

**Finance and Labor Relations Committee
Regular Meeting**
City Hall 31 S. Madison Street, Evansville, WI
Thursday, October 6, 2022 at 6:00 p.m.

MINUTES

1. **Call to order.** Brooks called the meeting to order at approximately 6:00 p.m.
2. **Roll Call:**

Members	Present/Absent	Others Present
Aldersperson Jim Brooks	P	City Administrator/Jason Sergeant
Aldersperson Cory Neeley	P	Treasurer/ Julie Roberts
Aldersperson Joy Morrison	P	Evansville Today/Bill Lathrop
		Mayor /Dianne Duggan

3. **Motion to approve the Agenda. Neely made a motion, seconded by Morrison** to approve the agenda as presented with the note that the date of the next meeting is November 3rd. **Motion carried 3-0.**
4. **Motion to waive the reading of the minutes of the September 8, 2022 regular meeting and to approve them as printed. Morrison made a motion, seconded by Neely** to waive the reading of the minutes of the September 8, 2022 regular meeting and approve them as printed with the note that Mayor Duggan was not present at the last meeting. **Motion carried 3-0.**
5. **Civility Reminder.**
6. **Citizen appearances other than agenda items listed.**
7. **Motion to accept the September 2022 City bills as presented in the amount of \$2,533,547.41. Neely made a motion, seconded by Morrison** to accept the September 2022 City bills as presented in the amount of \$2,533,547.41. Morrison and Brooks asked for clarification on a few items, Roberts and Sergeant responded. **Motion carried 3-0 in a roll call vote.**
8. **New Business:**
 - A. **Motion to approve the City Treasurer position description. Morrison made a motion, seconded by Neely** to approve the City Treasurer position description. Sergeant described the reason for the change to the position descriptions. Morrison, Brooks, and Neeley had questions and concerns on some portions of the descriptions, Sergeant responded. Sergeant described the specific changes and the reason for the changes to the City Treasurer position. Lathrop, Morrison, Brooks, Neeley, and Duggan asked for additional clarification on some items, Sergeant responded. **Motion carried 3-0**

- B. **Motion to approve the City Clerk position description.** Morrison made a motion, seconded by Neely to approve the City Clerk position description. Sergeant described the specific changes to the City Clerk position description. Neeley, Morrison, and Brooks had questions and comments regarding some of the changes, Sergeant responded. **Motion carried 3-0.**
- C. **Motion to approve the Deputy City Clerk position description.** Morrison made a motion, seconded by Neely to approve the Deputy City Clerk position description. Sergeant described the specific changes to the Deputy City Clerk position description. Duggan and Neeley asked for clarification on some of the items, Sergeant and Deputy Clerk Hurtley responded. **Motion carried 3-0.**
- D. **Motion to approve the Executive Assistant position description.** Morrison made a motion, seconded by Neely to approve the Executive Assistant position description. Sergeant described the specific changes to the Executive Assistant position description. Brooks and Neeley had questions regarding some items, Sergeant and Roberts responded. **Motion carried 3-0.**
- E. **Motion to approve the Utility Billing Clerk position description.** Morrison made a motion, seconded by Neely to approve the Utility Billing Clerk position description. Sergeant described the specific changes to the Utility Billing Clerk position description. Brooks and Morrison had questions about some items, Sergeant responded. **Motion carried 3-0.**
- F. **Motion to approve the Customer Service Assistant position description.** Morrison made a motion, seconded by Neely to approve the Customer Service Assistant position description. Sergeant described the purpose of the position and the duties listed on the position description. Brooks asked that other duties as assigned be added to all of the position descriptions. Neeley had questions regarding portions of the position description. **Motion carried 3-0.**
- G. **Motion to recommend to Common Council approval of a Joint Powers Agreement between Rock County and the City of Evansville.** Neely made a motion, seconded by Morrison to recommend to Common Council approval of a Joint Powers Agreement between Rock County and the City of Evansville. Sergeant advised that this is a renewal of an annual agreement. The agreement would normally go through the Public Safety Committee but it was not submitted to the city in time to do so. Neeley expressed that the City of Evansville not having its own dispatchers may slow down response times to calls. **Motion carried 3-0.**
- H. **Motion to recommend to Common Council approval of the proposal from Kontext Architects for professional services relating to the warming house located at Leonard Leota Park in the amount of \$7,100.** Neely made a motion, seconded by Morrison recommend to Common Council approval of the proposal from Kontext Architects for professional services relating to the warming house located at Leonard Leota Park in the amount of \$7,100. Brooks expressed concern with the number of typos in it, making him question the quality of work. Brooks also felt the

fee justifications were not very transparent. Morrison asked if Kontext had done work for the city previously, Sergeant stated they had not but they had been recommended by someone familiar with the project. Sergeant explained the reason for the project. Morrison and Neeley had questions about the proposal. ***Motion carried 3-0.***

- I. **Discussion and possible motion to recommend to Common Council of a right of entry agreement between the City of Evansville and Verizon Wireless.** Morrison made a motion, seconded by Neely to recommend to Common Council a right of entry agreement between the City of Evansville and Verizon Wireless. Sergeant explained the proposal and the attorney's comments. The attorney comments entailed adding a stipulation that if Verizon does not sign an agreement with the city, they would no longer have right of entry. ***Motion carried 3-0.***
- J. **Discussion and possible recommendation to Common Council of a lease agreement between the City of Evansville and Verizon Wireless.** Neely made a motion, seconded by Morrison to recommend to Common Council a lease agreement between the City of Evansville and Verizon Wireless. Sergeant described the purpose for the proposal. Sergeant summarized the attorney comments. The committee members expressed the need to maintain our rights over the tower while also acknowledging the importance of adding this service to the community. ***Motion carried 3-0.***
- K. **Discussion and possible recommendation to Common Council of a Capital Campaign Charitable Fund agreement with the Community Foundation of Southern Wisconsin, Inc.** Neely made a motion, seconded by Morrison to recommend to Common Council a capital campaign charitable fund agreement with the Community Foundation of Southern Wisconsin, Inc. Sergeant described the reason for the proposal. The goal for fundraising would be \$1.7 million. Brooks and Neeley had questions regarding the proposed agreement. ***Motion carried 3-0.***

9. **City Administrator/Finance Director Report.**

- A. **Presentation and first recommendation of the 2023 budget.** Morrison asked about the status of the police department union agreement negotiations, Sergeant expressed it should be wrapped up soon. Morrison asked additional questions regarding potential changes to the budgets and other budget matters, overtime, and breaks, Sergeant and Brooks responded. Neeley had questions regarding revisiting allocations, Sergeant responded. Brooks, Neeley, and Lathrop asked additional questions regarding the city budget, Sergeant and Roberts responded. Sergeant explained a significant amount of the increase in department budgets was wages and benefits.
- B. **Additional Items in the City Administrator/Finance Director's Report** Sergeant briefly mentioned a business looking to conduct a project, the City of Evansville has put in a bid to have the project come here. Sergeant informed the committee there will be offers going out the next day to a candidate for the EMS Chief and City Clerk

These minutes are not official until approved by the City of Evansville Finance and Labor Relations Committee.

positions. An extension has been made to the city's agreement with Baker Street into May of next year with no additional cost.

10. **Meeting Reminder:**

A. Next regular meeting November 3, 2022 at 6:00 p.m.

11. ***Neely made a motion, seconded by Morrison to adjourn at 8:46 p.m.***

Jim Brooks, Chair