



**FINANCE COMMITTEE MEETING
IN PERSON
THURSDAY, JUNE 5, 2025 – 4:00 PM
CITY HALL – SECOND FLOOR CONFERENCE ROOM**

MINUTES

1. Call meeting to order

President Jaeckel called the meeting to order at 4:00 pm.

2. Roll call

Present: Cm Huckabee, Cm Leschier and President Jaeckel. Also present: City Manager, Clerk/Treasurer/Finance Director, Director of Public Works, Building Inspector and City Attorney.

3. Public Comment

- a. The Finance Committee will receive public comments relating to matters on the agenda. Speakers must be City residents, property owners, or business representatives. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information.*

None.

4. New Business

- a. Review and possible action relating to the financial impact of a proposed change to the City's organizational structure to include Neighborhood and Building Services Department (Houseman, City Manager)*

Manager Houseman discussed that over the past several years, the City Council and City Manager have recognized the incredible range and breadth of responsibility of the position of Public Works Director/City Engineer. In 2024, the position was split into two: Director of Public Works and City Engineer, to provide additional support. Recruitment efforts for the position of City Engineer throughout 2024 were unsuccessful. The previous Public Works Director resigned in December 2024 to pursue other opportunities and one of the reasons cited was workload. Between December 2024 and May 2025, the City Manager served as Interim Public Works Director. Andy Burt, Ruekert and Mielke served and continues to serve as Interim City Engineer. Jed Draeger, Building Inspector/Zoning Administrator, also took on additional responsibilities during that period of time. Such

additional duties outside the scope of the job description include managing the Ridge View Estates infrastructure project and Airport operations, including hangar inspections and serving as the City's liaison for the Airport Master Planning Process and capital improvements. He has also taken on responsibility for stormwater pond inspections and administration as well as taking the lead on the Main Street and Janesville Avenue Corridor Planning processes. Houseman is proposing to add a new department to the organization. The Department is called Neighborhood and Building Services, and would be led by Jed Draeger as the Director of Neighborhood and Building Services. In the longer term, staff intends to include a new position in the 2026 budget under this Department: a Buildings and Facilities Manager or Superintendent. This position would be responsible for short and long term facility planning, building and facility project management, among other items.

Lescohier moved, seconded by Huckabee to approve the financial impact to the 2025 budget relating to the implementation of a Neighborhood and Building Services Department. Motion carried unanimously.

5. Adjournment

Huckabee moved, seconded by Lescohier to adjourn. Meeting adjourned 4:22 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer/Finance Director