



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Minutes

Tuesday, October 8, 2024

7:30 PM

Council Chambers and Virtual

1. Call to Order

The meeting was called to order at 7:30 PM by

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Pamela Gantz	Aldersperson	Present	
Amy Chandik Kunding	Aldersperson	Present	
Devin Perock	Aldersperson	Present	
John Quigley	Aldersperson	Excused	

Also present was City Administrator Larry Delo, City Attorney Tony Wachewicz, City Assistant Attorney Eric Erdman, Human Resources Director Shannon Metzler, Health Department Director Chrystal Woller, Police Chief Jeremy Muraski, Talent Acquisition Specialist Stephanie O'Brien, Battalion Chief Brett Jansen, Fire Chief Al Matzke, Battalion Chief Ron Cody, Assistant Fire Chief Jack Mlarnik, other numerous Firefighters, Attorney at MacGillis Wiemer, LLC Carley Windorff, IT Director Steve Massey (Remote), Finance Director/Treasurer Pamela Manley (Remote).

2. Approval of Minutes from September 10, 2024 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Aldersperson
AYES:	James Boyd, Pamela Gantz, Amy Chandik Kunding, Devin Perock
EXCUSED:	John Quigley

3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance and Personnel Committee. §6-3(f) DPMC

None

4. Consideration and Possible Action on WI DPH Contract #155809 in the amount of \$17,297.*

Health Director Chrystal Woller was present to mention a typo on the agenda item. The correct amount listed in the memo is \$ 17,297.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	James Boyd, Pamela Gantz, Amy Chandik Kunding, Devin Perock
EXCUSED:	John Quigley

5. Consideration and Possible Action on the Approval of Renewal Quotation for Microsoft 365 Enterprise Agreement (EA).*

IT Director Steve Massey was remote to speak about this agenda item. We've had a contract with Microsoft 365 cloud for the last 3 years and are at the end of our agreement. We'd like to renew our agreement at this time.

Aldersperson Kunderling wanted to make sure this was already set in the budget process and just a technicality of getting the renewal approved.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunderling, Aldersperson
AYES:	James Boyd, Pamela Gantz, Amy Chandik Kunderling, Devin Perock
EXCUSED:	John Quigley

6. Consideration and Possible Action on Camera Project Quotes and Vendor Selection.*

Police Chief Jeremy Muraski was present to talk about this agenda item. We had been approved to spend some ARPA money, along with a budget carry-over, IT budget & some budgeted money from the parks department to expand the City's surveillance cameras. There are 7 projects that we'd like to do. We received 3 quotes and Verkada is the name of the camera company we'd like to use. We are looking to use the lowest bidder from the quotes, which was the place that had the lowest price across the board.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunderling, Aldersperson
AYES:	James Boyd, Pamela Gantz, Amy Chandik Kunderling, Devin Perock
EXCUSED:	John Quigley

7. Consideration and Possible Action to Approve 2024 Benefit Renewal & Plan Design Changes.*

Human Resources Director Shannon Metzler was present to speak on this agenda item. Going back, we've had a significant surplus in our Health funds. We no longer have that large surplus. The goal is to have a 6-month reserve balance, roughly \$1.2 million. The recommendation for 2025 is a 10% increase in premiums. Our premiums will still be less than they were 16 years ago. We are looking to change the out-of-pocket max cost from \$3,000 to \$4,000. We are in line with other government entities on costs. We do have a stop loss insurance plan once claims hit \$130,000 for any individual member, the insurance company pays for those claims. We've had a few members hit that level last year and this year. Our current stop loss group is recommending a 28% increase. We did go to market for a new stop loss carrier. We are recommending to renew with Sunlife, which came in at a 14.4% increase. We also went to market for pharmacy, but we are recommending staying with our current carrier. We have a fully insured and self-insured dental plan. The fully insured plan is doing a 3% increase, and we are recommending our self-insured plan for a 3% increase as well. This is the first dental rate increase in 5 years. Our eye care plan rates will be going up 5%.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	James Boyd, Pamela Gantz, Amy Chandik Kunderling, Devin Perock
EXCUSED:	John Quigley

8. Consideration and Possible Action to Determine Salaries for Mayor and City Council for 2026, 2027, 2028 and 2029.*

Human Resources Director Shannon Metzler was present to talk about this agenda item as well. We are looking to set salaries for these positions for the next couple of years. Normally, we just approve salaries for 2 years, this year we are approving for 4 years since the Council approved Alderperson terms to 3 years.

Mayor Boyd mentioned that we had done a 2% increase previously. He made mention that we should move this item to Council and have the discussion there with all of the Alderpersons. Approved with the understanding that rates will be set at Council.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	James Boyd, Pamela Gantz, Amy Chandik Kunderling, Devin Perock
EXCUSED:	John Quigley

9. Consideration and Possible Action on the City of De Pere Investment and Cash Detail, August 2024.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	James Boyd, Pamela Gantz, Amy Chandik Kunderling, Devin Perock
EXCUSED:	John Quigley

10. Consideration and Possible Action on Step 2 of De Pere Fire Union Local #141 Grievance regarding Lieutenant Promotional Process.

Assistant City Attorney Eric Erdman is advising the Finance and Personnel Committee, while City Attorney Tony Wachewicz represents the City.

Attorney Windorff present to represent Fire Rescue employee regarding the lieutenant promotional process and other relevant documents including the step 1 denial and job description for the position.

Fire Chief Al Matzke responded after briefly reading the statement from Sinkler. Matzke mentioned that in the grievance it states that there was some favoritism towards Zuleger. Sinkler believed that Zuleger didn't meet the requirements to receive the promotion. There was a Lieutenant vacancy, and we follow the same process that we have in years past. Each candidate was given a written test and if they scored a certain amount, they advanced to an in-person interview and scenario-based questions. The interview panel were from outside of the department, led by our City HR department. After that process, the panel recommended the promotion of Zuleger. Regarding the statement that Zuleger didn't have the necessary requirements to fulfill the job requirements, the panel believed

he did have the necessary requirements, and ultimately was the selection. They followed the process outline by the Police and Fire Commission. The written score, in-person interview, scenarios, past work performance and disciplinary record are all considered during promotions. He stated because they had just received Sinkler's statement at the Finance Personnel meeting, he didn't have a chance to review the whole document and therefore doesn't have a rebuttal.

Human Resources Director Shannon Metzler commented that a purpose of a grievance in a work contract is if the Union feels there is a violation of contract. In the Union contract, it states that promotions shall follow all the processes set forth by the Police and Fire Commission. The process was followed in regard to this promotion. The City isn't sure on where the violation is coming from.

The Union Attorney Windorff responded that in the open records response, it states that the panel was not recommending Sinkler for the position of Lieutenant. She claims Sinkler was given different information on why he didn't receive the promotion. The statement he gives details that there are some inconsistencies during the hiring and promotional process over the last several years which they believe violates article 7-employment and promotion process.

Mayor Boyd asked the Union if there was anything during the process that they weren't happy with.

The Union replied that they weren't happy with the factors getting the appropriate weight when considering the longevity with the department.

Human Resources Director Metzler mentioned that the process that was established by the Police & Fire Commission setting the qualification doesn't state that the candidate has to have a number of year within the department, but collective years as a Fire Fighter. It is a 5-year minimum requirement, and both candidates met the minimum qualifications. If someone doesn't meet the qualifications, they aren't even allowed to start the process of applying for the position. The Fire Chief does get to decide, based on the process from the Police & Fire Commission, who will receive the promotion. The Fire Chief uses a panel come together and do the interview process and provide input.

Mayor Boyd asked the Union if there was something they could identify that didn't make Sinkler favorable or the other candidate didn't meet the requirement.

Sinkler stated that it was the way it was set up. Sinkler claimed that Zuleger doesn't have the 5 years' service experience with a municipal, state or county agency. He stated over the last 3 promotional processes he has been involved in, the minimum requirements have changed. He thinks you should have experience in the City to know the people and the streets.

Human Resources Director Metzler responded that when they reviewed the employment history of the other employee/candidate, they exceeded the qualifications. The Police & Fire Commission sets the process, which the City has to follow, and it was followed. She mentioned that they have changed the minimum year requirements to gain more interest than in years past. If you set the bar too high, you may not end up with any candidates.

The Committee then moved into closed session. Mayor Boyd made a motion to uphold the City's decision to deny the grievance.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	James Boyd, Pamela Gantz, Amy Chandik Kundering, Devin Perock
EXCUSED:	John Quigley

Motion to:

PLEASE TAKE NOTICE, that the Committee may convene in closed session pursuant to any of all of the following subsections of Wis. Stat. §19.85(1), for the purpose of:

(a.) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.

Motion to:

(b.) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant of denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.

Motion to:

(c.) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion to:

(f.) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Motion to:

(g.) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The Committee may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

11. Future agenda items.

None

12. Adjournment

Mayor Boyd made a motion to adjourn.

Aldersperson Gantz seconded the motion.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

***Items with an asterisk require City Council approval.**

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Attorney Carley Windorff, MacGillis Wiemer, LLC

Respectfully submitted,
Amy Darnick