Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, August 9, 2016 | **7:30 PM** | **De Pere City Hall Council Chambers**

Call to Order. Mayor Michael J. Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on August 9, 2016 at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderperson	Present	
Michael Donovan	Alderperson	Present	
Larry Lueck	Alderperson	Present	
Lisa Rafferty	Alderperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo. City Attorney Judith Schmidt-Lehman, Economic Development and Planning Director Kim Flom, Human Resources Director Shannon Metzler, Police Chief Derek Beiderwieden, Finance Director Joe Zegers, Fire Chief Dennis Rubin, and Julie Wall of M3 Insurance Company

2. Approval of the minutes of the July 12, 2016 regular meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

3. Fire Department Overtime and EMS Billing Report for July, 2016.

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

4. Police Overtime Report for July 2016

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael Donovan, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

5. Consideration of Request for Hiring a Project Manager to assist with an Emergency Roof Replacement for Police Department*

   Alderperson Crevier questioned the reasons for differences in the range of amounts in the quotes received for this project. Discussion followed. Chief Beiderwieden and City Admistrator Delo explained that the quotes obtained were for the project management of the design and bidding for the roof replacement only and that actual replacement and repair work will be bid separately.

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

6. Consider Fire Department's request to procure a Utility Terrain Vehicle.*

Alderperson Crevier asked for an explanation as to how donations were already obtained. Chief Rubin explained that the Fire Department was approached by Donna Gilson, who has assisted the department in the past and asked which projects she could assist with financially.

UTV to be utilized to provide service for various special events, brush fires, the Fox River Trail, and on ice or to plow snow, if necessary. Fire Department is currently borrowing UTVs from other departments, such as Green Bay. UTV's two major functionality aspects are to give ability to provide treatment and transportation of patients where a full size ambulance cannot reach and to reach brush fires in an off-road situation. An enclosed, four-door model is preferred, with cost not exceed $30,000 (including trailer). Adequate storage is currently available to house the UTV.

Mayor Walsh suggests that thank you's should go out to Ms. Gilson, Brown County Fair and Angel's Touch for the amounts they have pledged to donate.

Alderperson Donovan questions whether this fundraising conflicts with the Police Department Canine Fundraising, and Chief Rubin indicates that he feels it does not and that there are grants available to be applied for that would be separate and not applicable to police canine fund-raising.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

7. Consideration of Water Billing Credit Card Transaction Agreement with CSI. *

Finance Director Zegers indicates that water billing is currently being handled by the City of Green Bay. The CSI Agreement presented provides for a $4.95 convenience fee per transaction for credit card payments. This is the only option that Green Bay has for credit card payments, and the fees are being passed to customers making payments. Finance Director Zegers explained that the City could offer credit card payments as simply another option for the customer to pay a water bill. EZ payments would also continue as an option and are debited from the customer's bank account without a fee to the customer or to the City. It is estimated that approximately 11% of customers presently use EZ pay. If the City would choose to absorb the credit card payment convenience fees, the cost is estimated to be at $35,200, based on an average quarterly bill of $200. Discussion followed.

CSI Agreement offered to the City mirrors Green Bay Agreement, and Green Bay is allowing the City to use their portal, if the City utilizes CSI for credit card payments. EZ pay is still the preferred, most efficient method of payment for the City, but the credit card option is designed to be merely a convenience to customer as another option to. It does not cost the City to provide the credit card payments as an option and the customer would have the option to decide whether or not to use it. A link to make payments would go on the City's website and then transfer to Green Bay's to make payments.

RESULT:	**ADOPTED [3 TO 2]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Larry Lueck, Lisa Rafferty, Michael J. Walsh
NAYS:	Scott Crevier, Michael Donovan

8. Consider Section 13 Ordinance Revisions - Special Assessments*

Discussion regarding deferral for newly annexed properties. Economic and Planning Director Flom explained that this would open a new avenue for properties considering annexation to have an automatic deferral of special assessments for a period of time for infrastructure such as roads, storm sewer and sanitary sewer. City Attorney Schmidt-Lehman explained that only approved projects that are agriculturally zoned, and meet certain criteria, would be triggered for the automatic special assessment deferral that this ordinance revision would create and also clarified certain trigger points that would potentially nullify the deferral and make the assessments due and payable at that point.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

9. Consideration of 2017 Benefit Renewal and Plan Design Changes *

Human Resources Director Metzler highlighted proposed benefit plan changes provided in the memo, which would be effective 1/1/2017. Significant changes are recommended, including switching to a new administrator for medical, resulting in approximately $130,000 in savings and an enhanced service level, as well as a change in pharmacy administrator, resulting in approximately $165,000 in savings and a change in stop loss coverage administrator. Stop loss rates (for claims above $90,000) cannot be provided until closer to the renewal time, but will likely be recommended to go forward with lowest estimate for cost of the coverage. Plan design changes are recommended for medical to match industry standard and by switching to new administrator there is a recommendation for a 0% increase in the health plan. Dental plan to be brought in line with industry standard as well, with a 3.6% increase going into next year, which is still below general standard. No changes are recommended for life insurance and long-term disability. On the wellness side, recommending voluntary health assessments to tie in with HRA account dollars received. For flex and COBRA, recommending changing administrator to enhance service level and save approximately $3,000. Due to employee interest in full vision coverage, recommending offering vision coverage paid in full by employee. Discussion followed and committee member questions were answered. New health plan administrator comes highly recommended by references.

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

10. Determination of Salaries for Mayor and City Council for 2018 and 2019*

    Discussion of salary for 2018 and 2019. Salaries to be set by December 31 of this year. Recommendation of 2% increase.

RESULT:	**ADOPTED [4 TO 1]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael Donovan, Alderperson
AYES:	Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh
NAYS:	Lisa Rafferty

11. Discussion Regarding Status of 2017 Budget Development.

    City Administrator Lawrence Delo reported that budget discussions are still on schedule for target dates. Meetings are upcoming with department heads and preliminary numbers are being assembled. Final numbers will be submitted for Mayor's preliminary budget, which will go before council in a study session in the first part of October. Budget is workable but expected to be tight due to slow construction in 2015, but next year expected to be better, since the City already has more construction value at this point this year than last year. Non-profit development projects do help the community overall, but do not help the City's tax levy. Item was for discussion purposes only; no action was taken.

RESULT:	**DISCUSSED**

12. Public Comment and announcements.

    None.

13. Future agenda items.

    None.

14. Adjournment

    Mayor Walsh moved, seconded by Alderperson Crevier, to adjourn the meeting at 8:46 p.m.

Respectfully submitted,
Angela Zills