

Finance and Labor Relations Committee
Regular Meeting
Thursday, December 5, 2019 6:00 p.m.
City Hall, 31 S. Madison Street, Evansville, WI

MINUTES

1. **Call to order.** Cole called the meeting to order at 6:00 pm.
2. **Roll Call:** Members present: Alderpersons Rick Cole, Joy Morrison and Dianne Duggan. Others present: Mayor Bill Hurtlely and City Administrator/Finance Director Ian Rigg.
3. **Approval of Agenda.** Duggan made a motion, seconded by Morrison to approve the agenda as presented. Motion approved 3-0.
4. **Minutes.** Morrison made a motion, seconded by Duggan to waive the reading of the minutes of the November 7, 2019 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 approve the City bills as presented in the amount of \$1,181,937.93. Duggan asked about attorney fee charges to the loan and court. Rigg explained that the fees to the loan are for the recent loan to a local business that should be reimbursed with the interest charged overtime. The City Attorney acts as our prosecutor in our Municipal Court and a few cases took more time than normal. Motion approved 3-0 on roll call.
7. **New Business:**
 - A. **City Hall Hours.** Rigg explained the difficulty of having 9 hours open with limited staff and how it leads to certain issues regarding the time needed to open and close. Looking back the last month he only saw 2 “customers” show up before 8:00 am. The committee recalled when there were no other options to pay your bills and now there are more through the internet, the drop off box, local banks and the grocery store. Rigg said that the meter reading operation also likely required City Hall to be open sooner. Now that it is automated it is not as necessary. The Committee agreed that the hours should change.
 - B. **Professional Development Budget (GFOA).** Morrison made a motion to recommend to Common Council the travel, meals and lodging for Julie Roberts to attend the 2020 GFOA National Conference, not to exceed \$3,000, seconded by Dugan. Rigg explained that this conference is a key educational event for this staff person. Motion passed 3-0.
 - C. **Professional Development Budget (NLC).** Duggan made a motion to recommend to Common Council the travel, meals and lodging budget for Ian Rigg to attend the 2020 NLC: Congressional Cities Conference, not to exceed \$3,500, seconded by Morrison. Rigg said that the APPA rally would be skipped by him in 2020 so he can complete some advocacy with the League of Wisconsin Municipalities on all municipal matters. This will bring Evansville in front of our US Representative and Senators twice and only weeks apart. There is also an educational component to this conference through the National League of Cities.

Some managers from Wisconsin attend this and find it very helpful. Motion passed 3-0.

- D. **Professional Development Budget (ICMA).** Morrison made motion to recommend to Common Council the travel, meals and lodging for Ian Rigg to attend the 2020 ICMA Annual Conference, not to exceed \$4,200, seconded by Duggan. Rigg said that if able to reserve rooms earlier he may be able to reduce the costs. Last conference budget was the same and he was able to stay well under budget.
8. **City Administrator Finance Director Report.** Rigg reported there are some contracts coming up for review next month and over the year. Tax bills went out and new items show the impact of referendum approved debt. The police department will need to go through some hiring and organizational work before other substantive changes can be made. Promoting from within leaves gaps down the line that need to be filled and it is a timely process.
 - A. **Wage Study.** Rigg informed the committee that after the census data is released the City should update its wage study. We have changed job duties with our growth and some comparable communities may have changed as well.
 - B. **City Hall.** Rigg shared a small list of items that should be explored for a future City Hall capital plan starting in 2021 through 2025. Key items included fixing the windows to remove gaps that allow air and bugs to get through; refinishing parts of the Council Chambers; replacing some of the cedar shake and painted parts of the building; and an emergency generator. The generator was budgeted a few years ago however the lack of bidders led to an uncompetitive quote. More investigation on our options must be done.
9. **Unfinished business.** None
10. **Meeting Discussion.** The next regular meeting will be January 9, 2020 at 6:00 p.m.
11. **Adjourn.** Duggan moved, seconded by Morrison to adjourn. Motion passed 3-0 at 7:11 pm.

Ian Rigg, City Administrator