



# Finance/Personnel Committee

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

## Regular Meeting

### Minutes

Tuesday, April 9, 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, April 9, 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, City Attorney Judith Schmidt-Lehman, Deputy City Clerk Carey Danen, Finance Director Joe Zegers, Police Chief Derek Beiderwieden, Information Technology Director Steve Massey and Parks, Recreation & Forestry Directory Marty Kosobucki.

2. Approval of the Minutes of the March 12, 2019 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment and announcements.

None.

4. Fire Department Overtime and LifeQuest Services Billing Reports for March, 2019.

Aldersperson Crevier asked about the zeros entered on page 10 of the packet, to which City Administrator Delo confirmed that the zeros indicate no overtime paid due to sick leave.

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

5. Approval of March 2019 Police Overtime.

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

6. Request by the Police Chief to approve the transfer of \$7300 from undesignated reserves to purchase security measures required by updated Criminal Justice Information System Security Guidelines.\*

Chief Beiderwieden thanked the Committee for its consideration of this item and reported that the current estimate is slightly under \$5,000, which, if recommended by the Committee, will be updated in the memo before the item goes to Council. Alderperson Crevier asked for information about how the Wisconsin Department of Justice audits happen, the frequency, and whether the recommended actions from the audit could be addressed by the budget. Chief Beiderwieden explained that FBI committees and sub committees at state levels make recommendations and/or the FBI issues mandates for information security; sometimes the department is advised of an audit and sometimes not. Both the FBI and the Crime Information Bureau (CIB) conduct audits of departments. Every agency is audited by the CIB once every three years, and the department was last audited two years ago. While the department was not prepared for the audit requirements to upgrade, if the department does not become compliant, it will lose its ability to tap into criminal information. IT Director Massey added that while he doesn't believe a specific deadline was imposed to become compliant, it is assumed it will be prior to the next audit, and a plan was developed to implement the upgrade in the next month and a half and the upgrades will also provide support to officers out in the field.

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

7. Request for Approval of Emergency Repair for 11 foot Lawn Mower in Park Department in the amount of \$10,050, to be funded from undesignated reserves.\*

Alderperson Crevier asked about the terminology in the memo equating hours (5000-6000) to years of use (8-12) and Park, Recreation & Forestry Director Kosobucki indicated that a mower is used about 500 hours per year, so those numbers equate to the same thing.

Upon further discussion, Alderperson Nelson asked for the status of undesignated reserves, to which Finance Director/Treasurer Joe Zegers advised that staff is still getting together a number, but \$17,000 (for the two actions tonight) would move it about .1% from the 33-34 % of the annual budget for the following year. City Administrator Delo clarified that it is 33-34% of the general fund operating budget, not the total budget.

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

8. Consideration of and Possible Action on Copier Lease for City Hall - second floor, Fire Department, Municipal Service Center, and Community Center.\*

Alderperson Crevier asked whether the recommended proposal from Badger Office City included scanning capabilities, to which IT Director Massey advised scanning capabilities are available on every device being considered.

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

9. Consideration of and Possible Action on Tax Collection Agreement between Brown County Treasurer and the City of De Pere (December 2019 - February 2020).\*

Alderperson Crevier asked about Paragraph No. 9 in the Agreement regarding payments to municipalities not being processed. Finance Director-Treasurer Zegers explained that while this doesn't happen often, if a customer comes to City Hall to pay, they would be advised to bring or mail their payment to Brown County. If a payment was received, it would be mailed to Brown County or brought there in person, if the City had reason to go there.

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

10. Recommendation and possible action to reclassify the Parks Recreation and Forestry Director one pay grade due to change in responsibility.\*

Alderperson Crevier asked whether change in responsibility is more than adding a couple of projects. City Administrator Delo explained that of 10 department heads, 7 are at Grade S and 3 are at Grade R, and Carlson Dettman recommends that this position be moved up one grade due based upon a review of the specific projects, which are more focused on economic development, involving the Cultural District Plan and tourism. Current staff in Development Services and Engineering is unavailable to take on these projects. Further, there would be no pay change until 2020. While there may be some shifting of duties internally, it should not be anything significant, possibly some operational tasks. Where Marty would have been involved in these projects to some extent already, he will now be the Project Manager. Alderperson Jennings expressed that Marty is capable and he supports the increase. Alderperson Nelson indicated his concern whether the new projects will impact primary duties, to which City Administrator Delo advised that Marty has a specific interest in doing some of these projects and moving forward his own career goals; the duties will be reevaluated if it impacts primary park duties, but no issues are anticipated. Projects will be spaced appropriately to manage

workload. In response to Alderperson Nelson, City Administrator Delo advised that Step 6 is control point of the pay grade and is intended to be the market rate. Employees can exceed Step 6 of the pay plan, but not the maximum amount of that grade level.

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

11. Review and Possible Action on Claims for Personal Property Tax Refund Submitted by Festival Foods for 1001 Main Avenue and 1724 Lawrence Drive.\*

Mayor Walsh asked the City Attorney whether a closed session was required, and City Attorney Judith Schmidt-Lehman indicated it was not, but she recommended a closed session to discuss legal strategies if desired. She mentioned irregularities with service of the claims, but details should be discussed in closed session. She did present updated numbers on the claims that were revised following communications between the assessor and Festival regarding the exemption for machinery. The refund being sought for 1724 Lawrence Drive is \$7,203.58, plus interest and for 1001 Main Avenue is \$35,681.56 plus interest. Revisions were made for items that do not fall within the new definition of machinery and amendments were made to personal property tax returns, but not initially reflected in the claims.

Mayor Walsh indicated he would like to go into closed session, and made a Motion at 7:55 PM, seconded by Alderperson Nelson. Upon roll call vote, motion approved unanimously.

Mayor Walsh moved to go back to regular order at 8:20 PM, seconded by Alderperson Jennings. Upon roll call vote, motion approved unanimously.

<b>RESULT:</b>	<b>NO ACTION</b>
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12. Future agenda items.

None.

13. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:21 PM.

Respectfully submitted,  
Angela Zills