

Finance and Labor Relations Committee
Regular Meeting
Thursday, August 8th, 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, Joy Morrison and Dianne Duggan. Others present: Mayor Bill Hurtle, 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.** Cole made a motion, seconded by Morrison to waive the reading of the minutes of the July 2, 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 \$1,717,514.94. Motion approved 3-0 on roll call.
7. **New Business:**
 - A. **Motion to approve job description for Chief of Police.**

Cole made a motion, seconded by Duggan to approve the job description for the Chief of Police. The job description was reviewed at Public Safety and suggested changes were made. Police Department staff input was also taken into consideration. Duggan questioned if there was something in the description about the new Chief knowing the software that is currently being used. Some grammar and capitalization suggestions were given and changes will be made. Motion approved 3-0.
 - B. **Motion to approve educational reimbursement agreement with Michael Matthews.**

Cole made a motion, seconded by Duggan to recommend Common Council approve the Educational Reimbursement Agreement with Michael Mathews. Rigg stated that there was an agreement between Michael and his previous employer that outlined he would need to remain employed with them for 4 years or pay back his educational costs. Municipal Services offered to continue the contract through the City of Evansville and reimburse his previous employer. Rigg stated that he has reached out the previous employer to see if the amount can be lowered at all. He has not heard back at this point. Duggan wanted to know where this money will come from. Rigg stated the Utility wage account. Duggan made a suggestion on wording for employment services. It will be changed to remain employed with the City of Evansville. Morrison wants to know if this is setting precedent. Municipal Services would need to take that up then it would come back to the Finance Committee. Motion approved 3-0.

C. Motion to approve temporary pay for Patrick Elliot-Reese as Interim Police Chief.

Duggan made a motion, seconded by Cole to approve temporary pay for Patrick Elliot-Reese in the amount of \$38.50 starting two weeks after he assumed the role of Interim Police Chief. Motion approved 3-0.

8. City Administrator Finance Director Report.

Rigg stated we are making some progress on Third Street Youth Center. We have received some communications from executive search firms for the Police Chief position. We have been cleaning up older files in the office. The budget process is moving along. Rigg stated that e-mail will be the best way to communicate with him while he is out of the county.

A. Audit Outcomes.

Rigg highlighted that the City's unassigned fund balance represents 37% of the total General Fund expenditures. Our policy states that we should be between 35% and 40%. The repayment from TID 5 to the unassigned General Fund balance in the amount of \$40,500 does not qualify as revenue. The payment in lieu of taxes from the Utility has been budgeted to closer to the actual amount but it still wasn't on the head. Even after a large payment for a new ambulance EMS still has a \$175,000 fund balance. The Library has a large fund balance amount due to donations. There are still some payments yet to come out for the construction project so that will decrease over 2019. Tourism has a reserve balance that cannot be used for anything else. The Revolving Loan fund was just recently established. Capital Projects has a large fund balance due to a two year borrowing being done in 2018. This will come down over the year as projects are completed.

B. Budget Estimates and Progress.

Rigg stated there is a cost-of-living increase included in his numbers. There is a 5% increase in health insurance costs. The additions of a Public Works employee, a part-time custodian and full-time police officer without any money from the school district have been included. The revenue from Police Department vehicle inspection has been removed. There are increases in training, technology, road salt and fleet for Public Works. We have not expanded expenditure restraint payment. Road funding is assumed to stay the same. We are at \$140,000 too much to keep the mill rate at 7.96. These are all estimated numbers at this time. There is about \$30,000 in reserves being used. For cuts, if you took out the Police Officer that would save about \$61,000. Cutting the addition for Public Works would save about \$48,000. These numbers would also depend on whether or not health insurance options are chosen. Rigg's goal is to try and get an added officer. He would like to see an addition to Public Works but we would need to consider leaving room for a mechanic when we get a proper fleet bay. We could possibly consider more part time help. We also need to remember that we will be going to the public in 15 months with a referendum for the pool and a park. We need to keep mill rate down for those to have a better change.

C. Discussion with possible motion to recommend to Common Council the 2020 Finance Handbook.

Rigg pointed out section 2.8, Local Merchants on page 4. Discussion took place regarding not using City funds to make purchases from those businesses who were delinquent on their personal property taxes. This was not supported by the committee or City Administrator. Rigg pointed out that a lot of this handbook was stream lining the formatting and clarifying acronyms. Section 4.10.d was removed due to GASB (Government Accountability Standards Board) 89. Rigg said he will make a cover for the handbook and add appendices at the back for how often it is reviewed by committee. The handbook will come back to committee next month for a vote.

9. **Unfinished business.**

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

We are still waiting on the completion of the cleaning and restoration of the Library exterior. Things are working well at the Waste Water Treatment Plant. Staff would like to do an open house for the public when everything is settled down. Second Street going ok. The large amount of construction currently underway and well 3 being down for a time for maintenance and rebuild has caused discolored water for some homeowners. The Allen Creek path is moving forward after an easement was received.

10. **Meeting Discussion:** The next regular meeting will be Tuesday September 3, 2019 at 2:00pm.

11. **Upon the proper motion and approval vote, the Finance Committee will convene in closed session pursuant to section 19.85 (1) (e) of the Wisconsin statutes to discuss two separate matters, one of which will be to deliberate pending union negotiations and the other to discuss benefits and compensation of non-represented employees, 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.**

Duggan made a motion, seconded by Morrison at 7:41pm to convene in closed session pursuant to section 19.85 (1) (e) of the Wisconsin statutes to discuss two separate matters, one of which will be to deliberate pending union negotiations and the other to discuss benefits and compensation of non-represented employees, 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 3-0 on roll call.

Respectfully submitted,
Julie Roberts, Utility and Finance Accountant