

**CITY OF WAUPACA
COMMITTEE OF THE WHOLE**

SPECIAL CALLED MEETING

**TUESDAY OCTOBER 15, 2019
8:25 P.M.**

1. CALL TO ORDER

Pursuant to regulations, the Common Council of the city of Waupaca met on the above date and time.

2. ROLL CALL

Present: Mayor Brian Smith, Chairperson, Alderpersons Steve Hackett, Lori Chesnut, Paul Hagen, Alan Kjelland, Dmitri Martin, Scott Purchatzke, Dave Peterson, Paul Mayou, Mary Phair and Eric Olson

Absent: none

Others in Attendance: Aaron Jenson, City Administrator, Sandy Stiebs, City Clerk, Kathy Kasza, Finance Director/Treasurer, Peg Burington, Library Director, Justin Berrens, Public Works Director, Andrew Whitman, Parks and Recreation Director, Captain John Helgeson and Josh Werner, IT Community Media Director

3. APPROVE AGENDA

MOVED by Ald. Kjelland, **SECONDED** by Ald. Chesnut Council **APPROVES** the Agenda as presented with handouts. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

4. FY2020 PERSONNEL REQUESTS

Finance Director/Treasurer Kathy Kasza said the first half of the meeting would consist of Department Heads providing their FY2020 personnel requests and budget impacts and the second half would consist of her providing updates on employee benefits.

Josh Werner, IT & Community Media Director proposed combining different technology related duties into a new full-time technology generalist position. The person in this role would have duties in community media, Waupaca Online, technology assistance at the library and serve as a backup to the IT & Community Media Director and Waupaca Online's Network Engineer. Mr. Werner reviewed all of the budgets within his department and found there is funding available for staffing within his department. Based on next year's anticipated budget, if Waupaca Online meets the threshold to create the position, he anticipates the earliest he would be able to hire a full time person is in July 2020. Mr. Werner said there would be no effect on the General Fund to put this full-time technology position in place.

Justin Berrens, Public Works Director said he desires to provide a \$.50 increase to all current custodial staff increasing them to \$11/hour and then making the starting pay of \$11/hour for all future hires. Mr.

Berrens researched custodial pay at other municipalities and private companies and found the city's pay to be among the lowest. Mr. Berrens said that Zach Thorne and Brogan Kendziora were hired as laborers in June 2018 and since then they both have made incredible strides in their development. Mr. Berrens would like to promote them both from Laborer to Operator, which gives them each \$1.60/hour raise. He felt that the Street Department budget can accommodate this increase as they have the capacity within the wage line items and are realizing savings with several health insurance opt outs. Mr. Berrens said the Water Department currently employs three WDNR Certified Operators with one of them being the Water Utility Supervisor. He would like to add one more Certified Operator to the Water Utility Staff and the funds are already available within the water utility budget. Kathy Kasza added the Water Utility would be implementing a 3% simplified water rate increase in 2020.

Andrew Whitman, Parks and Recreation Director said the conversation on having a Front Desk assistant at the Senior Center has been going on for the past year or more. This position would be scheduled between 12-15 hours/week during peak times at the Senior Center and the pay would be between \$6,336/year to \$7,920/year. This would not need an increase in the operational budget. There was discussion on the current fees charged to be a member of the Senior Center.

City Administrator Aaron Jenson said he has been working on reorganizing the Planning and Development Office and described the current employees and their jobs within that office. Mr. Jenson is going through a benchmarking process with communities our size to better understand what Economic Development, Planning and Zoning offices look like and how many staff members they have. He is considering having Andrew Dane revamp the city's Comprehensive Plan in 2020, they could bring in a Planner and then Ronda Rollins could be shifted to GIS duties, Elisabeth Holzwerth is currently being trained by Jane Draeger to learn Building Inspection duties and has recently taken and passed two exams. Mr. Jenson added there would be no negative impact on the budget as they go through that process. Mr. Jenson reiterated that City Clerk Sandy Stiebs would like to appoint Barb Robbert as her Deputy Clerk and that would take effect in January 2020. Ms. Robbert would have extensive training on the election process.

Finance Director/Treasurer Kathy Kasza reminded Mayor Smith and the Common Council that the last time they received a raise was in 2002. The current rate of pay is \$3,766/year for Alderpersons and the Mayor receives \$9,177/year. Ms. Kasza researched and provided a comparison of the surrounding communities and found that the Towns of Farmington and Dayton pay their Chairperson and Supervisors more than the city currently pays. Ms. Kasza took an average of the two townships and felt that the Alderpersons wage could be raised to \$4,925/year and the Mayor to \$12,250/year. The impact to the 2020 budget would be about \$9,000, with half of the Council receiving the raise in 2020 and the other half receiving the raise after they are elected in 2021. Ms. Kasza said that there is a Police Union Contract in place providing a 3% raise and she is proposing a 3% pay raise for all city employees, saying the reason the city can afford the raise is that the city's transportation aid number has increased by \$58,000. Ms. Kasza added that the Wisconsin Retirement rates are increasing by .25% for the employee and the city's portion, the health insurance has a 0% increase, employee paid dental insurance is increasing by 8% with Delta Dental so we are going out to bid for a better rate, there is no change in the vision insurance and there are no changes to the long-term and short-term disability insurances. Ms. Kasza said that there are several long-time city employees that have an accumulated sick leave bank that need to be paid out. She is proposing to pay these employees out at their current rate of pay, which totals approximately \$40,000, and put that money into the city's Health Reimbursement Account (HRA) so that it is tax-free and they can use it for Health Insurance and health related items upon retirement.

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Ms. Kasza will use the current fund balance to pay that amount so it will not hamper the department's need to replace a retiring employee, and added that this will need Council approval. Ms. Kasza reported on the City's Wellness Program saying that in 2018 and 2019 all full-time City Employees were required to take the annual Physical Health Assessment (PHA) testing and she will be proposing in 2020 to include a tobacco user's surcharge. There are currently 14 city employees that are tobacco users, and the city is trying to promote a healthy lifestyle. Ald. Kjelland said that it is not uncommon for the private sector to enact a tobacco users surcharge on employees and that his employer and done so 20 years ago. There will be a Committee of the Whole meeting after the November 5, 2019 Council meeting and Ms. Kasza will have the budget numbers available for consideration. Mayor Smith would like to meet with City Administrator Aaron Jenson and Finance Director/Treasurer Kathy Kasza to review all of the Department requests.

5. ADJOURNMENT

MOVED by Ald. Hagen, **SECONDED** by Ald. Kjelland Council **ADJOURNS** the Special Called October 15, 2019 Committee of the Whole Meeting. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

MEETING ADJOURNED AT 9:24 PM.

Mayor Brian Smith

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