

**Finance and Labor Relations Committee**  
**Regular Meeting**  
City Hall 31 S. Madison Street, Evansville, WI  
**Thursday, July 6, 2023 at 1:00pm**

**MINUTES**

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

<b>Members</b>	<b>Present/Absent</b>	<b>Others Present</b>
Aldersperson Jim Brooks	P	City Administrator/Jason Sergeant
Aldersperson Cory Neeley	P	Treasurer, Julie Roberts
Aldersperson Joy Morrison	P	Mayor, Dianne Duggan

3. **Motion to Approve the Agenda by Morrison, seconded by Neeley. Motion passed 3-0.**
4. **Motion to waive the reading of the minutes of the June 8, 2023 regular meeting and June 9, 2023 Special Meeting and to approve them as printed by Neeley, seconded by Morrison. Motion passed 3-0.** Morrison mentioned that in #8, change ~~ites~~ to rights. Morrison next mentioned the awkwardness of # 9, for the “~~returned~~” to the city to “return control back” to the city.
5. **Civility reminder.** Brooks issued a reminder that all meetings are held with civility and decorum.
6. **Citizen appearances other than agenda items listed.**
7. **Motion to accept the June 2023 City bills as presented in the amount of \$1,249,754.92 by Neeley, seconded by Morrison. Motion passed by Roll Call 3-0.**

Morrison inquired on the number of Utility Refunds, to which Roberts informed that the budget plans had been redone. Morrison next brought up a service charge by Aramark. Sergeant informed the Committee, that routinely the company would have a service charge for showing up. Then if something has to be replaced, they charge an additional service fee. Brooks wanted to know about the DOJ EPay Records Check. Brooks inquired if it could be in relation to the Alcohol Licensing. Roberts felt that the timing of the fees would coincide with the licensing time frame. Morrison inquired on a weekly restroom for soccer. Sergeant reported that we are providing a portable restroom at the Cemetery for the temporary soccer fields. Lastly, Morrison inquired about a reoccurring fee for Project Manager on pages 30, and 34. Sergeant wasn't sure what it was for and was going to look into it. Neeley wanted a little more clarity on the Utility Bills. Roberts shared that the budgets are looked at every six months. Roberts also shared how the budgets are calculated, which is to add the last 12 months of bills, divide by 11, and round to the nearest \$5 increments. Neeley verified with Roberts that the Child Support payments are the city paying and then regrouping from the payroll.

8. **New Business:**
  - a. **Discussion and Possible Motion to Approve Wisconsin Help for Homeowners Vendor Agreement.**

Morrison shared that there was discussion on this during Municipal Services. Brooks verified that these funds are an extension to the American Rescue Plan Act 2021. Morrison shared that the discussion at Municipal Services, did surround the question if this would add any burden or add any additional responsibilities to the staff. Donna Hammett had indicated that it would not. Sergeant verified that this would just be another tool to be able to offer to those that are struggling with making payments.

**Motion to Approve Wisconsin Help for Homeowners Vendor Agreement by Neeley, seconded by Morrison. Motion passed by Roll Call 3-0.**

- b. Discussion and Possible Motion to Approve the 2023 Weights and Measurers Contract with the State of Wisconsin Department of Agriculture, Trade and Consumer Protection.**  
*Motion by Morrison, seconded by Neeley. Motion passed by Roll Call 3-0.*

Short discussion verified that all gas stations would be included, as well as the grocery store.

- 9. City Administrator/Finance Director Report.** Sergeant shared that the City has been still having issues with the phone system for City Hall and the EMS building. The incoming internet is thought to be the issue, with the phones and internet competing with each other. The plan is to have a meeting with the phone company to figure out the specifics. Sergeant mentioned that it may be required to upgrade to fiber to fix the issue. Sergeant mentioned that they are starting to look at the applications that have been received for the Municipal Services Director. Sergeant did reiterate that this was only the first round. There was continued discussion about the qualification items, wage, and separation of Department of Public Works and the Utilities. There was some discussion about where the Municipal Services Director position posting had gone to. Sergeant also mentioned that this month will have the first introductory meeting for Northstar, and the start of the work to switch from Google to Microsoft will occur for email. There was additional discussion about the addition of cybersecurity to our systems with the changeover.

**10. Meeting Reminder:**

- a. Next regular meeting August 3, 2023 at 1:00 p.m.

- 11. Motion to adjourn by Morrison, seconded by Neeley. Motion passed 3-0 at 1:39pm**

*Respectfully Submitted,  
Elle Natrop*