



City of Verona

Finance Committee
City Hall – 111 Lincoln Street
Verona, WI 53593-1520

MINUTES FINANCE COMMITTEE JULY 10, 2023

The meeting was called to order by Chairperson Chad Kemp at 6:06 p.m.

Roll Call: Chairperson Chad Kemp, Alder Christine Posey and Alder Mara Helmke were present.

Also present: Mayor Luke Diaz, City Administrator Jamie Aulik, Finance Director Brian Lamers, Interim Public Works Director/Parks Director Adam Waszak and Fire Chief Dan Machotka.

Discussion and Possible Action regarding approval of June 26, 2023 Finance Committee minutes: Motion was made by Helmke, seconded by Posey to approve the June 26, 2023 Finance Committee minutes with no changes noted. Motion carried 3-0.

Discussion and Possible Action regarding request for a Public Works Maintenance Position: City Administrator Aulik stated that the changes are needs not wants and understands that this is not normal to make changes outside of the budget process. Interim Public Works Director/Parks Director Waszak referred to the memo in the packet explaining the request. Waszak stated there were 2 positions to fill with 13 candidates, in which 3 stood out, so there is an individual already available to fill the position. Other municipalities are unable to get applicants. Waszak stated the City is growing and the level of service has dropped with growth. Since the last additional position, the City has added 35 lane miles and typically should only take 4-6 hours to clear the City after a snow event. The discussion took place regarding the Assistant Public Works position and felt that there was redundancy with the Superintendents. Waszak stated there is leaning towards not having one and see how it goes. Motion was made by Kemp seconded by Helmke to recommend to the City Council the request for a Public Works Maintenance Position. Motion carried 3-0.

Discussion and Possible Action regarding request for a change in Position Description, Reclassification and Compensation for the Building Facilities Manager Position: Aulik stated there are two parts to this, the individual received an offer from City of Middleton for and addition \$4.00 plus more an hour, which triggered a position analysis. With the review it was misclassified in a couple areas. This position administers contracts such as HVAC services, cleaning etc. Aulik stated after the analysis it would move from grade 11 to grade 13 and with staying at step 9, the individual would go from \$32.82 an hour to \$36.88 an hour. After further discussion a motion was made by Kemp seconded by Helmke to recommend to the City Council the request to change the Position Description, Reclassification and Compensation for the Building Facilities Manager Position. Motion carried 3-0.

Discussion and Possible Action regarding Request for a Part-Time Fire Department Administration Assistant Position: Chief Machotka stated the need for this position. In 2023 budget it was stated that the Battalion Chief could do some of the administrative duties but stated that is not feasible. He stated these are Firefighters they are not numbers people. The saving from the open position would cover the 2023 budget. Lamers stated for 2024 the estimate is about \$25,000, of which approximately \$3,000 would be charged to the Town of Verona. After further discussion a motion was made by Helmke seconded by Kemp to recommend to City Council the request for a part-time Fire Department Administration Assistant position. Motion carried 3-0.

Discussion and Possible Action regarding the 2024 Budget: Lamers stated the Wisconsin Retirement System (WRS) increase for Protected 1.10% and General .10% for the employer portion which is an increase in 2024 of approximately \$40,000. Aulik stated he did question the departments on position request. He stated Senior Center would like to request a Social Worker, Police will be requesting a Captain position, the Library a 50% position. Lamers stated the EMS will be requesting a 2nd Deputy Director with an estimate for the City's portion of approximately \$58,000. Chief Machotka stated he will be requesting a third Battalion Chief.

Discussion and Possible Action regarding the payment of bills: Motion was made by Kemp, seconded by Helmke to approve the payment of bills totaling \$1,092,129.28. Motion carried 3-0.

Adjournment: Motion was made by Helmke, seconded by Posey to adjourn the Finance Committee Meeting at 6:39 p.m. Motion carried 3-0.

Respectfully submitted,
Brian Lamers CPA
Finance Director