

**Finance and Labor Relations Committee**  
Regular Meeting  
Thursday, May 9, 2019 6:00pm  
City Hall, 31 S. Madison Street, Evansville, WI

**MINUTES**

1. **Call to order.** Cole called the meeting to order at 6:00pm.
2. **Roll Call:** Members present: Alderpersons Rick Cole, Dianne Duggan and Joy Morrison. Others present: Mayor Bill Hurtley, City Administrator/Finance Director Ian Rigg and Utility and Finance Accountant Julie Roberts.
3. **Approval of Agenda.** Duggan made a motion, seconded by Morrison to approve the agenda as presented. Motion approved 3-0.
4. **Minutes.** Duggan made a motion, seconded by Morrison to waive the reading of the minutes of the April 4, 2019 regular meeting and to approve them as presented. Motion approved 3-0.
5. **Citizen appearances.** None
6. **Bills.** Duggan made a motion, seconded by Morrison to accept the City bills as presented in the amount of \$2,142,126.66. Motion approved 3-0 on roll call.
7. **New Business.**

**A. Handout of Finance Policies: Purchasing, Debt, Fund Balance, Accounts Payable, Payroll, Investment and Post Issuance Compliance.**

Rigg stated that he changed the formatting to be universal throughout the policies. Any additional changes made are outlined in the policies. These policies will also be reviewed by select staff. Rigg suggested adding a section 7 for any areas that are inconsistent with state statutes or other guidelines that would supersede anything outlined in the policies. Cole discussed the idea of having a calendar for when items need to be reviewed. Rigg discussed making this part of the Council reorganization in the spring of each year to have all the Alders go on the City website and have them review the policies.

**B. Motion to recommend to Common Council the Public Deposits Control Agreement with State Bank of Cross Plains.**

Duggan made a motion, seconded by Morrison to recommend to Common Council the Public Deposits Control Agreement with State Bank of Cross Plains. Rigg shared that both this item and 7C have to do with collateral. The first is with the collateral and the way it is processed. The bank is in control of what they place for collateral. The City does not have to do any of work. They do it behind the scenes. Motion carried 3-0.

**C. Motion to recommend to Common Council the Public Deposits Security Agreement with State Bank of Cross Plains.**

Morrison made a motion, seconded by Duggan to recommend to Common Council the Public Deposits Security agreement with State Bank of Cross Plains. Rigg gave a brief overview of this agreement. Motion carried 3-0. .

**D. Motion to recommend to Common Council the Tax Collection Agreement with Rock County.**

Duggan made a motion, seconded by Morrison to recommend to Common Council the Tax Collection agreement with Rock County. Rigg stated that having the County process our tax payments is very beneficial for the City. It saves a significant amount of staff time. It would be a greater cost for the City to process them. Motion carried 3-0.

**E. Motion to recommend to Common Council allowing the renewal of the HOME Consortium Agreement.**

Morrison made a motion, seconded by Duggan to recommend Common Council allow the renewal of the HOME Consortium agreement. Rigg shared that this is an auto renewal but wanted to bring it to committee for documentation. We currently have money that we need to spend down. Hopefully we will get that spent down in the next year or two. We are not in a position to take on the administration of the grants ourselves. This is an agreement for them to administer the grants. Motion carried 3-0.

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

Rigg shared that Sharon Eveland, the Administrator for Clintonville, was here for a tour of the City Departments. It was very informative for both parties with the two communities being similar in size. A lot of conversation centered on Public Works and Police. Rigg also met with the Administrator for Rock County. Equipment sharing and borrowing was discussed as well other items. Reviews have been finished with the exception of one.

**A. Motion to approve ICMA International Manager Exchange Program for 2019 Budget year.**

Duggan made a motion, seconded by Morrison to approve Rigg attending the ICMA International Manager Exchange Program for the 2019 budget year. Rigg stated that he was approved for New Zealand in September. Travel arrangements and accommodations are still being worked out at this time. The person Rigg will be shadowing in New Zealand will be coming here in October and the tentative plan is to attend the ICMA conference together in Nashville. Motion carried 3-0 on roll call.

**9. Unfinished business.**

**A. Project updates (place holder).**

The waste water treatment plant is in a good budget position. There was an issue with a mixer. We may be adding a mixer to well 2. There have been some issues with the blowers. Three out of the four installed have burned out in less than a year. These have been sent back and the issue is being investigated. The Library is mostly completed. There are just some touch up items remaining. 2<sup>nd</sup> street is progressing. There have been some water main leaks that were not expected due to deterioration.

**10. Meeting Discussion:** The next regular meeting will be June 6, 2019 at 6:00pm.

11. **Adjourn.** Morrison made a motion, seconded by Duggan to adjourn the meeting at 7:12pm. Motion carried 3-0.

Julie Roberts, Utility and Finance Accountant