

Finance and Labor Relations Committee
Regular Meeting
City Hall 31 S. Madison Street, Evansville, WI
Thursday, May 4, 2023 at 1:00pm

MINUTES

1. **Call to order.** Brooks called the meeting to order at 1:00 p.m.
2. **Roll call.**

Members	Present/Absent	Others Present
Aldersperson Jim Brooks	P	City Administrator/Jason Sergeant
Aldersperson Cory Neeley	P	Mayor, Dianne Duggan
Aldersperson Joy Morrison	P	

3. **Motion to approval of Agenda.** *Neeley made a motion to approve the agenda, seconded by Morrison. Motion passed 3-0.*

4. **Motion to waive the reading of the minutes of the April 6, 2023 regular meeting and to approve them as printed.** *Brooks made the motion, seconded by Morrison. Motion passed 3-0.*

Duggan indicated that she was not at the April meeting. Brooks wanted to point out that the cat bite fee was for the person whom was bitten by the cat, while they were trying to catch it. She wasn't necessarily the person responsible for the cat. Brooks pointed out the order of the minutes had gotten out of line after item 8. Next item should have been 9, not 1. Lastly, in 9C "~~head~~" should be replaced with Foreman for Water/Light and DPW.

5. **Civility reminder.** Brooks issued a reminder that all meetings are held with civility and decorum.
6. **Citizen appearances other than agenda items listed.** None

7. **Motion to accept the April 2023 City bills as presented in the amount of \$2,172,410.57.** *Neeley made the motion, seconded by Morrison. Motion passed by Roll Call 3-0.*

Morrison questioned two items for reimbursement for fire calls that were placed on tax roll. It was explained that it was put on the tax bill, paid to the county, and then funneled back to the city to be paid to the correct department. Morrison questioned the Westfield Meadows support item, in which we paid the bill and in turn, issued a bill to the developer for that amount. Morrison pointed out some Life Insurance adjustments, that some were credits for paying too much and one that hadn't paid enough. Sergeant explained that they were items that were found in the audit process. Lastly, Morrison questioned some charges for airline and conference fees. Sergeant explained that it's for a Conference that he will be attending in Portland. Neeley asked about an Alphagraphic insert. Sergeant explained that it was for the Pool Campaign inserts that were being sent with the Utility Bills.

8. **New Business:**

- A. **Motion to recommend to Common Council the Quadiant Leasing USA Inc. Agreement.** *Neeley made the motion, seconded by Morrison. Motion passed 3-0.*

Sergeant explained that this was for the postage machine that was due to expire at the end of the year. Sergeant has been looking to update the machine early, as it hasn't been working correctly. Also, the new contract will save the city money.

- B. **Motion to recommend to Common Council the City of Evansville Predevelopment Agreement.** *Neeley made the motion, seconded by Morrison. Motion passed 3-0.*

Sergeant explained that the updated agreement was to clarify how checks will be transmitted.

C. **Motion to recommend to Common Council Resolution 2023-13 Fee Schedule - Building Fees.** *Neeley made the motion, seconded by Morrison. Motion passed 3-0.*

Sergeant explained that when looking at other communities, we were significantly under what others were charging for fees. Neeley inquired about going higher now if we know that others are much higher, instead of just matching with the lowest amount around. Brooks pointed out that in order to raise fees, we must be able to justify the increase. It would be hard to justify if we haven't done the survey yet. Brooks inquired on remodels as the proposal only describes new dwellings or additions. Sergeant explained that remodels are harder to track among the different communities.

D. **Motion to recommend to Common Council Resolution 2023-14 Fee Schedule -Aquatic Center.** *Neeley made the motion, seconded by Morrison. Motion passed 3-0, with changes to price for seasonal passes for Non-Residents.*

Sergeant explained that these fees were to the extensive costs that have been incurred at the current location. Some fees were items that the pool was offering (evening pass, lap swim) that were not on the fee schedule. Some costs will go up again with the new facility, such as per hour pool rental. Additional additions to the fee schedule included: kids under 3 would be free, Veterans would be free for this year, and Senior would be receiving a 50% discount. Also, as part of the Capital Campaign, any donation for \$1,000 or more, will receive a free family season pass for 2024 season. Further discussion ensued to make sure that we have accurate attendance numbers for this season. Brooks asked to change the Seasonal Pass Non-Resident to \$75 and the Seasonal Household Pass for Non-Resident to \$180.

E. **Motion to approve the Municipal Services Director position description.** *Neeley made the motion, seconded by Morrison. Motion passed 3-0, with the conditions to add technical knowledge, and lighten the language about being a Journeyman.*

Brooks gave some background for Neeley about discussion that had ensued at the last Municipal Services meeting. The options had boiled down to 1-do nothing, 2-hire the ideal candidate that could do everything, 3-hire a separate person for water and light and let foreman run DPW, and 4-similar to what we had but have more technical experience or background on Utility side. Sergeant explained that he had tried to make it clear that the next Director would be spending more than 50% of their time on the Utility side, while still responsible for the DPW side. Sergeant added in some basic Lineman Electric Construction and Maintenance, with the intention that they would be expected to help on the Line as needed. Neeley expressed his concerns in adding items to the job description and, limiting the applicant pool by saying that they need to be a Journeyman versus potentially an Engineer. By doing so, it could make it harder to find a candidate. He further conveyed that he would like to see Evansville pursue candidates for the position.

F. **Motion to approve the Computer Know How - IT Service Agreement.** *Neeley made the motion, seconded by Morrison. Motion passed by Roll Call 3-0.*

Sergeant explained that the City had never had an agreement with them in the past, but their insurance has now made it a requirement. The agreement follows what the City had been doing already.

9. **City Administrator/Finance Director Report.** Going to Cyber Security Conference next week and GFOA conference at the end of May.

10. **Meeting Reminder:**

A. **Next regular meeting June 8, 2023 at 1:00 p.m.**

11. **Motion to adjourn.** *Neeley made the motion to adjourn, seconded by Morrison. Motion passed 3-0 at 2:04pm.*

*Respectfully Submitted,
Elle Natrop*