



**TWO
RIVERS**
WISCONSIN

PERSONNEL AND FINANCE COMMITTEE MEETING

Friday, August 01, 2025 at 8:00 AM

Committee Room - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1. Call to Order

The meeting was called to order by Committee Chairman Bittner at 8:10 am.

2. Roll Call:

Committee Members present: Mark Bittner, Bonnie Shimulunas, and Adam Wachowski (left at 9:05 a.m.).

City Staff present: Gregory Buckley, City Manager; Ben Meinnert, Police Chief; and Kassie Paider, Finance Director.

3. Review Possible General Fund Budget Amendment, Including Possible Funding for Full-Time Inspections Position

City Manager Buckley discussed the need for an additional \$75,000 in the Inspections Department budget. This amount is required for the current year regardless of whether the inspector position remains part-time or is changed to full-time.

Buckley proposed funding this increase by amending several General Fund revenue items and reallocating a portion of the City Manager's Office budget to the Economic Development Fund. This adjustment reflects that the City Manager has been covering duties due to the vacancy in the Community Development Director position.

Possible General Fund Budget Adjustments – August 1, 2025

Revenues

- Interest on Investments: \$200,000 → \$100,000 (–\$100,000)
- Utility Tax Equivalent: \$800,000 → \$845,000 (+\$45,000)
- Building Permit Fees: \$105,000 → \$115,000 (+\$10,000)
- Ambulance Fees: \$840,000 → \$895,000 (+\$55,000)
- Transfers In: \$378,000 → \$428,000 (+\$50,000)

Net Revenue Change: +\$50,000

Expenditures

- Inspections: \$126,000 → \$201,000 (+\$75,000)
- City Manager – Other Services: \$42,000 → \$18,000 (–\$24,000)

Net Expenditure Change: +\$51,000

Motion: Wachowski moved to recommend City Council adopt the General Fund amendment as corrected. Motion carried.

Note: Committee Member Wachowski expressed concern, stating he would prefer to see expenditure cuts to fund Inspections rather than transferring from the Economic Development Fund.

4. Consider Personnel Policy Amendment Related to Residency Requirements for Full-Time City Positions

City Manager Buckley presented proposed changes to the residency requirement policy. The current policy was originally written broadly; during review with the labor attorney, it was determined the language may be too broad if challenged.

The proposed amendment would remove the following positions from residency requirements: City Clerk, Finance Director, Library Director, Tourism Director, Civil Engineer, Engineering Technician, Parks & Recreation programming staff, and Fire & Police clerical/office support staff.

5. Update on RW Baird Review of City Tax Incremental Financing Districts

Baird is currently preparing the TIF review report. Presentation to City staff is expected in approximately two weeks.

6. Status Report on Completed and Upcoming Capital Projects

City Manager Buckley noted no significant updates. Street projects on the east side are underway. The Electric Department's line truck order may require new financing, as the originally planned WPPI loan is not eligible for this purchase.

7. Update on Kickoff for 2026 City Budget Process

Finance Director Paider shared the tentative schedule for the 2026 budget process.

8. Discuss Next Meeting Date

The committee discussed possibly meeting on August 15, 2025.

9. Adjournment

Motion by Shimulunas, seconded by Bittner, to adjourn at 9:10 a.m. Motion carried.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "K Paider", written in dark ink.

Kassie Paider, Finance Director