

Meeting of the: **FINANCE COMMITTEE OF THE CITY OF STOUGHTON**
Date /Time: **Tuesday, July 10, 2018 @ 6:00 p.m.**
Location: Council Chambers (Stoughton Police Department 2nd floor), 321 S Fourth St, Stoughton
Members: Denise Duranczyk (Chair), Pat O'Connor (Vice-Chair), Kathleen Johnson, Greg Jenson and Mayor Tim Swadley (ex-officio)

Present

Denise Duranczyk, Pat O'Connor, Greg Jenson, Kathleen Johnson, and Mayor Tim Swadley

Others Present

Clerk Licht, Planning Director Scheel, Human Resources Director Gillingham, Utilities Director Kardasz, and Utilities Finance Director Jamin Friedl, Sid Boersma

Absent and Excused

None

Call to Order

Chairperson Duranczyk called the meeting to order 6:00 p.m.

Communications

Mayor Swadley said that the first round of CIP meetings with the leadership team are complete.

Reports:

Duranczyk gave the updated contingency report. The current balance stands at \$12,000.

OLD BUSINESS

NEW BUSINESS

Approval of the June 26, 2018 Finance Committee Minutes

Motion by O'Connor, second by Jenson to approve the June 26, 2018 Finance Committee minutes. Motion carried 5-0.

Discussion and possible action regarding approving the newly created Finance Director/Comptroller position description and grade level

Motion by Jenson, second by Duranczyk to approve the newly created Finance Director/Comptroller position description and grade level. Motion carried 5-0.

Discussion and possible action regarding approving the Assistance Finance Director/City Treasurer position description with a grade level of 17 and a pay rate of \$40.00 per hour

Motion by Jenson, second by Duranczyk to approve the Assistant Finance Director/City Treasurer position description with a grade level of 17 and a pay rate of \$40.00 per hour. Motion carried 5-0.

Discussion and possible action regarding approving the promotion of Jamin Friedl to the newly created position of Director of Finance/Comptroller at grade level 21 and with the recommended pay rate of ____. *** *The Finance Committee may convene in closed session per State Statute 19.85(1) (c) for the purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.* ***

Motion by Jenson, second by O'Connor to go into closed session at 6:29p.m. Motion carried 5-0 on roll call vote.

Motion to Jenson, second by Duranczyk to go into open session at 6:39 p.m. Motion carried 5-0.

Motion by Jenson, second by O'Connor to approve the promotion of Jamin Friedl to the newly created position of Director of Finance/Comptroller at grade level 21 and with the pay rate of \$54.79. Motion carried 5-0.

Discussion and possible action regarding restructuring the Finance Department and combining the City and Utilities finances department

HR Gillingham presented the Finance restructure organizational chart. She stated that all the accounting functions within the City will be in one department. Gillingham said that the organizational chart would help with separation of duties and cross functionality within the accounting department. Gillingham said that the Finance Director/Comptroller would have a pay grade of 21 and the Finance Director/City Treasurer would have a grade of 17. Gillingham said that the new positions in 2018/2019 the costs will be funded 50/50 by utilities and city. Total costs for the new positions (salary and benefits) less the money saved from LaBorde's position vacated would be \$19,973.36 for 2018. Duranczyk said that this money could be covered by the undesignated fund balance.

Motion by Jenson, second by O'Connor to approve the restricting of the Finance Department and combining the City and Utilities finances department. Motion carried 5-0.

ADJOURNMENT

Motion by Jenson, second by O'Connor to adjourn at 6:41 p.m. Motion carried 5-0.