



# Finance/Personnel Committee

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

## Regular Meeting

### Minutes

Tuesday, February 12, 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, February 12, 2019, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderman	Present	
Ryan Jennings	Alderman	Present	
Larry Lueck	Alderman	Present	
Casey Nelson	Alderman	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, Human Resources Director Shannon Metzler, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, Finance Director Joe Zegers, Development Services Director Kimberly Flom, and Tina Quigley of Definitely De Pere.

2. Approval of the Minutes of the January 8, 2019 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment and announcements.

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

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Scott Crevier, Alderman
<b>SECONDER:</b>	Casey Nelson, Alderman
<b>AYES:</b>	Crevier, Jennings, Lueck, Nelson, Walsh

5. Approval of Police Overtime Report for January 2019.

Alderman Nelson asked the Chief if the Committee could be provided an update for the drug task force and the OWI task force. The Chief indicated that there is no set schedule to provide regular updates, but indicated he is willing to ask for a representative to provide an update on the drug task force and he is willing to provide an update on the OWI task force at a future meeting.

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

6. Consider Office Furniture Donation from St. Norbert College for the Fire Department.\*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Larry Lueck, Alderperson
<b>SECONDER:</b>	Ryan Jennings, Alderperson
<b>AYES:</b>	Crevier, Jennings, Lueck, Nelson, Walsh

7. Consider Grant Award for Lucas 3 Chest Compression System to the Fire Department.\*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Casey Nelson, Alderperson
<b>SECONDER:</b>	Scott Crevier, Alderperson
<b>AYES:</b>	Crevier, Jennings, Lueck, Nelson, Walsh

8. Recommended Changes to Administrative Time for Sanitarian and Battalion Chief.\*

Human Resources Director Metzler clarified that intention of this item was also to include the City Clerk position changing from 24 hours to 40 hours, due to this position returning to full time status. The Mayor made a Motion to Reconsider his initial Motion to Approve, to also include the proposed changes to administrative time for the City Clerk position, contingent upon approval of Agenda Item No. 9, which was also seconded by Alderperson Crevier.

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

9. Recommend Separating the Duties of the Clerk/Treasurer Position.\*

In response to Alderperson Crevier, Human Resources Director Metzler explained that the Clerk and Treasurer duties are currently combined into one position, but the Finance Director also performs some Treasurer duties, and the Clerk does not perform all Treasurer tasks. Further, in cities the size of De Pere, most have only a City Clerk, not a combined position. This proposal also includes a restructuring of the Deputy Clerk position, which will also handle some treasurer duties. The changes proposed will make the job titles reflect tasks more appropriately, and rather than indicate changing duties, is more simply changing titles and may also eliminate some potential recruiting issues. The Deputy Clerk-Treasurer position will be new and will have a change in responsibility. Administrator Delo added that the position currently doesn't require an accounting degree.

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

10. Confirmation of Appointment to City Clerk and Confirmation of Appointment to Treasurer.\*

In response to Alderperson Crevier, Human Resources Director Metzler explained that there are some employees that are required to be appointed by the Mayor and accepted by Council, either through state statutes or city ordinance. The Clerk appointment is required by statute and city ordinance requires the appointment of certain positions, such as department heads. In addition, city policy allows the City Administrator to waive

external recruitments for positions, and although it doesn't often occur, it was felt in this situation that the internal candidate was well qualified such that an external recruitment would have achieved the same result. Mayor Walsh added that recruitment will occur for the Deputy Clerk-Treasurer position. Administrator Delo clarified that the positions requiring appointments by the Mayor are not political appointments; an individual is submitted for appointment at the recommendation of a recruitment panel, which is involved in the hiring process and decision making.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Larry Lueck, Alderperson
<b>SECONDER:</b>	Casey Nelson, Alderperson
<b>AYES:</b>	Crevier, Jennings, Lueck, Nelson, Walsh

11. Recommendation to reclassify the Maintenance Technician position to Maintenance Specialist and increase pay grade.\*

In response to Alderperson Crevier, Human Resources Director Metzler explained that while there is a significant wage increase of about 30% for the change from Maintenance Technician to Maintenance Specialist (with HVAC requirement), the wage rate may still be low based upon a demand for trade workers that has increased over the last few years. In the current recruitment, there are approximately 86 private organizations also currently hiring, and the initial response resulted in only two applicants. Letters were sent to all individuals holding an HVAC certification, and the applicants have increased only to six after three weeks, but there are good strong candidates in the current pool. The proposal does not change other duties and would result in two Maintenance Specialists, one with an electrical specialty and one with an HVAC specialty, which would save the City some expense of contracted work, as well as have an employee onsite for trouble-shooting and minor repairs.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Casey Nelson, Alderperson
<b>SECONDER:</b>	Ryan Jennings, Alderperson
<b>AYES:</b>	Crevier, Jennings, Lueck, Nelson, Walsh

12. Recommended changes to Seasonal/Part-time Employee Wages.\*

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

13. Recommendation to approve contract with Employee Resource Center for EAP services.\*

In response to Alderperson Crevier, Human Resources Director Metzler highlighted changes, explaining that pricing is slightly different, a change was made to when the bill is due, and also eliminates some benefits, such as 10 hours of onsite training which was previously included, which the City would now pay ad hoc. The changes were made in order to keep pricing per employee down.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Larry Lueck, Alderperson
<b>SECONDER:</b>	Casey Nelson, Alderperson
<b>AYES:</b>	Crevier, Jennings, Lueck, Nelson, Walsh

14. Consideration and possible action on a proposed Public Art Sculpture project, submitted by Definitely De Pere.\*

Alderperson Jennings announced that he will abstain from voting on this item. Alderperson Nelson indicated that he is excited about this project on the west side and asked whether the Council would see the ideas. Mayor Walsh moved to open the meeting, seconded by Alderperson Crevier. Upon vote, Motion carried unanimously. Tina Quigley of Definitely De Pere explained that this project different than some of the others and that the Public Art Committee will choose the final proposal; there is a selection process that is open for attendees, but all entries are typically not released. For this project there is no Request for Proposals as there is a selected group of artists who will collaborate on an idea, with assistance of the committee for the vision, location and site-specific design. In response to Alderperson Nelson, Ms. Quigley indicated the Committee meets on an as-needed basis, and while the meetings dates are not announced to the public, others are welcome to join. Mayor Walsh added that he liked the name of the collaborative group, Fab Collab, and that the project details indicate that people can stop by while the project is in process to give feedback. Ms. Quigley added that the public will have some idea of the finished piece because there is more public engagement here with the work being done onsite, rather than the typical large scale project designed in a studio and then installed. The Mayor added that Council involvement or approval would be difficult for art, because everyone has a different viewpoint of what is considered art and it would be difficult with lots of different ideas. Alderperson Nelson clarified that his questions were more related to his excitement and curiosity than wanting the artists to satisfy the Council. Administrator Delo added that if possible, it might be a good idea to invite the Mayor and Council, so that they are aware of the meetings, and if a quorum may be present, to advise City Staff so that notice could be posted in advance. Alderperson Crevier indicated he is also excited about the project, but would be cautious to have alderpersons at the meetings as art is in the eye of the beholder. Administrator Delo advised that the alderpersons would not have any authority at the Public Art Committee meetings. Mayor Walsh shared his thought that it is exciting to provide a niche for art in the entire region within the De Pere community. Development Services Director Flom confirmed that this item does not move to the full City Council, the decision is left to the Finance/Personnel Committee per the earlier Stadium Tax Refund Resolution. Mayor Walsh moved to go back to regular order, seconded by Alderperson Crevier. Upon unanimous vote, Motion carried.

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

15. Consideration of Claim for Tax Refund Filed by Dan Doro - Parcel WD-726-M-20 \* (741 Morning Glory Lane).

The Mayor requested a Motion to table as Mr. Doro indicated he was unable to attend the meeting. Motion to Table was made by Alderperson Lueck, seconded by Alderperson Crevier. Upon vote, Motion carried unanimously.

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>MOVER:</b>	Larry Lueck, Alderperson
<b>SECONDER:</b>	Scott Crevier, Alderperson
<b>AYES:</b>	Crevier, Jennings, Lueck, Nelson, Walsh

16. Future agenda items.

None.

17. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:04 PM.

Respectfully submitted,  
Angela Zills