



# PERSONNEL AND FINANCE COMMITTEE MEETING

Thursday, January 09, 2025 at 6:00 PM

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

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## MINUTES

**1. Call to Order**

The meeting was called to order by Committee Chairman Shimulunas at 6:00pm.

**2. Roll Call**

Personnel & Finance Committee Members present were Bonnie Shimulunas, Mark Bittner, and Adam Wachowski. Members of City Staff present were Gregory Buckley, City Manager; Kassie Paider, Finance Director; and Joe Metzen, Tourism Director.

**3. Year-End Overtime Report for 2024**

City Manager Buckley reviewed overtime for 2024 compared to prior years. Overtime was higher in 2024 compared to prior years due to the missing child incident in the early months of 2024. Short staffing in both Fire and Police also drove overtime hours up with other staff filling shifts.

**4. Status Report on Employee Compensatory Time Balances, Following Year 1 of New Policy on Comp Time**

City Manager Buckley reviewed the status of comp time accrued balances at the end of 2024. Total accrued balances decreased by 43% from 2023 to 2024. Per the personnel policy accrued comp time hours needed to be reduced to no more than 160 hours per employee by the end of 2024. All accrued comp time balances will be zero by the end of 2026 per policy.

**5. Discuss 2025 Capital Projects; Schedule Meeting With Financial Consultants from RW Baird, Regarding Borrowing for 2025 Capital Projects**

City Manager Buckley reviewed the capital projects list for 2025 and the funding sources planned. Will plan to have Baird representative attend next Finance meeting in February.

**6. Discuss Recent City-Issued Refund to Short Term Rental Property Owner-Manager for Duplicate Payments of Room Taxes; Discuss Possible Actions to Help Avoid This Problem in the Future, as It Relates to Room Tax Payments Made by On-Line Booking Platforms**

Tourism Director Metzen discussed the lack of information received with payment from online booking platforms when submitting room tax payments. Through discussion with other municipalities this problem is not unique to Two Rivers. There has been discussion at trade groups about this issue. One municipality has implemented a voluntary sharing of data program to try and get some more detailed information about short term rental stays.

Motion was made by Wachowski, seconded by Bittner, to direct staff to create a resolution for consideration by the City Council, recommending that the WI Legislature pass a statute requiring on-line booking platforms, when paying room tax to Wisconsin municipalities, to list the individual lodging properties for which the room taxes were collected, and the amount of tax attributable to each such property; request similar resolutions from the City's Room Tax Commission and the Explore Two Rivers, Inc. Board, and share the resolution with the League of Wisconsin Municipalities and area and state-wide tourism organizations. Motion carried.

**7. Consider Date and Time for Next Meeting**

Next meeting is Thursday, February 13, 6:00pm

**8. Adjournment**

Motion was made by Wachowski, seconded by Bittner, to adjourn meeting at 7:00pm. Motion carried.

Respectfully Submitted,

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

Kassie Paider, Finance Director