



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Minutes

Tuesday, September 10, 2024

7:30 PM

Council Chambers and Virtual

1. Call to Order

The meeting was called to order at 7:30 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Pamela Gantz	Aldersperson	Present	
Amy Chandik Kunding	Aldersperson	Present	
Devin Perock	Aldersperson	Present	
John Quigley	Aldersperson	Present	

Also present: City Administrator Larry Delo, Attorney Tony Wachewicz, Police Chief Jeremy Muraski, Health Director Chrystal Woller, Aldersperson Jonathon Hansen, Human Resources Generalist Tracy Hood, Human Resources Director Shannon Metzler, Finance Director/Treasurer Pamela Manley, Dr. Ford from UW-Oshkosh, A group of UWGB students, and IT Director Steve Massey (Remote).

2. Approval of Minutes from August 13, 2024 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Aldersperson
AYES:	Boyd, Gantz, Kunding, Perock, Quigley

3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance and Personnel Committee. §6-3(f) DPMC

None

4. Consideration and Acceptance of a \$1,200 grant from NEWRTAC to purchase bike helmets to give away at Bike Rodeo Safety Events. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Aldersperson
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Boyd, Gantz, Kunding, Perock, Quigley

5. Consideration and Possible Action on the Approval of Quotation for Backup Internet Service from TDS Telecommunications, LLC. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Aldersperson
SECONDER:	Devin Perock, Aldersperson
AYES:	Boyd, Gantz, Kunding, Perock, Quigley

6. Consideration and Possible Action on WI DPH Contract #155015 in the amount of \$35,106. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Boyd, Gantz, Kunding, Perock, Quigley

7. Consideration and Possible Action on a MOA with DATCP Weights and Measures Program. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Gantz, Kunding, Perock, Quigley

8. Consideration and Possible Action to Approve an Internal Transfer Request for the FICA Alternative Plan. *

Human Resources Director Meltzler was present to speak on this agenda item.

The City has a benefit plan in place for our seasonal employees as well as our part-time, non-benefit eligible employees. Those employees and the city don't have to pay in to Social Security, which is unique to the public sector. With that, the city saves money. The money that would be going towards that is put into a separate account and once they leave the City, 100% of the funds in that account will go to the employee. Right now, that account is only earning 1% interest. The company we work with has a different annuity they are offering the city, which will have that account earn up to 4% at no cost.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Boyd, Gantz, Kunding, Perock, Quigley

9. Consideration and Possible Action on 2025 Non-Benefit Eligible Employees Wage Scale.*

Human Resources Director Metzler and Human Resources Generalist Hood were both present to speak on this agenda item. The City is looking to increase wages for part-time, non-benefit eligible employees and get their plan up to date. We haven't brought this forward since 2022. We are recommending a \$1 an hour increase across the board. In future years, we are looking at doing a 2-3% increase across the board. There are some small changes on positions that we think should be moved from one level to another. We are also adding 2 additional steps back to benefit the employees.

Mayor Boyd asked how hard it has been for us to fill positions this past year. Metzler said that we do okay with filling positions but will need to stay competitive to keep our employees. We've struggled in some positions, while others we were fine with filling.

Alderperson Kunding wanted to say thank you to the city for being competitive and being able to recruit and retain is a big reason why people live here. She mentioned her experience using the city programs has been positive.

Alderperson Gantz asked about the wage for the softball umpire. It looks like we doubled in wage. Hood commented that they looked into what Green Bay was offering positions

and they were paying the same across the board. She also asked about the positions that we removed. Hood commented that those positions haven't been filled in a while so that wouldn't have accounted for any of the salaries. Since we haven't needed those positions in the last couple of years, we decided to remove them from the salary schedule.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Boyd, Gantz, Kunding, Perock, Quigley

10. Consideration and Possible Action on Charter Ordinance for City Manager Form of Government. *

Attorney Wachewicz was present to talk on this agenda item about the potential to transition to the City Manager government instead of the City Administrator government once our current City Administrator retires.

Attorney Wachewicz introduced Dr. Mike Ford - Professor with the Public Administration Program at UW-Oshkosh. He is familiar with different forms of municipal government and has come to be a resource for us as we entertain the possibility of changing to a City Manager form of government under Chapter 64 of Wisconsin State Statutes.

This item is before the Committee to begin the discussion we talked about during our study session in July 2024 where we brought up the potential or possibility to transition to a City Manager form of government.

During our study session in July 2024, it was brought up that if we did transition to a City Manager form of government, we'd like to keep things as similar as possible to how things currently operate under the City of De Pere, keeping in mind to follow the law and what the requirements would be to change over to a City Manager form of government. We'd like to formalize that the City Manager would be like the Chief Executive Officer, handling day to day operations and the City Council operating in the Legislative type of role. 2 documents were in the packet for the Committee to see. One was the proposed Chapter 3, a new chapter created to formalize the Chapter 64 version of the City Manager form and the other document would be revisions to our existing ordinance so there would be consistencies among the positions.

Alderperson Hansen was present and had some questions about the City Manager position possibility. This was presented to the City Council that this position wouldn't be that big of a change. After the research he has done, he thinks this is a significant change. He stated that under our current form of government, it states that the mayor should be the Chief Executive Officer and make sure that all City ordinances and laws are enforced, and all City Officers and employees discharge their duties. He mentioned that 180/190 municipalities in WI have our current structure of government.

City Administrator Delo spoke on Alderperson Hansen's comment. Through our ordinance, it states that the City Administrator is required to do all those duties. We'd like to keep how we operate today to be how we operate in the future with the possibility of a City Manager. City Manager would oversee Police & Fire Department. The mayor cannot hire or fire anyone in the organization currently. The mayor doesn't directly supervise the

City Administrator either, it is a balance between the Council and the Mayor. The City Manager would have to sign contracts. The council would then have control over the City Manager. A protective layer and the Council can maintain control instead of one individual that could do things how they want.

Dr. Ford commented on some of the discussion that we've been having this evening. De Pere is on the higher end of population for cities with this specific administrative model. A lot of cities that are growing at moving to the City Manager administrative positions. Chapter 64 cities have an advantage when it comes to recruitment within City Manager or Department Heads because it shows more stability.

Aldersperson Kunding has a question on some of the red line items. Attorney Wachewicz addressed the concerns that she had. Those would go against some of the things that were required by Chapter 64. The mayor would become a member of the council. The veto power would go away from the mayor. Aldersperson Kunding mentioned liking that the mayor was non-partisan and if the Mayor will have voting rights in the future then it may give information on partisanship.

Dr. Ford brought up that the majority of Chapter 64 cities do have a Council president, who is elected by their Council members. There is flexibility in that option though.

Aldersperson Quigley asked if the mayor was able to vote, would things change on when Alderspersons and the Mayor are up for re-election since some of the Alderspersons are up for it the same year the mayor position is. Attorney Wachewicz stated that it is his understanding that we would have 3-year terms for Alderspersons and Mayors. 4 Alderspersons in 1 year, 4 Alderspersons in another year and the mayor in the following.

Aldersperson Hansen would like to get the historic ordinances about how we are currently structured. The mayor normally has the final say on what the executive budget will look like. He is wondering how that would shift if we had a City Manager position. Dr. Ford responded on how most Chapter 64 cities do it. It would be the City Manager that would put together the first draft of the executive budget. It is a process that the executive budget is directed from the executive, which would be the City Manager. Mayor Boyd stated that under our current structure, the mayor is involved in all of the budget meetings for our current structure. It is generally put together by the City Administrator and our Department heads. The City Administrator establishes the calendar and the beginner budget. They then bring it forward, meet with the Department heads and the mayor. 90% of the decisions are made by the City Administrator. It is a joint discussion. This is another reason why they'd like to keep operating things the same way moving forward as we are currently set up right now. The mayor is involved in the drafts, but not in the day-to-day operations.

Aldersperson Gantz had a question on Oshkosh switching to a city manager form of government. She asked Dr. Ford on what some of the things are that have gone well. Oshkosh switched a long time ago, but it is going well for them. The Chapter 64 switch is usually for communities that are growing and having more tasks that need to be done. You want someone who is trained with the rules and mandates.

Mayor Boyd mentioned that he would like the whole Council to hear this and will have some more time to bring questions up.

Alderpersion Quigley brought up to Dr. Ford one of the advantages he believes about whether the mayor directly controls the Fire and Police. He brought up to him about the concern with a mayor who is in charge of Fire & Police and how if a person gets elected for Mayor and has their own agenda, how things can change quickly for a city. It may deter people from moving to De Pere if they are worried about their job. It can put a lot of stress on the management level depending how things proceed.

Alderpersion Gantz asked what the significant changes would be if we were to switch over to the City Manager instead of City Administrator. Some of the changes would be: voting, won't sign contracts, responsibility with Fire & Police, veto power will go away. The mayor would still have an office at City Hall and still have the duties that the current Mayor does. The things that we can keep the same, we are keeping the same. The things that we need to change will be changed.

HR Director Metzler said that we will bring candidates forward in October. It is a more envious position if this position is a City Manager. The current position is listed as City Administrator, but the recruiter has made the candidates aware that it may be switched to a City Manager position.

We didn't want to delay the recruitment, but it may change the interest on some candidates. It would only benefit our organization.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderpersion
AYES:	Boyd, Gantz, Kunding, Perock, Quigley

11. Consideration and Possible Action on the City of De Pere Investment and Cash Detail, July 2024.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderpersion
AYES:	Boyd, Gantz, Kunding, Perock, Quigley

12. Future agenda items.
None

13. Adjournment

Mayor Boyd made a motion to adjourn.
Seconded by Alderpersion Kunding.
Dismissed at 8:35 pm.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

***Items with an asterisk require City Council approval.**

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Respectfully submitted,
Amy Darnick