



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, July 10, 2018

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. Alderperson Lueck, Vice-Chair, called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, July 10, 2018, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

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

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Finance Director Joe Zegers, Police Chief Derek Beiderwieden, Assistant Fire Chief Rich Annen, Human Resources Director Shannon Metzler, Representatives of Schenck SC, and Pat Finder-Stone (Board of Health).

2. Approval of the Minutes of the June 12, 2018, Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Ryan Jennings, Aldersperson
AYES:	Scott Crevier, Ryan Jennings, Larry Lueck, Casey Nelson
EXCUSED:	Michael J. Walsh

3. Public Comment and announcements.

None.

4. Fire Department Overtime and LifeQuest Services Billing Reports for June, 2018.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Larry Lueck, Aldersperson
AYES:	Scott Crevier, Ryan Jennings, Larry Lueck, Casey Nelson
EXCUSED:	Michael J. Walsh

5. Approval of Police Overtime for June 2018.

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

6. Approval of Donation from De Pere Christian Outreach to the Police Department K-9 Fund.*

Aldersperson Jennings expressed appreciation for this generous donation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Larry Lueck, Casey Nelson
EXCUSED:	Michael J. Walsh

7. Approve \$250 donation from the Kress Inn and Bemis Conference Center in support of De Pere TV.*

Alderperson Crevier asked for clarification as to whether this is a donation or a purchase similar to an advertisement; Administrator Delo indicated that this is a sponsorship of the TV station under an established policy and that additional donations will be solicited from more sponsors. Similar to Wisconsin Public Television, this policy follows criteria for Public, Educational and Government (PEG) channels, and the sponsorship is not considered a donation. Alderperson Crevier requested similar future items be titled to clarify this.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Larry Lueck, Casey Nelson
EXCUSED:	Michael J. Walsh

8. Approval of Updated Agreement with Bellin Health to conduct Health Assessments.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Larry Lueck, Casey Nelson
EXCUSED:	Michael J. Walsh

9. Approval of Updated Funeral Leave Policy.*

Alderperson Crevier asked about verbiage modifications to which Human Resource Director Metzler advised that a language change was made to the domestic partner reference, due to a change in the law as of April 1, and the policy makes an effort to be more family-friendly by recognizing similar benefits for employees as well as their spouses. Alderperson Crevier requested that "in-law" also be added to the reference where sister-in-law is intended, to make that intention clearer.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Larry Lueck, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Larry Lueck, Casey Nelson
EXCUSED:	Michael J. Walsh

10. Consideration of adopting an ordinance to create a Sustainability Commission (request of Ald. Nelson).*

Alderperson Nelson explained his recommendation for the creation of an advisory commission focused on implementing sustainability initiatives, consisting of seven members: an alderperson, a city staff member and five citizen members. The commission would endeavor to provide, among other initiatives, educational sessions

promoting a sustainable way of life. Alderperson Crevier asked about what the city is currently doing, and Administrator Delo advised that the city has a sustainability team of city employees that functions for the city as a corporate entity, but not for the community as a whole, and the community has a similar organization, SEEDs, an external group that is not an official committee or commission. Alderperson Nelson added that his recommendation involves community members so that residents have a say, and the goal is for external community outreach, but also suggestions for city staff. Administrator Delo clarified that this new group would engage the community for guidance or initiatives and the city team would welcome input from the commission and there are no plans to dissolve the city group. Alderperson Nelson added that he wished to include a city staff member on the commission as a conduit to the both programs and not for competing interests. It is intended that the cost would be the same as other committees/commissions for administrative assistance and recording meetings. Alderperson Jennings indicated that he would like to see a small amount of funding to assist with outreach and for printing, etc. Administrator Delo indicated that funding requests would need to be added to the budget as part of the routine process. Alderperson Lueck commended Alderperson Nelson for bringing this item forward. City's sustainability team is not impacted, and Administrator Delo added that the Council does not take action on city's sustainability team and the city team does not report or provide recommendations to council.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Larry Lueck, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Larry Lueck, Casey Nelson
EXCUSED:	Michael J. Walsh

11. Presentation of 2017 Preliminary Audit Management Letter and Financial Statements.*

Finance Director Joe Zegers introduced Scott Sternhagen and Dan Fochs of Schenck, who presented the 2017 Preliminary Management Communications Letter and Financial Statements to the Committee. Mr. Sternhagen shared the requirements of the management letter, provided an overview of the City's fund balances, implementations made as a result of the 2016 audit and suggested improvements/recommendations. Finance Director Zegers requested Committee approval to bring the required reporting forward to City Council. Mr. Sternhagen advised the Committee that the City's unassigned fund is in a good position and provided an overview analysis of the communications letter and city's financial statements. Alderpersons' questions were answered. Mr. Sternhagen further added that the comments and recommendations from the previous audit were adequately addressed by the City in 2017 audit year.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Larry Lueck, Casey Nelson
EXCUSED:	Michael J. Walsh

12. Consideration of Request of Virginia Huempfer for Deferment of Sidewalk Repair Assessments.*

City Attorney Judith Schmidt-Lehman advised the Committee that the application is not complete and needs to be verified under oath. Since the applicant was not present at the

meeting, it was recommended that the Committee not act on the application and table the matter, so that the applicant can be instructed about the deficiency of the application and have an opportunity to verify the accuracy of the contents.

RESULT:	TABLED [UNANIMOUS] Next: 8/14/2018 7:30 PM
MOVER:	Casey Nelson, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Larry Lueck, Casey Nelson
EXCUSED:	Michael J. Walsh

13. Update on Hope Lutheran Church v. City of De Pere Litigation.*

Alderperson Crevier made a Motion to go into closed session, seconded by Alderperson Nelson. Upon vote, motion carried unanimously.

Alderperson Nelson made a motion to reconvene in open session, seconded by Alderperson Crevier. Upon vote, motion carried unanimously.

Alderperson Nelson made a Motion to approve recommendation of legal counsel and to amend non-discrimination ordinance, seconded by Alderperson Jennings. Upon vote, Alderpersons Nelson and Jennings voted aye; Alderpersons Crevier and Lueck voted nay.

RESULT:	TO COMMON COUNCIL WITH NO RECOMMENDATION
MOVER:	Casey Nelson, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Casey Nelson, Ryan Jennings
NAYS:	Scott Crevier, Larry Lueck
EXCUSED:	Michael J. Walsh

14. Future agenda items.

None.

15. Adjournment.

Upon Motion of Alderperson Lueck, seconded by Alderperson Jennings, the Finance/Personnel Committee unanimously adjourned at 9:12 PM.

Respectfully submitted,
Angela Zills