaluating operations and the associated staffing
 - d. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
 - e. Maintains a safe and healthy community, with an eye toward future needs and trends

The finance committee members accepted the list as presented. Mr. Stevens reviewed the **2025 global assumptions**. The committee agreed to initiate the building of the budget with a 4% wage increase with a 0% growth in non-personnel expenditures.

A motion was made by Ald. Davis, seconded by Ald. Bartz, to move forward with the addition of more hours for a **Health Department bilingual communications specialist** to be funded by Environmental Health [14] and Health Emergency Preparedness [15]. Approved unanimously.

The committee discussed the **Capital Improvements Projects** list but didn't chose to modify its contents at this time. The leadership team will be directed to complete worksheets to explain each 2025 request for budget input.

8. Ald. Bartz moved, supported by Ald. Moldenhauer, to convene into **closed session** per Wis Stat. Sec. 19.85(1)(g) to confer with legal counsel for 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 (**Hering, et al v. Rual Mutual Insurance Company**, et al re: settlement). Approved unanimously by roll call vote.
9. The committee reconvened into open session.
10. **Finance Committee adjournment.** Ald. Davis moved, seconded by Ald. Bartz, to adjourn the Finance Committee at 6:56 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.