



Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, May 14, 2019

7:00 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 7:00 PM on Tuesday, May 14, 2019, at the 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	Late	7:06 PM
Amy Chandik Kunderinger	Aldersperson	Late	7:08 PM
Casey Nelson	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Larry Delo, Finance Director-Treasurer Joe Zegers, IT Director Steve Massey, City Attorney Judith Schmidt-Lehman, Human Resources Director Shannon Metzler, Fire Chief Alan Matzke, Maintenance Supervisor Tom Blohowiak, Police Chief Derek Beiderwieden, Aldersperson Jonathon Hansen, Justin Fischer of Baird and Meredith Behm of OpenGov (via video conference).

2. Approval of the Minutes of the April 9, 2019 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Scott Crevier, Aldersperson
AYES:	Scott Crevier, Casey Nelson, Michael J. Walsh
ABSENT:	Ryan Jennings, Amy Chandik Kunderinger

3. Public Comment and announcements.

No announcements were made. The Mayor offered the audience an opportunity to speak on any matter not on the Agenda; no one came forward.

4. Presentation of an Overview of OpenGov Financial Software by OpenGov Representative Meredith Behm.

Meredith Behm of OpenGov appeared via video conference to give an overview and presentation of City's OpenGov Financial Software. She serves as the main point of contact for the City to ensure that the City gets the most value from its platform. She provided an overview of OpenGov as a company, an overview of the software the city has, and an overview of financial reports generated by the City, as well as those reports that are available, but not presently utilized.

Ms. Behm explained that OpenGov is based out of the Bay area of California and specializes in government. The company is utilized by over 2,000 public sector organizations for budgeting and performance platforms to create effective financial transparency and accountability. The City reports home page will be used to develop short term goals and long term goals, and data analysis in the available reports gave an overview of the software's options/uses.

Administrator Delo confirmed that the intent of this software is to provide an overlay on City's financial software and to serve as a transparency tool for staff and the community. The level of transparency that will be shared with the public will be addressed by the Committee and Council at a later date. OpenGov public transparency site samples were shown from other public sector organizations, and Ms. Behm indicated that she is looking forward to continued work with the City.

Administrator Delo further explained that the software will go through an internal launch first, then a public launch.

Ald. Nelson confirmed that five years of accessible data will be available, to which Finance Director-Treasurer Zegers clarified that information will be available starting in 2013, rolling forward. In response to Ald. Crevier, Finance Director-Treasurer Zegers advised that after the testing integration piece is operable, it will then be pushed out to the public; the start date for citizen viewing will likely be within the next few months.

No action was taken as this item was for discussion/presentation purposes only.

RESULT:	DISCUSSED
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5. Fire Department Overtime and LifeQuest Services Billing Reports for April, 2019.

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

6. Approval of April 2019 Police Overtime Report

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

7. Recommendation from Finance Director-Treasurer to select Baird as the new Municipal Financial Advisor for City of De Pere debt issuances.*

In response to Ald. Nelson, Finance Director-Treasurer Zegers advised that all four considered firms were interviewed over the last month. Ald. Crevier asked about the length of City's relationship with Springsted, to which Finance Director-Treasurer Zegers indicated was likely 30 years. Finance Director-Treasurer Zegers introduced Justin Fischer of Baird and shared that consulted references spoke highly of Baird. Justin Fischer indicated that he has worked for Baird for over 11 years and has recently worked with the City on TIF developments and is looking forward to expanding his role and working to obtain the lowest cost financing possible for the City. In response to Ald. Crevier's question on Baird's location, Administrator Delo added that he believed all financial advisors that would be appropriate to work with the City are headquartered in Milwaukee, and Justin Fischer mentioned that Brian Ruechel of Baird is based out of Green Bay.

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

8. Consider Acceptance of Grant Stipend and Purchase of Pediatric Intubation Training Head for Fire Department.*

In response to Ald. Crevier, Chief Matzke explained the recommendation that each Emergency Medical Service provider appoint a coordinator who is an advocate for pediatric care, and while the position is unfunded, Children's Hospital of Wisconsin provides the \$500 grant stipend to departments that recognize the benefits of appointing a coordinator. A Lieutenant has stepped forward to take on the role, in addition to his current responsibilities, and the grant stipend must be used toward training or advocacy for training in pediatric care. The grant will be used to obtain an anatomically correct pediatric head to practice a high-risk, low frequency skill which will improve the Department's abilities.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

9. Consideration of Request for Funds to Repair the Air Handler for City Hall.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

10. Consideration of Recommendation to Reclassify One Police Office Assistant to Police Technical Support Analyst and Corresponding Pay Grade Level Increase*

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

11. Consideration of Recommended Changes to the Administrative Time Policy*

In response to Ald. Crevier, Human Resources Director Metzler confirmed that this item is to request administrative time for the Assistant City Attorney position, as well as to delegate authority to the HR Director for future decisions. In response to Ald. Nelson, HR Director Metzler explained that administrative time is intended for exempt employees who attend events or meetings in the evenings; non-exempt employees are allowed to earn overtime or comp time. Administrative time for exempt employees is not intended to be hour-for-hour, but provides a little extra for the evening work required by the position and employees have the ability to flex time when possible. The maximum amount of administrative time that can be given is 40 hours, and the same amount is not given to all exempt employees; hours vary by position. Because the HR Director can negotiate up to three weeks of vacation for new hires, she is also requesting the ability to determine the appropriate number of administrative time hours for exempt positions.

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

12. Request of Ald. Hansen to Consider Amending Chapter 86 De Pere Municipal Code to Prohibit Giving Away Live Animals (non-agricultural) as Prize or Auction Bid.*

Ald. Hansen provided background to the Committee regarding the basis of his proposal, that last October, a De Pere fundraiser auction requested a list of desired items, specifically including a puppy. Two individuals bought a puppy for \$400 from a breeder and it was subsequently sold at auction for \$2,800. He shared some concerns expressed in his memo, such as oversight of where an animal comes from, rash decisions that may be made on purchasing an animal without consideration of the resultant consequences, potential burdens to humane societies and that some animals may be uncomfortable in an auction setting.

Ald. Chandik Kunding questioned why this item was before this Committee, to which Administrator Delo indicated that Finance/Personnel is the "catch-all" committee for items that do not fit elsewhere. Ald. Jennings asked of City Attorney Schmidt-Lehman the definition of livestock, to which she believed the definition is in the City's zoning code and is otherwise the usual and customary definition of an animal on a farm. Ald. Nelson asked City Attorney Schmidt-Lehman to clarify the meaning of premium, which she provided an example of a gift given in return for business. Mayor Walsh expressed that he feels that auctions occur frequently, he isn't aware of an increasing burden on humane societies and would hope that the person who would bid would take the correct action, and he questioned whether this is necessary for the City to legislate. Ald. Hansen indicated in response to Ald. Nelson's earlier question, that draft presented was mirrored off Milwaukee's ordinance, and in response to Mayor Walsh, indicated that the auction setting eliminates the opportunity for individuals purchasing an animal to interact prior to purchase.

A discussion followed regarding fair auctions, including fish, birds and livestock. Administrator Delo indicated that ordinances are being adopted around the country regarding the treatment of animals and that this proposal is not uncommon. Ald. Nelson indicated he shares the Mayor's concerns regarding necessity and certain exceptions. City Attorney Schmidt-Lehman indicated that an exemption for the fair is something that could be considered as an addition to the draft ordinance. Ald. Jennings confirmed that the item moves to Council regardless of the Committee's action, and then made a Motion to deny, which was seconded by Ald. Crevier. Upon vote, the Committee unanimously approved the recommendation to Council that proposed ordinance be denied.

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

13. Request of Ald. Hansen for Consideration of Creating an Ordinance Requiring Employers to Provide Notice to Employees of Right to Unpaid Time Off Work to Vote.*

Ald. Hansen expressed that Tuesday elections can make it difficult for some citizens to find time to vote, and he recently learned of Wisconsin State Statute Section 6.76, which

allows employees the right to request unpaid time off of up to three hours in order to vote; the request must be made in advance and the employer can decide what time of day the employee is allowed off. Ald. Hansen proposed an annual notification requirement (by January 30) through one of the following options: employee newsletter, payroll stuffer, posting in an employee gathering space or by sending to employee home addresses. The proposed ordinance would exempt small businesses with less than 25 employees. The City Attorney did draft a proposed notification template to assist businesses with the requirement, and the Clerk would post election dates on the City website by January 15 of each year; any special elections would not require a supplemental notice. City Attorney Schmidt-Lehman did reach out to the Wisconsin State Elections Board and a conclusion was made that no state government preemption would prohibit a municipality from enacting such an ordinance.

A discussion followed among the alderpersons regarding communication versus regulation, increased barriers for voting during the workday, the number of businesses within the City that have more than 25 employees, the penalty for non-compliance and the enforcement agency, as well as how employers would be notified that the ordinance existed. City Attorney Schmidt-Lehman advised that the penalty for non-compliance would be established by a resolution of Council, but similar to other enforcement actions, the intent is to be complaint based, with educational opportunities to correct and comply, and while the enforcement agency has yet to be decided, the City would likely take action to notify employers of the obligation. Ald. Jennings indicated he liked the intent, but has concerns of how employers would know the ordinance existed. City Attorney Schmidt-Lehman clarified that 25 employees refers to full time. The Mayor added that required employers would be any company within business parks and some others downtown, and the number is significant; he further expressed concern over the push back that may be received from companies. Administrator Delo suggested contacting the Chambers of Green Bay and De Pere to gauge reaction or concerns of members, as he believes the City's larger employers are members of either one or both of the Chambers.

Ald. Jennings made a Motion to refer back to staff to obtain the interest of business members of the Chambers, seconded by Ald. Nelson. Upon further discussion, Ald. Crevier expressed his concern with the inconsistency of language between the state law and the proposed ordinance, and that he feels the responsibility of action is on the employee/voters, not the employer. The Mayor added that while he likes the intent of this item, he believes it would be difficult for some industries and employers to comply. The City Attorney read the first paragraph of Sec. 6.76 to the Committee at Ald. Hansen's request, and added that since the interpretation hasn't been challenged, case law is not readily available, but the feedback she received from the State Elections Board was receptive toward the ordinance. Ald. Chandik Kunding clarified the rights given under the statute, and suggested that the City could take action through its communication outlets to inform the electorate of the right to take off unpaid time to vote. City Attorney Schmidt-Lehman confirmed this could be another option.

Upon further discussion, Administrator Delo asked that as a result of the Motion, what action is being expected of staff, to which Ald. Chandik Kunding suggested broadening the Motion to also include alternative communication strategies to create awareness. Ald. Crevier indicated that he feels that the City is sufficiently accomplishing the circulation of information through its informal communication and social media avenues by way of the Communication Specialist, and does not feel an ordinance is necessary. Ald. Hansen

indicated that he is supportive of Ald. Kunding's suggestion in supplement to the ordinance, but since some voters do not use social media, every resident could not be reached through social media only.

Following the vote, Ald. Crevier did confirm that this item will be brought back again at a future date.

RESULT:	REFERRED BACK TO STAFF [3 TO 2]
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Ryan Jennings, Amy Chandik Kunding, Casey Nelson
NAYS:	Scott Crevier, Michael J. Walsh

14. Recommendation from Finance Director-Treasurer to Approve 2018 Budget Items to be Carried Forward into 2019.*

Ald. Nelson confirmed the intent of this item is that budgeted items in the revenue side for 2018 will be spent in 2019. Finance Director-Treasurer Zegers explained this item is two-fold: that the non-lapsing funds went up from about \$170,000 to \$230,000 and the sales tax proceeds decreased approximately \$230,000; the unassigned fund balance will increase about 1% from last year. Administrator Delo clarified that these revenues were accounted for in a prior year, but are carried over because expenditure wasn't made at that time. Finance Director-Treasurer Zegers confirmed the money is reserved within the general fund.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

15. Consideration of the Possible Acquisition of Private Property for Public Use.

Mayor Walsh made a motion to go into closed session at 8:26 PM, seconded by Alderperson Jennings. Upon roll call vote, Motion carried unanimously.

Mayor Walsh made a motion to go back to regular order at 8:40 PM, seconded by Alderperson Nelson. Upon roll call vote, Motion carried unanimously.

RESULT:	NO ACTION
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16. Future agenda items.

None.

17. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:41 PM.

Respectfully submitted,
Angela Zills