

Meeting Minutes
Finance & Personnel Committee
Wednesday – September 8th, 2021 – 4:30 p.m. - Council Chambers

Members present: Dorsey (Chair), Faucher (Vice Chair), Barrington, Roberts and Besaw.

Also present: Mayor Mark Herter, Ald. Fred Zaug, Ald. Billie Olsen, Ald. Bernie Ritchie (arriving at 4:33pm), Ald. Dennis Herter. (10 voting)

City Administrator Chad Hoerth, Finance Director Judy Radke, City Clerk Nicole Lemke, City Mapping/Electronic Media Specialist Missy Kempen, City Building Inspector/Zoning David Vincent, Library Director Ann Hunt, Museum Director Christine Cross (arriving at 4:34pm), and Police Chief Jeff Schlueter.

Library and Museum Board members and representatives: Betty Roberts, Connie Zolkoske, Ginny Schlais, Steve Hart, Chris Bermann and Bill Fleese (arriving at 4:44pm).

1. The meeting was called to order by Chairman Dave Dorsey at 4:30pm. Motion made by Barrington and seconded by Besaw to approve the agenda. *Carried 10 -0*
2. Chairman Dorsey called on City Mapping/Electronic Media Specialist Missy Kempen who highlighted the memo she penned regarding the City's IT Support Contract. Kempen stated the current contract with PC & Cell Solutions expires in August of 2022 and she needs to include these costs in her budget. Kempen stated when it went to RFP in the past PC & Cell Solutions was significantly lower and that she would like to see the City continue to use a local vendor. Kempen stated that PC & Cell had increased the fees for rush orders. Motion made by Besaw and seconded by Roberts to recommend to Council renewing contract with PC & Cell Solutions for another 2 years. *Carried 10 -0*
3. Chairman Dorsey called on City Administrator Chad Hoerth who discussed the Working Conditions Agreement between the City of New London and the New London Police Association for the Committee's consideration. Hoerth highlighted some changes from the prior agreement that were made to mimic other City employees: having New Year's Eve as a holiday rather than Good Friday and changes to the HSA. Hoerth said the residency requirement radius increased from 15 miles to 20 miles. Chief Schlueter stated this was helpful for recruitment and that cell phones have increased response time. Hoerth pointed out Section 20.2 of the agreement was a change from the previous agreement because officers with 2+ years full-time law enforcement experience would be "up-fronted" sick time and at a pay level above new hires without experience. The previous agreement only afforded the sick time and pay step for those with 5+ years. Hoerth stated, in general, changes were minimal. Besaw asked if the Police and Fire Commission were ok with the agreement. Schlueter explained that the PFC was not involved in negotiations, but they discussed items like the residency radius with them. Motion made by Faucher and seconded by Besaw to recommend to Council approving the Working Conditions Agreement with the New London Police Association as presented. *Carried 10 -0*
4. Hoerth asked the Committee to consider a proposal to adjust operation hours of selected services as outlined in the memo in the agenda packet. Hoerth stated this proposal was a way to recruit and retain employees. Hoerth stated other communities are modifying their hours and pointed to a CVMIC survey of municipal service hours included in the agenda packet. Hoerth stated Fridays are slow and that he had staff document contact with residents on Friday. He did explore the idea of staying open late, but that was not attractive to staff. Hours by appointment would be an option. Proposed hours of operation would be Monday – Thursday: 7:30am – 4:30pm and Fridays: 7:30am-11:30am. Barrington asked if staff would still be taking notes for evening meetings. Hoerth replied that staff would still be here for nightly meetings. Besaw stated it was a great idea as long as there was coverage. Dorsey noted many communities just have

these modified hours in the summer, had that been considered? Mayor Herter & Hoerth explained the proposal was as such for consistency sake. Hoerth said it could be re-visited in 4 months. Zaug voiced his concerns about residents paying taxes. Hoerth and Radke said this would not change the fact that we would continue to provide “expanded hours” for special situations like during tax collection. Radke said with COVID citizens were modifying how they pay. She stated City Hall is not getting many residents in person on Fridays. Taxes have been set up to pay electronically for 25 cents. Faucher reported that when Hortonville modified hours it was well-received by contractors, employees and citizens with very little pushback except some initially on social media. Faucher said for Hortonville the recruitment benefits outweighed any pushback. Roberts asked if the employees would still be working 40 hours a week. Hoerth said numbers of hours that staff works remains the same. Hoerth explained staff would take half-hour lunches versus the full hour lunch breaks they have to take with the current schedule. Motion made by Besaw and seconded by Barrington to recommend to Council to adjust hours of operation as presented. *Carried 10 -0*

5. Motion by Besaw and seconded by Roberts to recommend to Council temporary job description change of Human Resources/Payroll Coordinator reporting to City Administrator. *Carried 10 -0*
6. Radke explained in detail the proposed resolution designating public depositories and authorizing withdrawals. Radke stated the resolution was the same as passed on April 20, 2021 but now included City Clerk Nicole Lemke who was reaching the end of her probationary period. Barrington questioned the use of facsimile signatures (stamps), and Radke explained original signatures are used whenever possible and stamps only in extenuating circumstances. Motion made by Besaw and seconded by Faucher to recommend to Council resolution designating public depositories and authorizing withdrawals. *Carried 10 -0*
7. Radke confirmed with the Committee that Budget Hearing would be held Wednesday, October 13th at 4:30 and Capital Projects meeting to be held on November 3rd immediately following the Finance meeting.
8. Finance Director Radke reviewed the Monthly financial reports.
9. Finance Directors Report was discussed.
10. There being no public comment or further business, a motion was made by Barrington and seconded by Besaw to adjourn at 5:20 p.m. *Carried 10-0*
11. The next regularly scheduled finance committee meeting will be held in the Council Chambers on October 6th at 4:30 p.m.

Respectfully Submitted,
Nicole Lemke, City Clerk