



# Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

## Regular Meeting

### Minutes

Tuesday, February 11, 2014

7:30 PM

De Pere City Hall Council Chambers

Call to order.

Mayor Michael J. Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on February 11, 2014 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

| Attendee Name    | Title    | Status  | Arrived |
|------------------|----------|---------|---------|
| Scott Crevier    | Alderman | Excused |         |
| Michael Donovan  | Alderman | Present |         |
| Larry Lueck      | Alderman | Excused |         |
| Lisa Rafferty    | Alderman | Present |         |
| Michael J. Walsh | Mayor    | Present |         |

Also present City Administrator Lawrence Delo, Police Chief Derek Beiderwieden, Interim Fire Chief Jeff Roemer, Clerk-Treasurer Shana Defnet, Public Works Director Scott Thoresen, Human Resources Director Shannon Metzler and members of the public.

2. Approval of the minutes of the January 14, 2014 regular meeting of the Finance/Personnel Committee.

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|------------------|--------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Michael Donovan, Alderman                        |
| <b>SECONDER:</b> | Lisa Rafferty, Alderman                          |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

3. Approval of January 2014 Overtime Report for Police Department

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|------------------|--------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Lisa Rafferty, Alderman                          |
| <b>SECONDER:</b> | Michael Donovan, Alderman                        |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

4. Fire Overtime Report for the month of January.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Michael J. Walsh, Mayor                          |
| <b>SECONDER:</b> | Lisa Rafferty, Alderman                          |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

5. Review Facade Grant receipts for 345 Main Ave. Applicant: 345 Main LLC. \*

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Michael Donovan, Alderman                        |
| <b>SECONDER:</b> | Lisa Rafferty, Alderman                          |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

6. Recommendation for Water/Sewer Bill Printing & Mailing Services.  
Discussion followed with Administrator Delo responding to committee member questions. Upon discussion and vote, motion was approved unanimously.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Michael Donovan, Alderperson                     |
| <b>SECONDER:</b> | Michael J. Walsh, Mayor                          |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

7. Consider out of State Travel For Street Superintendent

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|------------------|--------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Michael Donovan, Alderperson                     |
| <b>SECONDER:</b> | Lisa Rafferty, Alderperson                       |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

8. Consider Out of State Travel for Director of Public Works

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|------------------|--------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Michael Donovan, Alderperson                     |
| <b>SECONDER:</b> | Lisa Rafferty, Alderperson                       |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

9. Out of State Training

Human Resources Director Metzler explained the reason for the request is to streamline the process and avoid redundancy for travel that has already been approved in the budget. Discussion followed. Upon discussion, Alderperson Rafferty moved, seconded by Mayor Walsh to have information regarding planned out of state travel be conveyed to the committee in January of each year. More discussion followed. Upon discussion, motion was approved with 2 ayes and 1 nay.

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| <b>RESULT:</b>   | <b>ADOPTED [2 TO 1]</b>         |
| <b>MOVER:</b>    | Lisa Rafferty, Alderperson      |
| <b>SECONDER:</b> | Michael J. Walsh, Mayor         |
| <b>AYES:</b>     | Lisa Rafferty, Michael J. Walsh |
| <b>NAYS:</b>     | Michael Donovan                 |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck      |

10. Authorization for Funding to Purchase New Garbage & Recycling Trucks

Public Works Director Thoresen provided an overview of the funding request and responded to committee member questions. Upon discussion, Alderperson Donovan moved, seconded by Mayor Walsh to approve funding the purchase of the trucks. Upon vote, motion was approved unanimously.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Michael Donovan, Alderperson                     |
| <b>SECONDER:</b> | Michael J. Walsh, Mayor                          |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

11. Consider Funding Additional Single Leaf Loader

Public Works Director Thoresen provided an overview of the funding request and responded to committee member questions. Upon discussion, Mayor Walsh moved,

seconded by Alderperson Rafferty to approve funding the purchase of the single leaf loader. Upon vote, motion was approved unanimously.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Michael J. Walsh, Mayor                          |
| <b>SECONDER:</b> | Lisa Rafferty, Alderperson                       |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

12. Consideration of Donation of Building Maintenance and Construction Labor to Police Department  
Chief Beiderwieden provided an overview and responded to committee member questions. Donation is from a construction class at De Pere High School. Upon discussion, Mayor Walsh moved, seconded by Alderperson Donovan to approve donation. Upon vote, motion was approved unanimously.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Michael J. Walsh, Mayor                          |
| <b>SECONDER:</b> | Michael Donovan, Alderperson                     |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

13. Recommendation from the Finance/Personnel Committee to approve Police Department reorganization request (AMENDED ITEM).  
Chief Beiderwieden provided an overview and responded to committee member questions. Mayor Walsh expressed his concern with eliminating Community Resource Officer position. The reorganization was not budgeted for so funds will come from budget overage if funds allow, otherwise will come from unassigned reserves. Upon discussion, Alderperson Donovan moved, seconded by Alderperson Rafferty to accept request for reorganization and forward to council. Upon vote, motion was approved unanimously.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Michael Donovan, Alderperson                     |
| <b>SECONDER:</b> | Lisa Rafferty, Alderperson                       |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

14. Community Survey Proposal.  
Administrator Delo provided an overview and responded to committee member questions regarding the survey and proposals. Upon discussion, Alderperson Donovan moved, seconded by Alderperson Rafferty to approve the proposal from St. Norbert College Strategic Research Institute. Upon vote, motion was approved unanimously.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Michael Donovan, Alderperson                     |
| <b>SECONDER:</b> | Lisa Rafferty, Alderperson                       |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

15. Approval of First Floor Copier Lease.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Michael J. Walsh, Mayor                          |
| <b>SECONDER:</b> | Michael Donovan, Alderperson                     |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

16. WI Act 190 - Distribution of Lottery Tax Credit and School Tax Credit

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Lisa Rafferty, Alderperson                       |
| <b>SECONDER:</b> | Michael Donovan, Alderperson                     |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

17. Summary of Compensation Appeals  
Human Resources Director Metzler provided overview. Item was for discussion purposes only; no action was taken.
18. Updates on 2014 Policy Manual (Hours of Work, Compensatory Time)  
Human Resources Director Metzler noted the policy manual change for summer hours will include MSC hours to match City Hall hours of 7:30 -5:00 Monday-Thursday and 7:30 a.m. to 11:30 p.m. on Friday and Community Center hours to change to 7:30-4:30 Monday-Thursday and 7:30-1:30 on Friday. Other policy manual change is to remove the cap for compensatory time. Upon discussion, Alderperson Rafferty moved, seconded by Mayor Walsh to approve the recommended policy manual changes. Upon vote, motion was approved unanimously.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Lisa Rafferty, Alderperson                       |
| <b>SECONDER:</b> | Michael J. Walsh, Mayor                          |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

19. Approval of 2014 Compensatory/Administrative Time  
Human Resources Director Metzler provided an overview of the recommended policy changes. Upon discussion, Alderperson Donovan moved, seconded by Alderperson Rafferty to approve the policy and changes as recommended. Upon vote, motion was approved unanimously.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Michael Donovan, Alderperson                     |
| <b>SECONDER:</b> | Lisa Rafferty, Alderperson                       |
| <b>AYES:</b>     | Michael Donovan, Lisa Rafferty, Michael J. Walsh |
| <b>EXCUSED:</b>  | Scott Crevier, Larry Lueck                       |

20. End of Year Report on Health Insurance Plan  
Human Resources Director Metzler stated this discussion is for information purposes only. The plan is to bring this item to the March Finance/Personnel Committee meeting for a decision.
- Alderperson Donovan moved, seconded by Mayor Walsh to open the meeting. Upon vote, motion carried unanimously.

Paul Minten, retiree, expressed concern over paying more than 102%; paying more is not fair.

Mayor Walsh moved, seconded by Alderperson Rafferty to return to regular order. Upon vote, motion carried unanimously.

Discussion followed. Jeff Prickett of the McClone Agency discussed how exchanges work. Human Resources Director Metzler asked committee members what information they would like in March. Committee would like to see information regarding the number of employee's affected and net dollar impact of each option.

21. Public comment and announcements.

None.

22. Future agenda items.  
None.

23. Adjournment.

Upon motion by Mayor Walsh, seconded Alderperson Rafferty, the Finance/Personnel Committee unanimously adjourned at 9:26 p.m.

Respectfully submitted,  
Jennifer Dupont