Finance/Personnel Committee

335 South Broadway
De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Minutes

Tuesday, August 14, 2018 **7:30 PM** **De Pere City Hall Council Chambers**

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, August 14, 2018, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderperson	Present	
Ryan Jennings	Alderperson	Present	
Larry Lueck	Alderperson	Present	
Casey Nelson	Alderperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: Finance Director Joe Zegers, City Attorney Judith Schmidt-Lehman, Police Chief Derek Beiderwieden, Assistant Fire Chief Rich Annen, Human Resources Director Shannon Metzler, Public Works Director Scott Thoresen, IT Director Steve Massey, Development Services Director Kim Flom, Alderperson Jonathan Hansen, and Patrick Glynn of Carlson Dettmann Consulting.

2. Approval of the Minutes of the July 10, 2018, Regular Meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

3. Public Comment and announcements. Mayor Walsh announced that the polls are closing in approximately 30 minutes and encouraged voter participation. He then offered the audience an opportunity to speak on any item not on the Agenda; no one came forward.

4. Fire Department Overtime and LifeQuest Services Billing Report for July, 2018.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

5. Approval of July 2018 Police Overtime.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

6. Approval of $2,500 Donation from Wal-Mart to Police Department for Speed Sign on N Broadway.*

Alderperson Lueck asked if there was a sign currently in that location, and Chief Beiderwieden advised there is nothing permanent in that spot. This sign will be mounted permanently on a sign or pole, similar to the sign on the bridge and is different from the temporary mobile sign on the trailer. In response to the Mayor, the Chief indicated that more donations are anticipated, as the sign is estimated to cost $4,000, plus installation. Alderperson Nelson asked if the sign on the bridge encourages changes in driver patterns, and the Chief indicated that it is a good reminder of speed and helps in the big picture.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Larry Lueck, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

7. Strategic Visioning and Branding - Brand Imagery. *

Development Services Director Flom shared a PowerPoint presentation on City's brand architecture and imagery, which provided an overview of the project and the status of its three phases. The public can view the results of the community survey (which had participation of 1,600), view videos of meetings and obtain project status updates at www.yourdepere.com. After reviewing community engagement results and gathering additional information, the consultant provided three brand architecture proposals to the steering committee, and the chosen imagery of brand was shared for "De Pere Runs Deeper" and examples of branding imagery uses were shown. Mayor Walsh commended the work on the project, the community engagement aspect and expressed appreciation of the time and effort put into the project by the Development Services Director and her team. Alderperson Nelson also expressed his appreciation and support of the logo. Mayor Walsh added that the consultant team was first-class. Alderperson Crevier indicated he enjoyed being part of the process and looks forward to supporting the brand. Alderperson Nelson asked about other images prepared and Development Services Director Flom indicated that those were not provided to her, and she would need to check with the consultant whether those images could be shared.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

8. Request to purchase fonts for the Strategic Visioning & Branding Initiative.*

Development Services Director Flom advised that as part of the brand architecture, the consultant identified two font families recommended to implement the project. This item is a request to purchase the font families from unassigned reserves, over and above the stadium tax excess funds allocated to this project. Further, the font families offer a number of fonts with no financial advantage to buy them separately, and the consultant recommended this as a way to make brand communication unique and polished. In response to Alderperson Jennings, Development Services Director Flom confirmed this is a one-time purchase for licenses for three computers, with the intent of the fonts to be used for items such as headline words and banners and not for day-to-day memos and word documents. In addition, a font displays how the brand image is represented and comparable free or less expensive fonts won't necessarily portray the image in the same way. Alderperson Nelson asked about web fonts and views; discussion followed.

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RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

9. League of Wisconsin Municipalities Funding Request. *

Mayor Walsh explained that this item is a request from the League of Wisconsin Municipalities for contributions for Dark Store and Walgreens tax shift lobbying. The League has authorized $75,000 from its coffers for this effort and is asking municipalities to consider a $1,200 minimum contribution. Alderperson Nelson confirmed any City contribution would come from unassigned reserves. In response to Alderperson Crevier, who questioned the lack of supporting information to determine whether $1,200 is sufficient or if the City is expected to pay more, the Mayor indicated that the League will lobby as much as they can with whatever funds they receive, and this is an important issue down the road, as taxes will shift from the big box stores to citizens' property taxes. Alderperson Nelson added that this is an important issue and now is the time to push those running for state office to make it a priority. Alderperson Nelson made a Motion to allocate $5,000 for this effort, seconded by Alderperson Jennings. Alderperson Crevier asked about other efforts that would need to be funded on this subject or if there are other issues to factor in, and the Mayor responded that while there's no way to know what will happen, the City does have several of these stores in the community. City Attorney Judith Schmidt-Lehman added that Walgreens is currently under a guaranteed value requirement from a TIF incentive, and the assessor may try to work with big box stores on some assessments that are challenged to come to a mutual agreement to avoid litigation. In response to Alderperson Crevier, City Attorney Schmidt-Lehman explained that when the City is involved in litigation on these issues, the insurance policy covers the City's defense costs (less the deductible), and the League is looking to amass funds to get more lobbying. The Mayor added that this request doesn't have anything to do with litigation, rather it is for lobbying the legislature and governor to change law. Alderperson Jennings indicated that $5,000 is money well-spent to lessen the tax increase to homeowners and keep the Dark Stores at bay. Alderperson Lueck confirmed that this item moves forward to council and requested that it would be helpful to have a list of what other cities are contributing, to the extent it is known. Alderperson Nelson also added, that while not contingent upon his Motion, it might be helpful to have someone from the League address this Committee or the Common Council about their efforts and what the money is being used for, as was offered in the League's letter.

RESULT:	**ADOPTED [4 TO 1]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh
NAYS:	Larry Lueck

10. Consider Municipal Court Request for Funds to Replace Video Camera in Judge's Chamber.*

In response to Alderperson Crevier's clarification about how the camera is utilized, discussion followed, and IT Director Steven Massey advised that the camera used for video conferencing is located in the Judge's office in City Hall and the Brown County Jail has a dedicated cell for De Pere's usage for prisoners to appear from jail, which alleviates the need for prisoners to be transported to court by police. He further added that the audio is out on the system at City Hall, and this request is to replace this system now and replace the jail system later as part of the 2019 budget.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Larry Lueck, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

11. Recommendation to approve the 2019 Compensation Market Study/Review*

The Mayor announced this item to be heard following Agenda Item #6.

Human Resources Director Metzler and Patrick Glynn of Carlson Dettmann reviewed the compensation market study results with the Committee and shared a Power Point presentation. Patrick Glynn, who has former public sector experience with Calumet County, shared public sector challenges: a shifting marketplace, hot jobs and offering competitive wages within budget confines. Data was shared from City's Age Profile Study and Service Study for overall trends, challenges and a successful model based upon internal equity, external competitiveness, consistent methodology and transparency. City has been diligent with its compensation structure and is aligned with the marketplace, although as jobs evolve, or recruitment becomes challenging, there is a need to make market exceptions and determine if and when exceptions are truly warranted. HR Director Metzler added the City's Performance Management Team is working on new structure to be more competitive beyond Step 6 of City's pay scale, and those ideas will be brought forward in fall. Mr. Glynn commented that the City has been rigid its compensation structure by doing necessary things to maintain the plan philosophy, reviewing market movement, conducting regular reviews of the marketplace and building internal equity.

HR Director Metzler referenced her memo in the packet which shared options of how to implement the comp study results for the 19 positions recommended for adjustment. Alderperson Lueck expressed his concerns with internal equity regarding a position placed higher than a department head; discussion followed regarding positions that may not have department head status within the organization but have certain responsibilities that the market dictates rate of pay. In response to Alderperson Crevier, discussion occurred regarding City employees with tenure of less than five years, the percentage of employees in the 50-55 age range and that the City's workforce age has decreased since the last study, but data reflects City is active in hiring workforce over the age of 30. HR Director Metzler added that overall turnover is very low, but retirements will continue.

Mayor Walsh made a Motion to approve the staff recommendation, seconded by Alderperson Nelson.

RESULT:	**ADOPTED [4 TO 1]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh
NAYS:	Larry Lueck

12. Consideration of Johnson Controls Quotation to Upgrade the Door Access Controllers. *

    In response to Alderperson Nelson, IT Director Steve Massey clarified the SSA for support software would require renewal regardless of the upgrade request and the operating system is now a security risk due to the age of the equipment.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

13. Request of Ald. Hansen to consider adopting an ordinance allowing for towing/booting vehicles owned by habitual parking violators (Ald. Hansen has requested to withdraw this item).

    Alderperson Hansen presented for consideration, a summary he reviewed of the League of Municipalities last session regarding the unanimous passage of Act 286, which gives the City authority to enact an ordinance allowing the Police Department to impound or immobilize vehicles of habitual parking violators. He explained that this is a proactive measure to give the Police Department authority to address habitual violators in the future under this criteria. Alderperson Crevier asked if the Police Chief supports this recommendation, and Alderperson Hansen indicated he had not spoken with the Chief.

    Mayor Walsh indicated that he does not believe this is a problem in the City, doesn't want to enact an ordinance just for the sake of having an ordinance on an issue that the City doesn't have any complaints about and feels this provides a useful tool for bigger communities who may have this issue. Alderperson Jennings would like to hear from the Chief of Police before taking any action as to whether there is a need for it. Alderperson Jennings made a Motion to table this item, seconded by Alderperson Nelson. The Mayor indicated that this item will be on the next Finance Meeting Agenda.

RESULT:	**TABLED [3 TO 2]** **Next: 9/11/2018 7:30 PM**
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Casey Nelson
NAYS:	Scott Crevier, Michael J. Walsh

14. Consideration of Bid from Schenck SC for Water Rate Increase Application to the Public Service Commission of Wisconsin.*

    Finance Director Zegers advised that this item results from auditor recommendations for a water utility rate increase. City's last increase was in 2012, and Finance Director Zegers believes timing is appropriate as meter replacement and main replacement infrastructure programs are concluding. Schenck's proposal would include a water utility rate study and presentation to the Public Service Commission.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

15. Consideration of General Fund Transfer of $167,117 to Cable Access Fund to cover December 31, 2017 Deficit.*

    Finance Director Zegers advised this item results from a recommendation in City's audit management letter to clean up the Cable Fund deficit, which has accumulated at a rate of approximately $30,000 per year. This transfer would not adversely affect City's unassigned general fund or City's ability to obtain a favorable bond rating.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

16. Discuss the Status of the 2019 Budget.

    Finance Director Zegers advised that budgets were received from department heads, review meetings will occur over the next few weeks (completed by September 6) and budget guidelines will be distributed to council members in late September. The levy is tied to city's net new construction growth, with .99% improvement from last year and the ability to raise the levy by approximately $120,000.

RESULT:	**DISCUSSED**

17. Future agenda items.

    None.

18. Consideration of Request of Virginia Huempfner for Deferment of Sidewalk Repair Assessments. *

    Mayor Walsh moved to go into closed session, seconded Alderperson Nelson. Upon roll call vote, motion carried unanimously.

    Mayor Walsh moved to go back to regular order, seconded by Alderperson Nelson. Upon roll call vote, motion carried unanimously.

    Alderperson Crevier made a motion to deny the request, seconded by Alderperson Jennings.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

19. Adjournment. Upon Motion of Mayor Walsh, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 9:55 PM.

Respectfully submitted,
Angela Zills