



Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, February 11, 2020

7:30 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 7:32 PM on Tuesday, February 11, 2020, 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	Present	
Amy Chandik Kundinger	Aldersperson	Present	
Casey Nelson	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Larry Delo, Fire Chief Alan Matzke, Human Resources Director Shannon Metzler, Park, Recreation & Forestry Director Marty Kosobucki, Public Works Director Scott Thoresen, Finance Director-Treasurer Joe Zegers, Human Resources Generalist Tracy Hood and Police Chief Derek Beiderwieden.

2. Approval of the Minutes of the January 14, 2020 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment Period and other announcements.

No announcements were made. Mayor Walsh offered the audience the opportunity to speak on any item not on the Agenda; no one wished to speak.

4. Fire Department Overtime and LifeQuest Billing Services Reports for January, 2020.

In response to Aldersperson Crevier's question whether the Chief has concerns regarding the 2019 end-of-year numbers, the Chief mentioned the growing amount of aging debt outstanding, although write-off projections were accurate and payments are on track. Administrator Delo added that the City does a little better in comparison to most communities and the write-off percentage for ambulance service is common.

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

5. Consideration and Approval of the January 2020 Police Overtime Report.

In response to Aldersperson Crevier's inquiry regarding concerns for 2019, Chief Beiderwieden indicated that the budget is always a concern, but overtime is offset by the salary reduction for open positions. Overtime is impacted by mandatory officer training (24 hours per year by state law), including firearms training, defense and arrest tactics training, as well as illnesses. 2019 was an unusual year with five vacancies; the hiring

process takes time to complete, and takes longer when openings are unexpected, such that a recruiting list needs to be created or is outdated due to hiring's of other communities, although two officers have recently graduated the field training program and one additional is expected to graduate soon. Human Resources Director Metzler added that this year had four separate recruitment processes, which is not typical compared to past years. Following discussion among Ald. Crevier, Chief Beiderwieden and HR Director Metzler regarding the continuing circumstances necessitating overtime, the Chief advised that a recent injury sustained by a night shift officer is anticipated to further impact staffing level overtime over the next nine months.

In response to Mayor Walsh's analysis of the yearly reporting and overtime trends, the Chief indicated that some months are higher for mandatory training and efforts were made in December 2019 to limit forced overtime. Administrator Delo indicated that staff plans to meet to discuss potential strategies to manage overtime going forward; staff recognizes there is an issue, however, contractual issues will also need to be considered due to the public safety union; FMLA (Family Medical Leave Act) and retirements significantly impact overtime.

Mayor Walsh mentioned past discussions regarding eliminating the provision of monthly overtime reports to the Committee, and although he understands the reasons for overtime, he would like to see reports continue due to the current amounts, so that the Finance Committee can keep informed and continue to monitor. Alderperson Jennings asked where the money comes from when overtime is at 175% of budget (for 2019), and Administrator Delo explained that certain categories are grouped together for budgeting, and only when an entire grouping is over-budget is an amendment required; Police is part of the Public Safety grouping. Reports can be viewed in Opengov and any overage comes from within the category; budgets do tend to be pretty close for accuracy.

Alderperson Chandik Kunderger asked whether a situation when a department is behind in being fully-staffed is opportunity to look at hiring in anticipation of vacancies, and HR Director Metzler advised that police recruiting is difficult because the a candidate is simultaneously being reviewed by other communities and the estimated length of time necessary for an over-hire would be tough to budget for. Administrator Delo added that the training program for a newly-hired officer is an additional 16-19 weeks after the hiring process is concluded; over-hiring could also involve negotiations and discussions with the union. HR Director Metzler mentioned that the sponsorship option for the recruit academy trainee position that was recently approved would require an additional 15-16 weeks for that program prior to department training, which may be considered as a hiring option for anticipated retirements with sufficient notice. Additionally, delays have also recently been experienced for background checks that are not up to City standard.

Alderperson Nelson suggested whether it might be possible to better plan for retirement notices or somehow incentivize sufficient notice, to which both the Chief and HR Director Metzler indicated isn't always possible but would be a consideration for contract negotiations. Alderperson Crevier shared, in follow-up to Alderperson Chandik Kunderger's question, that in his observation based strictly upon the consistency of the 2018 and 2019 numbers, without factoring other logistics, it appears possible to add an extra position in anticipation of openings.

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

6. Consideration and Acceptance of Three K-9 Tactical EMS Field Kits from the Bark and Blue Foundation to the Fire Department.*

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

7. Consideration and Possible Action Regarding a \$4,000 BOTS Grant to Police Department.*

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

8. Consideration and Possible Action to Approve Changes to the City Policy Manual.*

At the request of Alderperson Crevier, Human Resources Director Metzler highlighted several of the proposed policy manual changes: the various additions in reference to the Battalion Chief positions serve to clarify and include those new non-union positions that are outside of the labor contract in the policy; a new dress code policy, "Dress for your Day" allows each employee to dress based upon the day's schedule (an employee-driven request); the wireless device policy is being revised to include an appropriate monthly reimbursement for hourly employees who are required to take a call outside of the work day, with approval of his or her supervisor, up to the amount of an exempt employee; changes to the overtime policy are provided as an incentive for exempt employees to be compensated above their regular salary for situations where the City is reimbursed by another employer for their time (e.g., a task force); and sick leave will now be credited up front for new employees.

Discussion followed on the addition of approval of terminations by Human Resources, which HR Director Metzler advised is to maintain consistency, to ensure progressive discipline and prevent any potential discrimination. Administrator Delo clarified that no one is fired on the spot; that employees are put on administrative leave until due process is followed through Human Resources.

Alderperson Nelson indicated that he appreciates the change in dress code and believes it is a positive change. In answer to his question on the work from home policy, HR Director Metzler explained that this is intended for rare events (up to 80 hours per calendar year) available primarily for exempt employees, allowing the City the ability to have some parameters. With regard to recording of conversations, HR Director Metzler explained this hasn't been an issue, but has come up with the questioning of employees.

In response to Alderperson Crevier's question whether the proposed changes were well-accepted by the department heads, HR Director Metzler explained that department heads and other supervisors had an opportunity to review the language, and the only issue that

did generate some discussion was the removal of the requirement of exhausting all paid time prior to utilizing unpaid leave time of five days per year.

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

9. Consideration and Possible Action to Establish Pay Rate for New Park Maintenance Leadperson.*

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

10. Review and possible action on City of De Pere Investments and Cash Detail for December 2019.

Finance Director-Treasurer Zegers indicated that the first year of detailed reporting is now completed for 2019. The City has earned just over \$650,000 in investment earnings, which is a nice variance over the budgeted amount. Charles Schwab has done a very good job related to timing the market and spacing ladders of investments, and hopefully those results continue. The detailed December specifics show an increase due to tax collections. Alderperson Nelson verified with FD-T Zegers the structure of the investment percentages, to which he indicated that 10-11 million is slated as a longer term investment, with the goal being funds that work within the investment policy (approved by this Committee and Council), to maximizing earnings while keeping funds safe and having sufficient amounts of varying liquidity in other City accounts.

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

11. Future agenda items.

None.

12. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:29 PM.

Respectfully submitted,
Angela Zills