

**Finance and Labor Relations Committee**  
**Regular Meeting**  
City Hall 31 S. Madison Street, Evansville, WI  
**Thursday, November 9, 2023 at 1:00pm**

**MINUTES**

1. **Call to order:** Brooks called the meeting to order at 12:59 p.m.
2. **Roll call**

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

3. **Motion to approve the agenda, adding the amount to the City Bills, by Morrison, seconded by Neeley. Motion passed 3-0.**
4. **Motion to waive the reading of the minutes of the October 5, 2023 regular meeting and to approve them as printed, by Morrison, seconded by Neeley. Motion passed 3-0.**
5. **Civility reminder:** Brooks issued a reminder that all meetings are held with civility and decorum.
6. **Citizen appearances:** None
7. **Motion to accept the October 2023 City bills as presented in the amount of \$3,185,816.77, by Morrison, seconded by Neeley. Motion passed by Roll Call 3-0.**

Neeley inquired if a report could be run to find the average cost of power over the last 10 years, by yearly and monthly. There was discussion on line items for Main Street Café, lodging for training, post office box rental, and Cintas restocking the medicine cabinet at City Hall.

**8. New Business:**

- a. **3<sup>rd</sup> Quarter 2023 Treasurer’s Report:** Roberts reported that there were some items that are over, as well as under budget. However, there isn’t anything that seems to be completely out of line. There was discussion on the funding from the Vehicle Registration, and legal services.

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

- a. **Discussion and Motion to Recommend to Common Council Resolution 2023-38, Adopting 2024 Operating and Capital Budget and Setting Tax Levy, by Morrison, seconded by Neeley. Motion passed 3-0.**

Roberts reported that there were very few changes to the budget since the last meeting. The increase to AWARE, that Brooks had requested, had been done. There was discussion when Neeley inquired on website development that had been part of the original Budget presentation on September 26, 2023.

- b. **Motion to recommend to Common Council Memorandum of Understanding with TDS, by Morrison, seconded by Neeley. Motion passed 3-0.**

The agreement intends to allow TDS to attach to 5 utility poles, with the understanding that they will move underground when the City of Evansville does.

- c. **Motion to recommend to Common Council approval of a Joint Powers Agreement between Rock County and the City of Evansville, by Morrison, seconded by Neeley. Motion passed 3-0.**
- d. **Discussion and Motion to recommend to Common Council approval of the updated Personnel Policies and Employee Handbook with edits to the Organization Chart, striking snacks from**

**meal reimbursement, and including formal Common Council input to the performance evaluation of the City Administrator, by Morrison, seconded by Neeley. Motion passed 3-0.**

During the open discussion for the changes that were made to the handbook, there were some additions to the committee lists as well. The mission statement was trimmed down, and Department position role updates. In the “Recruitment and Selection” area of the handbook, there was an addition of the City Administrator in the hiring authority. There was an addition of the financial background check, the possibility of a drug screening, and a 12-month probationary period for all new employees. There were changes to the workweek to give more flexibility to Department Heads. During discussion on compensation, there was some changes to overtime calculations, and temporary assignment calculations. There was discussion to the updates made to the lodging and meal updates, resulting in snacks being struck from the proposed changes to the meal reimbursement. There was a lengthy discussion on performance appraisals, and ways to get honest feedback. There was additional discussion on the performance evaluation process for the City Administrator. It was concluded to add an additional statement to include formal input from Common Council. Benefits were edited to allow coverage after 1 month of employment for health, dental, life, etc. The Wellness Program had some additional items that were added that could be used for reimbursement. In addition, there was an inclusion for EMS volunteers and part-time employees, excluding seasonal employees.

**10. Meeting Reminder:**

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

**11. Motion to adjourn, by Neely, seconded by Morrison. Motion passed at 2:10 pm 3-0.**

*Respectfully Submitted,*

*Elle Natrop*