



Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, January 8, 2019

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 7:30 PM on Tuesday, January 8, 2019, at 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	
Larry Lueck	Aldersperson	Excused	
Casey Nelson	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, Finance Director Joe Zegers, Fire Chief Alan Matzke, and Police Chief Derek Beiderwieden.

2. Approval of the Minutes of the December 11, 2018 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment and announcements.

None.

4. Fire Department Overtime and LifeQuest Services Billing Report for December, 2018.

Aldersperson Jennings congratulated the Chief on being within two percent of the budgeted overtime amount.

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

5. Approval of December 2018 Police Overtime.

Chief Beiderwieden e-mailed a memo to the Committee detailing the reasons for the budget overage and explaining the higher allocation in certain categories due to staffing shortages, filling holes in scheduling and training. He further advised that some money has since been put back into the account for items such as reimbursed overtime, the OWI task force and Walmart security done over the holiday season. Administrator Delo added that overtime for police is at 134% and fire is at 98% and the Chief's memo explains the reasons for that. Staff did report earlier in the year that overtime for Police was predicted to be higher due to staffing for FMLA leave, retirements, comp time and other contributing factors.

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

6. Consider donation from De Pere Christian Outreach Corp to the Fire Department.*

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

7. Recommendation to Accept Donation from De Pere Christian Outreach.*

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

8. Recommendation to Approve an Agreement with and the Purchase of Software from Tyler Technologies for Police Scheduling.*

In response to Alderperson Crevier, Chief Beiderwieden explained that the overall benefit to the City for the software purchase is increased efficiency and accuracy by integrating the time entry system with payroll to eliminate necessary administrative time reviewing vouchers. Carbon form vouchers will be eliminated, with the exception of sick time reporting. This software has already been implemented by other police departments and is a module that works with City's Incode software. Administrator Delo added that Human Resources is looking at applying the software in other departments, and although some departments are already automated, Public Works still uses vouchers. Chief Matzke added that the Fire Department uses the City's Incode technology, but has some downtime for data entry due to the department's 24 hour shift structure. In response to Alderperson Crevier, Administrator Delo advised that if the software becomes more universal for other departments in the future, that could result in a budget shift for the expense to become part of Finance or Information Technology's yearly budget.

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

9. Consider Amendments to Special Assessment Deferral Ordinance (Section 13-10 De Pere Municipal Code).*

Alderperson Nelson thanked City staff for the work done to streamline the program, eliminate uncomfortableness and make the process better. Alderperson Jennings echoed Ald. Nelson's comments. Alderperson Crevier expressed concerns about notification when a hardship no longer exists and follow-up for changed circumstances. Administrator Delo advised that the City does not go back to verify if a situation changes,

but does hold a lien on the property that stays until the property is transferred. A discussion followed about cost of living adjustments and potential revisions to the ordinance for reporting changes in circumstances and yearly review submissions serving as confirmation of the accuracy of information provided, as well as a reminder of the obligation. Mayor Walsh shared his preference that since the extension is indefinite a follow-up be done every five years as he expects circumstances would not change within the first year or two of deferral and to reduce the amount of staff time needed for follow-up. Administrator Delo indicated that an annual review would probably be easier for staff, rather than having to maintain a different schedule for each individual deferral. Ald. Nelson made a motion to report on January 1st or 15th of even years to follow-up for review. Administrator Delo strongly encouraged the Committee to suggest review on an annual basis so that the review becomes part of the routine process. Ald. Nelson amended his Motion for annual reviews, which was seconded by Ald. Crevier. Upon further discussion, Ald. Jennings asked whether reported changes that result in an applicant rising above poverty level would come back before the Committee following staff review, to which Administrator Delo advised that under those circumstances, the assessment simply kicks in. Ald. Crevier expressed support for staff to come up with an appropriate schedule.

At this point, a unanimous vote was taken, but upon further discussion regarding the intention of that vote, the Mayor declared the vote rescinded, as it was determined that this item could be approved as presented, upon the Committee's recommendation to direct staff to make changes to the ordinance for annual reporting which would then be presented to the full Council. The Committee then voted unanimously in favor of the Mayor's initial Motion to Approve, which had been seconded by Alderperson Jennings.

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

10. Future agenda items.

None.

11. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Jennings, the Finance/Personnel Committee unanimously adjourned at 7:58 PM.

Respectfully submitted,
Angela Zills