



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, December 12, 2017

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. City Administrator Lawrence Delo called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on December 12, 2017, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115 and requested a Motion for a Chair pro tem.

Aldersperson Crevier made a motion to nominate Aldersperson Lueck as the Chair pro tem, which was seconded by Aldersperson Hansen. Upon vote, motion carried unanimously.

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, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, Human Resources Director Shannon Metzler, Public Works Director Scott Thoresen, Mechanic Leadperson Tom Blohowiak, Economic Development & Planning Director Kimberly Flom, and Finance Director Joe Zegers.

2. Approval of the Minutes of the November 14, 2017 Regular Meeting of the Finance/Personnel Committee.

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

3. Approval of Police Overtime for November 2017.

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

4. Fire Department Overtime and LifeQuest Services Billing Reports for November, 2017.

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

5. Recommendation of Public Works Department Organizational Changes.*

Aldersperson Crevier commented that he appreciated the organizational chart provided with this item.

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

6. Recommendation of the Building Inspection and Economic Development Department Organizational Changes.*

Alderperson Jennings asked what this department is called in other cities, and Economic Development and Planning Director Flom advised that Development Services is a common term in the industry utilized for Economic Development, Planning and Building.

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

7. Recommendation of Finance Department Organizational Changes.*

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

8. Recommended changes to the Employee Policy Manual.*

Human Resources Director Metzler answered Alderperson Crevier's questions on the reasons for the changes and explained that the updates are due to a combination of industry changes and suggestions made by the City's Performance Management Team. Further, HR Director Metzler gave an overview of some of the requested revisions regarding funeral leave and expressions of sympathy, changes to the Compensation Policy for employees receiving written warnings being non-eligible for performance awards and suspended employees being non-eligible for merit pay or performance awards, and merit pay competencies changing from 10 to 8. Alderperson Crevier made a Motion, seconded by Alderperson Jennings, to add the words "per request" to clarify that an employee may donate no more than 40 hours of vacation time to another employee under Section 7.3 Vacation Donation. Upon vote, Motion carried unanimously.

Alderperson Nelson asked about the proposed change to the length of skirts and indicated that he believes if a change is suggested that instead the language should be removed as it is covered under the expectation of clothing that projects a professional image.

Alderperson Nelson made a Motion to remove the reference to skirt length measurement entirely, seconded by Alderperson Lueck. A discussion was held on the Motion, and in answer to Alderperson Crevier's question, HR Director Metzler advised that upon a review of other communities, three inches above the knee for skirts seemed to be the standard for dress codes, but she has no objection to removing the language. Alderperson Crevier questioned whether there could be a situation where the manual doesn't back up the actions of a department head, and HR Director Metzler advised that the City is not measuring skirt lengths, body types are different and three inches can make a difference due to an individual's height; she has no objection to the language either way, with the

expectation ultimately being workplace appropriate. HR Director Metzler highlighted other dress code changes and advised that the redlined Addendum I would be added to the packet for the Common Council meeting. In answer to Alderperson Crevier's question, HR Director Metzler advised that there are typically only one or two dress code issues per year, which are resolved through discussion. Upon vote, Motion carried unanimously.

Alderperson Nelson asked whether Section 2.11 (EEO) would be updated after the Non-discrimination ordinance takes effect and HR Director Metzler advised that was correct. Alderperson Nelson made a Motion to add gender identity and gender expression to list of protected classes listed in Section 2.11, which was seconded by Alderperson Jennings. Upon discussion of the Motion, Alderperson Lueck asked Administrator Delo whether upon an ordinance being enacted that triggers a review of City ordinances, and Administrator Delo confirmed that all appropriate references should be changed and that once or twice a year a company in Florida also does a review of the ordinances to assist in catching changes/updates that need to be made for consistency. Upon vote, Motion carried with Alderpersons Nelson, Jennings and Lueck voting aye and Alderperson Crevier voting nay.

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

9. Consideration of 2017 Short-Term Note Terms.

In response to Alderperson Nelson's and Jennings question's Finance Director Zegers explained that after the last bonding and budget are completed, it is advantageous for the City to move financing to a one year level to pay it off quicker and because these items are considered debt, items that are selected for short-term financing are items that are more naturally borrowed for less than five or ten years.

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

10. Public Comment and announcements.

None.

11. Future agenda items.

None.

12. Adjournment.

Upon Motion of Alderperson Lueck, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 7:57 PM.

Respectfully submitted,
Angela Zills