

Finance and Labor Relations Committee
Regular Meeting
City Hall 31 S. Madison Street, Evansville, WI
Thursday, August 3, 2023 at 1:00pm

MINUTES

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

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

3. *Motion to Approve the Agenda by Morrison, seconded by Brooks. Motion passed 2-0.*
4. *Motion to waive the reading of the minutes of the July 6, 2023 regular meeting and to approve them as printed by Morrison, seconded by Brooks. Motion passed 2-0.*
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 July 2023 City bills as presented in the amount of \$2,583,721.07 by Morrison, seconded by Brooks. Motion passed by Roll Call 2-0.*

Morrison inquired about the Associated Appraisal charges that were determined to be part of our contract with them. The charge from Civic Systems was one of the two times per year that we pay for software support. It was determined that the DOJ Records Check charges were for Liquor Licenses. The Diamond Vogel Paints were for painting the street lines. The Formecology charge was for the parking lot behind the Centennial Building. Further investigation will occur to figure out what the charge for Department of Agronomy was for.

8. New Business:
 - a. **Discussion and motion to recommend to Common Council Recreation Coordinator Position Description.**

Morrison mentioned that she was unsure about how much time that will be required for someone to coordinate the pool. Morrison has had many complaints over the years in regards to the condition of the locker rooms at the current location. The new facility will be much larger and will have a large amount of people watching to make sure that the large investment will be able to be maintained. Morrison has concerns over the accountability of the staff going into a new facility. Staff should be seen working while on the clock, not sitting around with their feet up. Brooks mentioned that this item is currently about authorizing and funding a position, not about managing the position. Sergeant shared the overall goal of this position would be for someone to oversee the managing of the facility or facilities, pending the budget allowances. This would keep the current Aquatic position to handle the day to day items. This new position would not necessarily be doing the day to day items, but overseeing to make sure that the bigger picture and needs were being met and growing our Recreation efforts. The downfall could be that if the funding isn't available, it would only allow for a Youth Center Coordinator. Morrison brought up that the Youth Center wouldn't be full steam during the summer and would be able to transition to the Aquatic Center. This position would allow for more oversight at the Aquatic Center if the funding is available for full time. The goal would be to have this new position figured out before budgets are started. This would allow to figure out the priorities.

Motion to recommend to Common Council items "a" and "c" as presented at Municipal Services by Brooks, seconded by Morrison. Motion passed 2-0.

- b. **Discussion and motion to Approve Municipal Services Director Position Description and discuss next steps.**

Sergeant shared that the only change to the position was to increase the wage. Sergeant had talked with WPPI about a position open with Columbus with most of the same responsibilities as ours, but offering \$140-\$160,000. Sergeant talked with Columbus and WPPI to get some feedback. Columbus had started the same way by sending out the job, and then sent the posting out again with a higher wage. The second posting gave them 4-5 qualified candidates. This update will put the wage at \$123-\$152,000. There have been adjustments to the job description and the job advertisement to make it more appealing.

Motion to Approve Municipal Services Director Position Description by Brooks, seconded by Morrison. Motion passed 2-0.

- c. ~~Discussion and~~ **motion to recommend to Common Council Compensation Philosophy. Added to motion item "a"**

- d. ~~Discussion and~~ **Motion to approve revised staff Position Descriptions revising Line worker title, Wastewater Treatment Plant Operator titles, and all pay grades by Morrison, seconded by Brooks. Motion passed 2-0.**

Brooks confirmed that the descriptions were the same as they came to Municipal Services two weeks ago. Sergeant explained to audience that the Position Descriptions language was cleaned up and added the Pay Scale.

- e. **Motion to recommend to Common Council approval of a Letter of Intent for a Certified Local Government grant from the State of Wisconsin Historic Preservation Office by Morrison, seconded by Brooks. Motion passed 2-0.**

Sergeant explained that we are eligible for a CLG grant through State Historical Preservation Office. This doesn't require any funds out of the City's accounts, or offer any matching. Carriage houses being maintained or refurbished are the challenges that the Historical Preservations have been encountering, even at the state level. One of the two project options include an inventory number and assessment of the physical condition for remaining carriage houses City Wide. The second project would be to establish design guidelines for work done on properties within the Historic District.

- f. **Motion to recommend to Common Council Resolution number 2023-20 Authorizing the Direct Charge of Public Fire Protection by Morrison, seconded by Brooks. Motion passed 2-0.**

Sergeant explained that this will allow Ehlers to continue work on converting the fire protection fee to the utility bill instead of having it on the general budget for the city. While it is currently on the Utility bill, a portion of the fee is on the property taxes. This will put the entirety on the Utility bill.

9. City Administrator/Finance Director Report.

Sergeant reported that the draft audit from Johnson Block is in. Johnson Block will be at the Common Council meeting to present the material. Sergeant explained that Ehlers is helping with some items that will require some borrowing to occur. Sergeant has been working to get the EMS building connected to the City Hall server to fix the communication issues that EMS has been experiencing. There have been some issues with the water and storm sewer lines at the Westside Park construction site. Some of the lines had been buried, while some were never put in by the Developer. The City will have to pay upfront, and bill the Developer in turn for the missing items. There has been continued discussion about what had been done to the soccer fields. Budgets have been sent out to the Department Heads. Additional discussion occurred on the conversion of the email transition and the timeline of it.

10. Meeting Reminder:

- a. Next regular meeting September 7, 2023 at 1:00 p.m.

11. Motion to adjourn by Morrison, seconded by Brooks. Motion passed 2-0 at 1:55pm.