

**Finance and Labor Relations Committee**  
Regular Meeting  
Tuesday, July 2, 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. Absent: Alderperson Joy Morrison. Others present: Mayor Bill Hurlley and City Administrator/Finance Director Ian Rigg.
3. **Approval of Agenda.** Duggan made a motion, seconded by Cole to approve the agenda as presented. Motion approved 2-0.
4. **Minutes.** Duggan made a motion, seconded by Cole to waive the reading of the minutes of the June 6, 2019 regular meeting and approve them as presented. Motion approved 2-0.
5. **Citizen appearances.** None
6. **Bills.** Duggan made a motion, seconded by Cole to accept the City bills as presented in the amount of \$2,343,793.04. Motion approved 2-0.
7. **New Business:**
  - A. **Banking.** Duggan made a motion to recommend to Common Council a Digital Banking Agreement with BMO, seconded by Cole. Rigg stated that this is a standard agreement so that the City can view the amount of money that is resting in the account at BMO. Motion passed 2-0.
8. **City Administrator Finance Director Report.** Rigg commented on the progress with hiring a new Police Chief and the progress with the School District regarding 3<sup>rd</sup> Street. The City is still finding isolated and individual issues with the utility accounts. Continued monitoring and reassessment of report runs are finding small individual errors. Most errors do not affect billing, just other reports used for data collection.
  - A. Key 2020 Budget Items. Rigg reported on key items for the 2020 budget coming up. Currently the budget has an added FTE Police Officer and FTE DPW position. This may or may not stay. There are concerns about work load and staff levels to meet the work load. The added FTE Police Officer is also in anticipation of a potential SRO. Training budget has been expanded to cover all staff, not just department heads. If time allows staff will begin looking into recoding some of the electric and water budget numbers.
  - B. Capital Budget. Rigg shared a general list of some capital items for the committee to consider. This includes new server and copier for technology purchases. Upgrade to Council Chambers tables and chairs. Money for Referendum information and outreach for the pool and park project.
  - C. Personnel Manual. Rigg talked about key areas of focus for the upcoming review. This include leave for paternity; harassment; training requirements; use of time, technology and staff; and work from home.

9. **Unfinished business.**
  - A. **Project updates (place holder).** Rigg commented on the salt shed construction, 2<sup>nd</sup> Street, Franklin Street, Library cleaning, and WWTP warranty issues.
10. **Meeting Discussion:** The next regular meeting will be August 8, 2019 at 6:00pm. Duggan requested the September meeting be moved to Tuesday, September 3.
11. **Adjourn.** Duggan made a motion, seconded by Cole to adjourn the meeting at 6:46pm. Motion carried 2-0.

Ian Rigg, City Administrator