



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, May 9, 2017

7:30 PM

De Pere City Hall Council Chambers

Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on May 9, 2017, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin.

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

Also Present: City Administrator Lawrence Delo, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, City Attorney Judith Schmidt-Lehman, Video Production and Marketing Coordinator Kevin Clark, Economic Development and Planning Director Kimberly Flom, Human Resources Director Shannon Metzler, Finance Director Joseph Zegers and Members of the Public.

2. Approval of the Minutes of the April 11, 2017, Regular Meeting of the Finance/Personnel Committee.

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

3. Police Overtime Report for April 2017.

Aldersperson Jennings asked about the categories of the overtime report in order to better understand its contents, as well as overtime causes, variables and averages. Chief Beiderwieden explained that Gross Officer Overtime is total calculated hours, Reimbursed Overtime is reimbursed hours by an event organizer, such as the school district (prom or a basketball game), a group hosting an event through the City's special event ordinance or by an agreement (Drug Task Force) and Net Overtime is the bottom line spent by the City after reimbursements are made. Overtime variables include illness and position vacancies. The overtime average changes from year-to-year and month-to-month; a review is done at the end of the year to compare against other years. Another variable is that the reports cover a period of four weeks or six weeks, depending upon the payroll period. Aldersperson Nelson asked if overtime is paid at time and a half and Chief Beiderwieden confirmed that it is. Aldersperson Nelson also asked about consideration given to adding a new position, and the Chief indicated that there is a high threshold to warrant the hiring of another officer, but that option is reviewed from time to time. City Administrator Delo explained the minimum staffing requirement process and its impact to overtime, such that the variables that are requiring overtime would not likely be resolved by the hiring of one additional officer.

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

4. Fire Department Overtime and LifeQuest Billing Report for April, 2017.

The Mayor asked Chief Matzke to explain dispatch errors. Chief Matzke advised that our system is automated through Brown County Communication Center, so each time a 911 call is activated in De Pere, a call number is assigned, and the Department also assigns a number that corresponds with the County number. If a mistaken call happens for an address outside De Pere, the call is tracked by the Department as a dispatch error in order to show closure to the call number in the log. The Mayor asked if this tracking is addressed with the County, and Chief explained that this was only developed to track inconsistencies in call number order in the logs to account for a number generated by the County that really wasn't a call for the Department. Alderperson Jennings asked about when reviews occur for the budget for overtime, and Chief indicated that the reports provide for overtime to be assessed at monthly meetings; the bottom of the reports show the percentage of the budget utilized to date and previous yearly reports show trends from month-to-month and year-to-year. Minimum staffing drives overtime for the Department (72 April hours), as well as duty crew (Department is out of personnel, but still has equipment available, and staff is called back to be available for additional calls). Alderperson Nelson asked about the percentage paid to LifeQuest and Chief Matzke indicated it is based off the amount that is collected. Chief Matzke further explained the review sheets that were provided by LifeQuest and how to analyze that data.

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

5. Consideration of Revolving Loan Fund documents for AmeriLux International, LLC.

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

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

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

7. Consider Revised Policies for City Government Channel (DPTV)*

Aldersperson Jennings asked about the policy rewrite and whether a closed meeting is excluded from gavel-to-gavel coverage, and Video Production and Marketing Coordinator Kevin Clark advised that the video feed is cut and a closed session is not recorded. City Attorney Schmidt-Lehman advised that a change would be made to the policy to make that clearer.

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

8. Recommendation to Implement a Retiree Recruitment Policy *

The Mayor requested that Human Resources Director Metzler explain the Retiree Recruitment Policy, and she advised that the retiring of baby boomers will cause staffing shortages, with Wisconsin being one of the hardest hit states. The Department is seeking alternative recruiting to address the trending decrease in applicants by implementing a Retiree Recruitment Policy for certain positions: positions that may become difficult to fill, a specific project that needs completion or extra help during a department's peak time of year for heavy workload. Retirees would be temporary or part-time workers. The Mayor clarified that no prior government experience would be a requirement. Aldersperson Jennings asked about healthcare eligibility, and Human Resources Director Metzler explained that the position would need to be permanent and year round (20 hours/week) to qualify. Most positions under this policy would be non-benefit eligible, although the WRS qualification threshold may need to be monitored in some instances. Aldersperson Jennings expressed his support of the policy. Aldersperson Nelson asked if any other communities are using this program, and Human Resources Director Metzler indicated that the Department did ask around the state, and they are not aware of any public sector employers using this type of program. City Administrator Delo added that the purpose of this policy is to create a two-way program that not only benefits the City, but also benefits the senior community by providing an opportunity for seniors to give back and feel needed in the community. The policy provided for review was written by a retiree employee in the City's HR Department. Administrator Delo intends to continue to promote this policy to other municipalities around the area, and perhaps also to the League of Wisconsin Municipalities, once adopted, to share the importance of the dual-benefits created by this policy.

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

9. Discussion to consider establishing a policy for limited use of unassigned reserve funds to partially fund future debt payments.

This item was on the Agenda at the request of Aldersperson Raasch. Aldersperson Raasch was not present, but Administrator Delo advised the Committee that he believed the intent of this discussion item was to request that a policy be implemented to assign a certain dollar amount or percentage of unassigned reserves in future years to be applied

against debt. Following discussion, the Committee concluded that this item would be better addressed during budget time. No further action was taken.

RESULT: NO ACTION

10. Public Comment and announcements.

None.

11. Future agenda items.

None.

12. Consideration of competing proposals for purchase of WD-1049-2 - West Business Park.

Mayor Walsh moved, seconded by Alderperson Jennings, to go into closed session at 7:54 PM. Upon roll call vote, motion carried unanimously.

Mayor Walsh moved, seconded by Alderperson Jennings, to reconvene in open session at 8:07 PM. Upon roll call vote, motion carried unanimously.

13. Adjournment.

Upon motion of Mayor Walsh, seconded by Alderperson Jennings, the Finance/Personnel Committee unanimously adjourned at 8:07 PM.

Respectfully submitted,
Angela Zills