

Finance and Labor Relations Committee
Regular Meeting
Thursday, April 5, 2018 Regular Meeting at 6:00pm
City Hall, 31 S. Madison Street, Evansville, WI

1. **Call to order and roll call.** Duggan called the meeting to order at 6:00pm.
2. **Roll Call:** Members present: Alderpersons Dianne Duggan and James Montgomery. Others present: Mayor Bill Hurtley, City Administrator/Finance Director Ian Rigg and Utility and Finance Accountant Julie Roberts.
Members absent: Rick Cole
3. **Approval of Agenda.** Montgomery made a motion, seconded by Duggan to approve the agenda as presented. Motion approved 2-0.
4. Montgomery made a motion, seconded by Duggan to waive the reading of the minutes of the March 8, 2018 regular meeting and to approve them as printed. Motion approved 2-0.
5. Citizen appearances other than agenda items listed. None
6. Montgomery made a motion, seconded by Duggan to accept the City bills as presented in the amount of \$1,884,020.76. Motion approved 2-0 on roll call.
7. **New Business:**
 - A. **Motion to approve job description of Public Works Foreperson.**

Montgomery made a motion, seconded by Duggan to recommend to Common Council to approve the job description of the Public Works Foreperson. Rigg explained some of the rewording that was done. Discussion took place regarding this. Motion approved 2-0.
 - B. **Borrowing options for roads, ambulance, library, NAN refinance, utility revenue notes and tree equipment.**

Rigg distributed an updated handout. Rigg explained the different types of borrowing regarding 10 and 20 year loans. 10 year loans have lower interest rates and clears debt faster. Rigg would prefer to do this as a 10 year borrowing. Different borrowing plans were discussed as well as the projects that they would fund. \$50,000 would be for tree removal equipment to remove Ash trees. This can be done internally instead of contracting out and Rigg believes this should be accomplished in 4 years. Rigg would like to borrow for 2018 and 2019 in one combined borrowing to save costs on fees. Library borrowing and ambulance would be a note anticipation note and does not count against our debt capacity. \$550,000 would be a sewer revenue bond. We cannot use a clean water fund loan for this as it's not treatment or lift station related. Rigg reviewed a current and projected debt payment schedule. Rigg discussed the impact on the levy and mill rate. Committee agrees with doing the 2018 and 2019 borrowing together.
 - C. **Motion to recommend to Common Council Resolution 2018-03, Municipal Judge's Salary in 2018.**

Duggan made a motion, seconded by Montgomery to recommend to Common Council to approve Resolution 2018-03, Municipal Judge's Salary in 2018. Motion approved 2-0.

D. Motion to recommend to Common Council Resolution 2018-04, Amending the 2018 Budget.

Montgomery made a motion, seconded by Duggan to recommend to Common Council to approve Resolution 2018-04, amending the 2018 Budget. Rigg explained the need for the amendments. Some 2017 projects have not been completed. There was a reduction of tree removal costs due to doing the project internally. The addition of a lineman position and reduction of one seasonal and part time person. Motion approved 2-0.

E. Motion to recommend to Common Council Resolution 2018-05, Amending the Fee Schedule - Pool.

Montgomery made a motion, seconded by Duggan to recommend to Common Council to approve Resolution 2018-05, amending the fee schedule – Pool. Rigg discussed the changes in the fee structure. Some additional non-resident charges were added for swim lessons and swim team. Motion approved 2-0.

F. Motion to recommend to Common Council Resolution 2018-06, Intent to Reimburse Expenditures from Proceeds of Borrowing for the 2019 Refinance and Capital Improvement.

Montgomery made a motion, seconded by Duggan to recommend to Common Council to approve Resolution 2018-06, intent to reimburse expenditures from proceeds of borrowing for the 2019 refinance and capital improvement. Rigg discussed this borrowing and the low costs involved. Motion approved 2-0.

8. City Administrator/Finance Director Report.

Rigg shared that he attended the IMMI conference and spoke regarding some of things that he had learned.

A. Employee Policy Manual Changes Since Last Month.

There was a section added on consensual sexual relationships that the Labor attorney will review. Dress codes need to be written out for each department. Wording has been redone for dealing with employment contracts and separations. Closes a loophole for employees with contracts.

B. Billing Audit Updates.

Rigg discussed the PSC audit results. Additional information is going to be required on the bill and space is a concern. Will be working with CIVIC and WPPI to make changes.

C. Presentation on Impact Networking proposal for public records storage, accounts payable process and public view of public records.

Rigg stated no information was provided to present.

D. Presentation on Clear Gov software

Rigg gave a brief overview of the software and the information that it can provide.

There are different variables that can be used to search for information and compare yourself to other municipalities as well as providing more information to the public.

9. **Unfinished Business:**

A. **Library project update (place holder)**

Rigg shared that the project is beginning and that some of the soft costs are coming in lower than anticipated.

10. **Meeting Discussion: Next regular meeting May 3, 2018 at 6:00 p.m.**

11. Duggan made a motion, seconded by Montgomery to adjourn at 7:30pm. Motion approved 2-0.

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.