

Finance and Labor Relations Committee
Regular Meeting
Thursday, March 8, 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 6:00pm.
2. **Roll Call:** Members present: Alderpersons Rick Cole, Dianne Duggan and James Montgomery. Others present: Mayor Bill Hurlley, City Administrator/Finance Director Ian Rigg and Utility and Finance Accountant Julie Roberts.
3. **Approval of Agenda.** Montgomery made a motion, seconded by Duggan to approve the agenda as presented. Motion approved 3-0.
4. Montgomery made a motion, seconded by Duggan to waive the reading of the minutes of the February 1, 2018 regular meeting and to approve them as printed. Motion approved 3-0.
5. Citizen appearances other than agenda items listed. None
6. Duggan made a motion, seconded by Montgomery to accept the City bills as presented in the amount of \$3,850,900.15. Motion approved 3-0 on roll call.
7. **New Business:**
 - A. **Motion to recommend to Common Council Travel, hotel and conference expenses not to exceed \$3,500 for the 2018 IMCA International conference in Baltimore, MD.**

Duggan made a motion, seconded by Montgomery to recommend to Common travel, hotel and conference expenses not to exceed \$3,500 for the 2018 IMCA International conference in Baltimore, MD. Rigg gave a brief overview of the conference and the expected costs. Motion approved 3-0.
 - B. **Motion to approve temporary assignment pay increase for Brian Roberts under 5-10 of the Personnel Policies and Employee Handbook.**

Montgomery made a motion, seconded by Duggan to approve a temporary assignment pay increase for Brian Roberts under 5-10 of the Personnel Policies and Employee Handbook. Roberts has taken on some of the DPW foreman duties in the interim. This increase will be back dated to February 5th. Motion approved 3-0 on roll call.
 - C. **Motion to recommend to Common Council and Municipal Services the replacement of one part-time and one seasonal employee in the electric division for one full-time lineman as part of the City's succession plan.**

Montgomery made a motion, seconded by Duggan to recommend to Common Council and Municipal Services the replacement of one part-time and one seasonal employee in the electric division for one full-time lineman as part of the City's succession plan. Rigg gave a brief overview of the financial costs involved and the length of time involved for training the lineman position. The last group of applicants was well qualified. He also discussed some of the items that we currently contract out for that we would be able to do in house with an added person. Motion approved 3-0.

8. **City Administrator/Finance Director Report.**

Staff are going over procedures for disconnects and deposits. Reviews are half way done. The rest should be scheduled over the next few weeks. Rigg gave a brief overview of the Fire District meeting.

A. **Employee Policy Manual.**

Rigg reviewed some edits and suggestions. Some of the items discussed were; if an employee does not return City property we can't withhold their check; affirmative action will be a more general statement of equal opportunity employment; FLSA language will be edited; weapons and concealed carry; disclaimer for computer/work phones privacy added there should be no expectation for privacy. Committee is in agreement with changes.

B. **Billing Audit.**

The temp employee from Baker Tilly started today. She will be reviewing and updating the Utility database. The PSC audit is nearly done.

C. **Borrowing options for roads, ambulance, library, NAN refinance and tree removal/equipment.**

Rigg reviewed the options for borrowing for upcoming projects. Revenue notes are being looked at because of self-imposed regulations. It is a long process. He would like to do a two year borrowing to keep associated costs lower. Rigg reviewed the borrowing schedules enclosed in the packet with the committee. Rigg will send to Greg Johnson and then review with Municipal Services.

D. **Borrowing for WWTP upgrade.**

Rigg stated that we will pursue a Clean Water Fund loan. The interest rate for 20 years is very competitive.

9. **Unfinished Business:**

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

There is a preconstruction meeting in two weeks. The Post office should be out on the 23rd of March.

10. **Meeting Discussion: Next regular meeting April 5, 2018 at 6:00 p.m.**

11. Duggan made a motion, seconded by Montgomery to adjourn at 7:08pm. Motion approved 3-0.

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.