FINANCE/PERSONNEL COMMITTEE
CITY OF DE PERE, WISCONSIN – May 14, 2013

The Finance/Personnel Committee of the City of De Pere, Wisconsin, met in regular session at the Council Chambers in City Hall, on Tuesday, May 14, 2013.

Mayor Michael Walsh called the meeting to order at 7:30 p.m. Roll call was taken and the following members were present: Alderpersons Scott Crevier, Michael Donovan, Lisa Rafferty and Larry Lueck. Also present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Human Resources Director Shannon Metzler, Interim Fire Chief Jeff Roemer, Planning and Economic Development Director Ken Pabich, IT Director Pete Smith, Building Inspector David Hongisto and Captain Dale Haagen.

2. Election of Vice –Chair per 6-4(c) De Pere Municipal Code. Mayor Walsh moved, seconded by Alderperson Lueck to elect Alderperson Donovan as the Vice-Chair. Upon vote, motion was approved unanimously.

3. Alderperson Donovan moved, seconded by Alderperson Rafferty, to approve the minutes of the April 9, 2013 regular meeting. Upon vote, the minutes were approved unanimously.

4. Overtime report of the Fire Department for the month of April 2013. Interim Fire Chief Roemer reviewed the changes made to the overtime report and responded to committee member questions. Upon discussion, Alderperson Donovan moved, seconded by Mayor Walsh to approve the overtime report. Upon vote, motion was approved unanimously.

5. Overtime report of the Police Department for the month of April 2013. Mayor Walsh moved, seconded by Alderperson Lueck, to approve the overtime report. Upon vote, motion was approved unanimously.

6. Overtime report of the Engineering Department for the month of April 2013. Alderperson Lueck moved, seconded by Alderperson Donovan, to approve the overtime report. Upon vote, motion was approved unanimously. City Administrator Delo asked the committee if the monthly overtime report was needed going forward. Mayor Walsh moved, seconded by Alderperson Donovan to discontinue the monthly overtime report for the Engineering Department. Upon vote, motion was approved unanimously.

7. Consider $1,500 donation to the Police Department from Christian Outreach for camera equipment. Alderperson Lueck moved, seconded by Alderperson Crevier to accept the donation for cameras to be used for evidence collection. Upon discussion and vote, motion was approved unanimously.

8. Consider out of state travel request for Chief of Police to attend a national training conference in Philadelphia, PA. Alderperson Donovan moved, seconded by Alderperson Crevier to approve the out of state travel request. Upon vote, motion was approved unanimously.

9. Consideration of Service Agreement with AT&T. IT Administrator Smith provided and overview of the service agreement and responded to committee member questions. Upon discussion it was decided to refer this item back to staff. No action was taken.

10. Consideration of Government Access Station Policy and Procedure. IT Administrator Smith provided an overview of the updated policy and responded to committee member questions. Upon discussion, Mayor Walsh moved, seconded by Alderperson Lueck to approve the updated policy and procedure. Upon vote, motion was approved unanimously.

11. Consideration of Government outreach software service. IT Administrator Smith provided an overview of the software service and responded to committee member questions. Upon discussion, Alderperson Crevier moved, seconded by Alderperson Donovan to approve the software service purchase. Upon vote, motion was approved unanimously.

12. Discussion on City Revolving Loan Fund Program and proposed consolidation. Planning and Economic Development Director Pabich provided an overview of the proposed consolidation and responded to committee member questions. Upon discussion, Mayor Walsh moved, seconded by Alderperson Rafferty to continue pursuing the consolidated program and to bring it forward to the council in resolution form. Upon vote, motion was approved unanimously.

13. Consideration of 2013-2014 insurance liability policy renewals. Human Resources Director Metzler provided an overview of the renewal premiums. Upon discussion, Alderperson Donovan moved, seconded by Alderperson Crevier to approve the liability policy renewal premiums. Upon vote, motion was approved unanimously.

14. Consideration of approval process for job vacancies. Upon discussion, Mayor Walsh moved, second by Alderperson Donovan to approve filling the vacant fire fighter (2), part-time secretary, police officer (3) and health officer positions. Upon vote, motion was approved unanimously. Mayor Walsh moved, seconded by Alderperson Crevier to approve the policy change regarding the filling of vacant positions. Upon vote, motion was approved unanimously.

15. 2012 Budget items carried forward 2013. Mayor Walsh moved, seconded by Alderperson Lueck to approve the items for carryover to 2013. Upon vote, motion was approved unanimously.

16. Discussion regarding proposed 2013 borrowing. City Administrator Delo provided an overview. Upon discussion, Alderperson Donovan moved, seconded by Alderperson Crevier to authorizing moving forward for bond bid. Upon vote, motion was approved unanimously.

17. Public Comment or other Announcements. Mayor Walsh asked if there was anyone present who wished to speak during public comment and there was no one present who wished to speak so public comment was closed.

18. Future Agenda Items. None.

Mayor Walsh moved, seconded by Alderperson Crevier to convene into closed session at 8:46 p.m. pursuant to Wis. Stats. §§19.85(1)(g) and 19.85(1)(c), to discuss the claim filed by Jeff and Hanna Zepnick d/b/a Hanna's Nails and Spa, the settlement of the Visa/MasterCard Class Action lawsuit and the contract extension for Robert Gerbers. Upon roll call vote, motion carried unanimously.

Mayor Walsh moved, seconded by Alderperson Crevier to reconvene in open session at 9:39 p.m. pursuant to Wis. Stats. §§19.83 and 19.85(2). Upon roll call vote, motion carried unanimously.

19. Alderperson Crevier moved, seconded by Alderperson Lueck to deny claim filed by Jeff and Hanna Zepnick d/b/a Hanna's Nails and Spa. Upon vote, motion was approved unanimously.

20. Alderperson Donovan moved, seconded by Alderperson Crevier to authorize filing claim and objection to settlement in the Visa/MasterCard Class Action lawsuit. Upon vote, motion was approved unanimously.

21. Alderperson Lueck moved, seconded by Alderperson Donovan to approve the contract extension with Robert Gerbers for commercial electrical inspections. Upon vote, motion was approve unanimously.

Upon motion by Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 9:40 p.m.

Respectfully submitted,

Jennifer Dupont
Recording Secretary