

Finance and Labor Relations Committee
Regular Meeting
Thursday, June 7, 2018 Regular Meeting at 6:00pm
City Hall, 31 S. Madison Street, Evansville, WI

1. **Call to order and roll call.** Cole called the meeting to order at 6:00pm.
2. **Roll Call:** Members present: Alderpersons Rick Cole, Dianne Duggan and James Montgomery. Others present: Mayor Bill Hurlley, City Administrator/Finance Director Ian Rigg, Community Development Director Jason Sergeant, Utility and Finance Accountant Julie Roberts and Josh Thompson and two representatives with Impact Networking.
3. **Approval of Agenda.** Duggan made a motion, seconded by Montgomery to approve the agenda as presented. Motion approved 3-0.
4. Duggan made a motion, seconded by Montgomery to waive the reading of the minutes of the May 3, 2018 regular meeting and to approve them with the correction to the spelling of Rigg's last name in section 8 D. Motion approved 3-0.
5. Citizen appearances other than agenda items listed. None
6. Duggan made a motion, seconded by Montgomery to accept the City bills as presented in the amount of \$1,325,115.13. Motion approved 3-0 on roll call.

7. **New Business:**

A. Presentation on Impact Networking – Document Management

Impact Networking gave a presentation regarding digital document management. Accounts Payable and the Clerk's office were focused on. The system can be expanded to include other departments. It would be a cost savings in staff time. One of the things that would be streamlined would be that the AP approval process would be done electronically. The initial cost with data conversion would be \$62,000 with an additional fee of \$12,000 per year for maintenance, support and upgrades. The committee felt that staff should look into what other options are available.

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

Rigg stated that the DPW Foreman candidates have been narrowed down to one person. If that person does not accept the offer it will be re-advertised. The Utility and Finance Accountant attended the APPA Institute in Denver, CO for a week in May. It was very informative. Board of review meets June 25th.

A. Audit Updates.

The utility billing audit shows approximately \$24,000 due to the City and about \$700 that the City owes. All of these numbers will be double checked. We continue to make progress on the Public Service Commission's requests. The City audit is nearing completion.

B. ICMA Accreditation.

Rigg stated that he has completed the online exam and expects to hear back regarding his accreditation in August or September.

9. **Unfinished Business:**

A. Project Updates (place holder)

Jackson and Franklin Streets as well as the Waste Water Treatment Plant projects have begun. The Library project is progressing.

10. **Meeting Discussion: Next regular meeting July 5, 2018 at 6:00 p.m.**
11. **Closed Session: motion to convene in closed session pursuant to Sec. 19.85(1)(e) of the Wis. Stats. to discuss specific obligations that are due the city, which might entail discussion regarding obtaining public property or payment, where discussion in open session would negatively impact the city's competitive or bargaining position. Upon completion, Finance Committee will reconvene in open session.**

Montgomery made a motion, seconded by Duggan to convene in closed session pursuant to Sec. 19.85(1)(e) of the Wis. Stats. to discuss specific obligations that are due the city, which might entail discussion regarding obtaining public property or payment, where discussion in open session would negatively impact the city's competitive or bargaining position. Upon completion, Finance Committee will reconvene in open session. Motion approved 3-0 on roll call.

Montgomery made a motion, seconded by Duggan to reopen the meeting. Motion approved 3-0 on roll call.

12. **Closed Session: motion to convene in closed session pursuant to Sec. 19.85(1)(c) of the Wis. Stats. to consider employment, promotion, compensation or performance evaluation data of a public employee over which the governing body has jurisdiction. Upon completion, Finance Committee will not reconvene in open session.**

Duggan made a motion, seconded by Montgomery to convene in closed session pursuant to Sec. 19.85(1)(c) of the Wis. Stats. to consider employment, promotion, compensation or performance evaluation data of a public employee over which the governing body has jurisdiction. Upon completion, Finance Committee will not reconvene in open session. Motion approved 3-0 on roll call.

Requests for persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's office by calling 882-2266 with as much advance notice as possible.

Please turn off all cell phones while the meeting is in session. Thank you. These minutes are not official until approved by the Finance and Labor Relations Committee at their next regular meeting.