

Finance and Labor Relations Committee

Regular Meeting

Thursday, December 7, 2017 Regular Meeting at 6:00pm
City Hall, 31 S. Madison Street, Evansville, WI

1. **Call to order and roll call.** Cole called the meeting to order at 6:04pm. Members present: Alderpersons Rick Cole, Dianne Duggan and James Montgomery. Others present: Mayor Bill Hurtley, City Administrator/Finance Director Ian Rigg and Utility and Finance Accountant Julie Roberts.
2. **Approval of Agenda.** Montgomery made a motion, seconded by Duggan to approve the agenda as presented. Motion approved 3-0.
3. Montgomery made a motion, seconded by Duggan to waive the reading of the minutes of the November 9, 2017 special joint meeting with Municipal Services and the November 9, 2017 regular meeting and to approve them as printed. Motion approved 3-0.
4. Citizen appearances other than agenda items listed. None
5. Montgomery made a motion, seconded by Duggan to accept the City bills as presented in the amount of \$960,153.61. Motion approved 3-0 on roll call.
6. New Business:
 - A. Rigg stated that this is an amendment similar to the ones that came to committee last month. This one was delayed due to a change in ownership as of 12/01/2017. After review, we will have enough to cover everything that we borrowed for and be able to continue to donate to TID 5. Montgomery made a motion, seconded by Duggan to recommend to Common Council an Amendment to the 2007 Development Agreement for 25 Unit Residential Care Apartment Complex (RCAC). Motion approved 3-0.
 - B. Rigg stated that this is a new policy so that there is a clear written procedure in place. It has been reviewed and approved by the auditors. Montgomery made a motion, seconded by Duggan to recommend to Common Council approval of Payroll: Approval Process. Motion approved 3-0.
 - C. Rigg stated that this is a new policy so that there is a clear written procedure in place. It has been reviewed and approved by the auditors. Montgomery made a motion, seconded by Duggan to recommend to Common Council approval of Accounts Payable: Approval Process. Motion approved 3-0. Fix the wording on that one part.
 - D. Rigg reviewed some of the changes and highlights of the Fund Balance Policy. It was reviewed by the Auditors and our Financial Advisor. Montgomery made a motion, seconded by Duggan to recommend to Common Council approval of City of Evansville Fund Balance Policy. Motion approved 3-0.
 - E. Rigg stated that this policy was reviewed by the Auditors, City Attorney, Financial Consultant and Department Heads. Some minor changes were discussed and recommended. Montgomery made a motion with the changes that were suggested, seconded by Duggan to recommend to Common Council approval of the City of Evansville Purchasing Policy. Motion approved 3-0.
7. City Administrator/Finance Director Report

There was an interview conducted for an intern yesterday. We are looking at hiring her and another intern that is coming from china. The public policy intern will assist with a merger RFP and getting that out as well as finishing up some of the filing, storage and record retention. The Planning intern would work on the park master plan and helping Jason with code that needs to be changed and updated. Rigg would like to proceed with both of them. We have 15 applicants so far for the public works director position. Cleaning bids came in under budget. The painting budget came in over budget. We are working on the budget amendments for 2017. Staff will be meeting with auditors on the 19th.

- A. 3rd Quarter Treasurer's Report Rigg reviewed some items. Building permits are not doing as well as we thought they would. The first 4 months were still contracted out.
 - B. Review and revisions process to Employee Policy Manual Rigg handed out some suggestions. He plans to provide Department Heads with his list and have them review with employees and to make comments. Rigg reviewed his suggestions with the committee.
8. Unfinished Business:
- A. Library project update (place holder) Getting a bid in on 12th of December. Total is around 4.1 million.
9. Meeting Discussion: Next regular meeting January 4, 2018 at 6:00 p.m.

Meeting adjourned at 7:35pm

Rick Cole, Chair

Requests for persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's office by calling 882-2266 with as much advance notice as possible.

Please turn off all cell phones while the meeting is in session. Thank you.

These minutes are not official until approved by the Finance and Labor Relations Committee at their next regular meeting.