

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

MINUTES

- 1) **Call to order.** Cole called the meeting to order at approximately 6:03 p.m.
- 2) **Roll Call:**

Members	Present/Absent	Others Present
Aldersperson Rick Cole	P	Mayor/Bill Hurtley
Aldersperson Dianne Duggan	P	City Administrator/Finance Director Jason Sergeant
Aldersperson Joy Morrison	P	Treasurer/Julie Roberts
		Deputy Clerk/Leah Hurtley
		Ann Antonsen/Baker Tilly
		Bill Lathrop/Evansville Today

- 3) **Motion to approve the agenda. Morrison made a motion, seconded by Duggan to approve the agenda as presented. Motion carried 3-0.**
- 4) **Motion to wave the reading of the minutes of the December 9, 2021 regular meeting and approve them as printed. Duggan made a motion, seconded by Morrison to approve the minutes of the December 9, 2021 regular meeting as printed. Morrison asks a question about item 6, accepting the bills and if no roll call is sufficient. Sergeant, Duggan and Leah Hurtley discuss the recording and it is determined that motion to approve was implied but no actual roll call was taken. Sergeant and Duggan determine that no roll call is necessary since the bills are also a Common Council agenda item and they will do a roll call at that meeting to approve the bills. Motion carried 3-0.**
- 5) **Citizen appearances.** None.
- 6) **Motion to accept the December 2021 City bills as presented in the amount of \$1,174,414.11. Morrison made a motion, seconded by Duggan to accept the December 2021 City bills as presented in the amount of \$1,174,414.11. Morrison has a few questions starting on page 7 of the bills, refund to Patrick Ian Rigg for airfare for \$266.81. Morrison asks if this was something that was just long in being transacted. Roberts confirms that this was a credit for airfare for a conference that was cancelled due to COVID -19 and we just now received the refund from the airline. Moving to page 19 there is an item from Glatfelter Specialty Benefits, EMS length of service awards, administrative fees and investment deposit, Morrison is curious to know what this is for. Sergeant responds that he thinks it is related to some kind of insurance or employee benefit. Roberts says that she will email EMS chief to find out about the page 19 question. Morrison then moves to page 26, MSA and Baker St and is wondering if this was a duplicate entry. Morrison states that it has the same dates, invoices, description and the numbers are a little different in subtotals. Sergeant responds that all of the invoices for both vendors are being split between Park and Pool so they have different**

accounts that add up to the total amount of each invoice. Morrison has last question about the 2 service calls for the Lift Station on pages 28 and 29. Roberts responds that they would be 2 different calls and she will reach out to Chad Renly to get more detail and get back to Morrison after she receives the explanation. ***Motion carried 3-0 with roll call.***

7) **New Business:**

A. **Motion to recommend to Common Council Resolution #2022-01 amending the City of Evansville's Fee Schedule – Peddler's Permit.** ***Duggan made a motion, seconded by Morrison***

to recommend to Common Council Resolution #2022-01 amending the City of Evansville's Fee Schedule – Peddler's Permit. Sergeant explains that this was follow up from a conversation that was started at Common Council last month in which City Clerk Haley has been combing through the Mobile Vendor/Solicitors License system in which she identified a few problems and has put together a packet of updates to the ordinances in an attempt to corral some of the issues that have come up. Some of the updates would include raising the Solicitors License fee and decreasing the Mobile Business License fee. Duggan inquires about the new fees and whether it is prorated. It is not. Cole asks if it should be prorated and Sergeant responds no. ***Motion passed 3-0 with roll call.***

B. **Discussion and possible motion to recommend to Common Council Baker Tilly Classification and Compensation Study.** ***Morrison made a motion, seconded by Duggan***

for discussion and possible motion to recommend to Common Council Baker Tilly Classification and Compensation Study. Sergeant begins discussion by stating that Ann Antonsen from Baker Tilly will give a quick overview of the Study. Intention is to run through the report and give the committee the opportunity to ask questions and Sergeant also has some questions of the committee. Ann Antonsen shares her Power Point presentation and gives an overview of the study and what the City hopes to accomplish. She explains that the report in the packet gives more detail of the different options and what they mean. Sergeant explains some of the options and the number of staff that they would affect. Morrison asks how feasible options 2 & 3 would be with regards to the budget. Sergeant responds that he doesn't feel that option 3 is feasible at this time, however, option 2 might be. Sergeant would request recommendation from the committee on how to implement the steps if approved. Duggan comments on option 2 and points out something to consider with a step system for pay increase is when employees would receive their step increase. She points out that with an anniversary date as the increase then it would help alleviate it happening all at the beginning of the year in one sum. The committee asks for a copy of the Power Point presentation. Committee members state that they need some time to study this report and consider all options. Cole asks Antonsen where the step and grade values come from. Antonsen responds that it comes from the market as a part of the study and looking at what will the City be able to sustain. She explains that the fewer the steps/grades you have then the greater the percentage is between grades. Leah Hurtley has some comments and questions regarding items in the study. Cole agrees that the City should develop a pay philosophy because the community and employees should know where the numbers come from. He states that the employees

should have a known advancement/salary schedule. Duggan suggests presenting the study to Common Council but not act on it until all of the Council members have the opportunity to review the options. Mayor Hurtley states that we don't have the ability to act on the options 2 or 3 at this time due to budget constraints this year. Sergeant responds that due to budget planning for the next year beginning in mid-year, he'd like to know what option/protocol the Common Council would be recommending or implementing, sooner rather than later. Sergeant summarizes that from his notes that he senses that no motion will be made but rather they should distribute the study to Common Council next week, have Baker Tilly present in February to Common Council and field questions/comments and then decision making process in March. Cole agrees and suggests the Finance & Labor Committee put together a report to pass to Council explaining the mechanics of how pay increases would take place. ***No action taken as no motion needed.***

C. Discussion regarding possible Budget/Capital Improvement Plan changes.

Sergeant states that this is a 2 part update/feedback request. Part one is in regards to the budget that was done for 2022 and the Capital Improvement Plan corresponding to that was a cleanup of the existing plan that was already on the books and some of the projects were missing some components so they requested new numbers from the City Engineer and they will be incorporated into a revised CIP that will be used to update our borrowing plan later this year. Part two is in regards to discussion at the Municipal Services meeting and the desire for Capital allotments for equipment purchases being moved around based on need for different pieces of equipment. Sergeant goes on to explain that his guidance to the department heads that are requesting a change in allotments would be that any change would require them to go to FLR Committee and Common Council for approval of change. Sergeant wanted to ensure that the Committee is on board with him giving that guidance.

D. Staff update and Motion to recommend to Common Council letter of commitment for energy planning grant. Cole made a motion, seconded by Morrison

to recommend to Common Council letter of commitment for energy planning grant. Sergeant discusses the conversation held with City Administrator from Edgerton regarding a grant to do some energy planning. The plans cost money but the state is willing to give grants for those plans. Essentially, the amount of money that could get awarded is more than Edgerton will need so they approached Milton and Evansville to see if they'd be interested in partnering on the grant, with Edgerton taking the lead on it. Sergeant discusses the exposure for the City and costs associated with the data required by the company that does the planning study. Sergeant drafted a letter of support and is presenting to the Committee and Common Council for approval before it gets sent out. ***Motion passed 3-0.***

- 8) **City Administrator/Finance Director Report.** Sergeant states that the above grant was part of the ongoing narrative. He discusses the robust Planning Commission meeting regarding a TIF agreement on TID 9 on Brown School Rd. The property owner was issued a letter about some compliance concerns. The Planning Commission extended the

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

compliance deadline from January 10, 2022 to July 1, 2022. The City is in consultation with our attorney regarding specifics on the TIF agreement. Park Board did sanction a final concept to move forward on the Westside Park & Pool, and MSA is working on that. Sergeant expands on some of the final design details for the park & pool and what they entail. Sergeant will be starting employee reviews this month.

- 9) **Unfinished Business:** None
- 10) **Meeting Discussion:** The next regular meeting will be held February 3, 2022 at 6:00 p.m. This meeting will be in person unless changes are required.
- 11) **Motion to Adjourn:** *Morrison made a motion, seconded by Duggan* to adjourn at approximately 7:30 p.m. ***Motion passed 3-0.***

Respectfully Submitted
Kim Dienberg – Accounts Clerk