

Finance and Labor Relations Committee
Regular Meeting
Thursday, August 9, 2018 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 6:10pm.
2. **Roll Call:** Members present: Alderpersons Rick Cole and Dianne Duggan. Others present: Mayor Bill Hurtley, City Administrator/Finance Director Ian Rigg, Community Development Director Jason Sergeant and Utility and Finance Accountant Julie Roberts. Absent: Alderperson James Montgomery.
3. **Approval of Agenda.** Cole made a motion, seconded by Duggan to approve the agenda with the correction of the next regular meeting to be on September 6, 2018. Motion approved 2-0.
4. Duggan made a motion, seconded by Cole to waive the reading of the minutes of the July 5, 2018 regular meeting and to approve them as printed. Motion approved 2-0.
5. Citizen appearances other than agenda items listed. None
6. Cole made a motion, seconded by Duggan to accept the City bills as presented in the amount of \$1,860,277.11. Motion approved 2-0 on roll call.
7. **New Business:**
 - A. **Motion to recommend to Common Council Resolution 2018-24, Resolution providing for the sale of Note Anticipation Notes not to exceed \$1,250,000.**

Duggan made a motion, seconded by Cole to recommend to Common Council Resolution 2018-24, Resolution providing for the sale of Note Anticipation Notes not to exceed \$1,250,000. Rigg discussed the reason for this borrowing. He does not believe we will need to borrow the full amount. This should be paid off in 5 years but we could have it refinanced after 5 years if need be. \$250,000 of this borrowing is earmarked for an ambulance purchase. Motion approved 2-0.
8. **City Administrator/Finance Director Report.**

Rigg stated that he is still dealing with AT&T issues. Hopefully this will be resolved soon. Other options are being researched. Staff is continuing to work on the Utility billing policy and procedural manual.

 - A. **Update on Document Management.**

Rigg shared that he met with ctaccess. He reviewed the options that were outlined in the proposal. This is much more affordable than what was previously brought to committee. There is an option that involves public access. AP workflow process looks good. It would save on space and paper. Sergeant discussed other possible options through the website.
 - B. **PSN Credit Card Services.**

Rigg and Roberts met with PSN to discuss taking credit card payments at the counter and online. There would be a one-time terminal fee of \$250 dollars. Rigg discussed convenience fees and who would pay, whether it be the city or customer. If the

customer is responsible it would have their fee automatically go to PSN. It would never pass through our accounting system.

C. Budget.

Rigg stated that Local Vehicle Registration Fee is on target for the year. Recycling and refuse charges should either do a 2% annual increase or look at each year to not fall behind. Consider a 5% increase in EMS fees to services for surrounding areas. Cost of living wage rate increase is currently set at 2%. There are some market rate increases. DPW is working on a wage scale based on experience. There is a 2% increase for Dental insurance. Health Insurance is estimated at an 8% increase. Workers Compensation rates have gone down. The Clerk's office is mandated to purchase new election machines in 2019. Rigg reviewed the estimated TID value changes. There is \$20,000 earmarked for conceptual design for the Youth Center. Tariffs and their impact on us were discussed.

9. **Unfinished Business:**

A. Project Updates (place holder)

WWTP and Library projects are going well. Street projects have had a few issues but for the most part are going well.

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

11. Cole made a motion at 7:08pm, seconded by Duggan to convene in closed session pursuant to section 19.85 (1) (e) of the Wisconsin statutes to discuss specific obligations that are due the city, which might entail discussion regarding obtaining public property or payment, where discussion in open session would negatively impact the city's competitive or bargaining position. Upon completion, Finance Committee will not reconvene in open session. Motion approved 2-0 on roll call.

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.