

**Finance and Labor Relations Committee**  
Regular Meeting  
Thursday, February 3, 2022 at 6:00 p.m.

**MINUTES**

- 1) **Call to order.** Duggan called the meeting to order at approximately 6:02 p.m.
- 2) **Roll Call:**

<b>Members</b>	<b>Present/Absent</b>	<b>Others Present</b>
Aldersperson Rick Cole	A	Mayor/Bill Hurtley
Aldersperson Dianne Duggan	P	City Administrator/Finance Director Jason Sergeant
Aldersperson Joy Morrison	P	Treasurer/Julie Roberts
		Bill Lathrop/Evansville Today

- 3) **Motion to approve the agenda.** Duggan made a motion, seconded by Morrison to approve the agenda as presented. **Motion carried 2-0.**
- 4) **Motion to wave the reading of the minutes of the January 6, 2022 regular meeting and approve them as printed.** Morrison made a motion, seconded by Duggan to approve the minutes of the January 6, 2022 regular meeting as printed. **Motion carried 2-0.**
- 5) **Citizen appearances.** None.
- 6) **Motion to accept the January 2022 City bills as presented in the amount of \$4,714,067.38.** Morrison made a motion, seconded by Duggan to accept the January 2022 City bills as presented in the amount of \$4,714,067.38. Morrison and Duggan asked a few questions about MSDS Online, Employee Recognition charge for City Hall, and Charter Internet. Roberts and Sergeant responded with explanation. **Motion carried 2-0 with roll call.**
- 7) **New Business:**
  - A. **Motion to recommend to Common Council approval of Resolution #2022-06 Amending the City of Evansville's Fee Schedule.** Morrison made a motion, seconded by Duggan to recommend to Common Council approval of Resolution #2022-06 Amending the City of Evansville's Fee Schedule with regards to the Excavation Permit. Discussion is had with Sergeant explaining the fees and difference between what each fee is for. **Motion passed 2-0 with roll call.**
  - B. **Discussion and possible motion to recommend to Common Council City of Evansville Credit Card Policy.** Duggan made a motion, seconded by Morrison for discussion and possible motion to recommend to Common Council City of Evansville Credit Card Policy. Sergeant discusses the highlights in the policy regarding employee responsibility, intentional misuse and disciplinary actions. This should get incorporated into the employee handbook in the next update. **Motion passed 2-0.**

- C. **Discussion and possible motion to recommend to Common Council City of Evansville Remote Work Policy.** Morrison made a motion, seconded by Duggan to discuss and possibly recommend to Common Council City of Evansville Remote Work Policy. Duggan begins discussion with some questions about the policy language “salaried” employees. Sergeant responds with background about the current language in the employee handbook that was added 30 days before COVID hit. Sergeant explains intention and Duggan and Morrison agree to have “salaried” stricken from the policy. Duggan and Morrison both express concern over the terms “permission” and “few days a year”. Morrison asks for example on when this would be a workable option outside of COVID. Sergeant responds that the intent is for special projects, car trouble, possibly as reward, etc. Sergeant adds that this is another instance where this policy should be incorporated in to the employee handbook in the next update. ***Motion passed 2-0.***
- D. **Discussion regarding vacation approval form.** Morrison begins discussion regarding vacation approval form. Sergeant states that the “four weeks” will be deleted out of the first sentence and explains that this is intended to hold the City Administrator more accountable and to also have requests on record. Sergeant discusses what he thought the current employee handbook states and what he would like to see going forward. Sergeant goes on to explain that this will be used primarily by him and the other department heads if they wish. No need to move to Common Council.
- E. **Motion to recommend to Common Council renewal of the Employee Assistance Program agreement.** Morrison made a motion, seconded by Duggan to recommend to Common Council renewal of the Employee Assistance Program agreement. Duggan asks about pricing and Sergeant responds that the price increased about \$200. ***Motion passed 2-0.***
- F. **Review of 2022-2031 Capital Improvement Plan.** Sergeant starts the review stating that he is working with Roberts to add year 2031 to the plan and get more accurate descriptions for titles for the plan columns. Roberts has created a new format and the CIP in the packet is what went to Common Council and she is working on a revised format of the CIP and plan. Sergeant states that Municipal Services director Renly is working with our electrical consultant to get a 5 year plan from them so we can incorporate that into the plan and then try to get a mid-year update approved in order to hone in on the budget for the pool. Once in place, Ehlers can work on an updated borrowing plan. Sergeant then goes through some other items being generalized and he wants to create a better layout. Sergeant states that once the updated draft is ready on the plan, it will go out to department heads to see if they have anything they would like to add/subtract before it gets approved and finalized. Morrison asks for some clarification on the Electrical projects and then asks about the 2030 project for the Police department building improvements. Sergeant states that it will most likely be for a new building rather than improvements. Roberts explains that 2031 will be added to the new draft of the plan.

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

- 8) **City Administrator/Finance Director Report.** Sergeant discusses his meeting with MSA and the pool/park project funds. There will be some decisions that need to be made and MSA will be refining their budget in March so there is a better picture with regards to costs. Further discussion was had about the Splash Pad and which design (flow-through or recirculate) would be cheaper. Sergeant states that he is hoping to begin employee reviews within the next week.
- 9) **Unfinished Business:** Morrison asks about further discussion on the Wage Study from Baker Tilly and Sergeant responds that there will be more discussion on that in the future.
- 10) **Meeting Discussion:** The next regular meeting will be held March 3, 2022 at 6:00 p.m. This meeting will be in person unless changes are required.
- 11) **Motion to convene in closed session pursuant to Sec 19.85(1)(c) of the Wis. Stats to consider possible employment, promotion, compensation or performance evaluation over which the governing body has jurisdiction. Upon completion, Finance and Labor Relations Committee will not reconvene in open session.** Morrison made a motion, seconded by Duggan to convene in closed session pursuant to Sec 19.85(1)(c) of the Wis. Stats to consider possible employment, promotion, compensation or performance evaluation over which the governing body has jurisdiction. Upon completion, Finance and Labor Relations Committee will not reconvene in open session. ***Motion passed 2-0.***

Respectfully Submitted  
Kim Dienberg – Accounts Clerk