



**TWO
RIVERS**
WISCONSIN

PERSONNEL AND FINANCE COMMITTEE MEETING

Thursday, May 26, 2026 at 5:30 PM

IT Conference Room - City Hall, 2nd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1) Call to Order

The meeting was called to order by Committee Chair Bittner at 5:30pm.

2) Roll Call

Committee Members Present: Mark Bittner, Scott Stechmesser

Council Members Present: Katherine Dahlke

City Staff Present: Kyle Kordell, City Manager and Kassie Paider, Finance Director.

3) Public Input

None.

4) Evaluation of Assessor RFP Submissions

City Manager Kordell discussed the contract proposals received in response to the Assessor RFP. Two proposals were submitted: Accurate Appraisal, the City's current assessor, and Municipal Group. The proposals were similarly priced, with Municipal Group being slightly less expensive.

Motion by Bittner, seconded by Stechmesser, to recommend that the City Council move forward with contracting with Municipal Group for a three-year term. Motion carried.

5) Health Insurance Claims and Cost Trends Review

Health insurance costs are trending higher for 2026. The City's health insurance provider continues to investigate options for reducing plan costs. Staff will also continue evaluating the potential costs and benefits of joining the State health insurance plan.

6) Year-End Overtime Report for 2025

The committee reviewed the 2025 year-end overtime report. Total overtime hours and costs have returned to more typical levels following the unusually high overtime experienced in 2024 due to special circumstances. Staff will continue monitoring overtime and seeking opportunities to reduce costs.

7) Preliminary 2025 Operating Results

The committee reviewed the unaudited operating results for 2025. The City ended the year with a deficit, driven by underperforming revenues and expenditures slightly exceeding budget (101.45%).

Key contributors to the revenue shortfall included:

- Overestimated Public Works charges
- Sandy Bay lot sale revenues no longer being recorded in the General Fund
- School Resource Officer (SRO) fee revenue collected in 2026 rather than 2025
- A lower utility PILOT payment resulting from a reduced equalized value ratio

City Manager Kordell also shared information regarding the Shared Savings Incentive Program, which will be piloted over the next two years to encourage departmental budget savings.

8) Review of Q1 Operating Results

Through March 31, 2026, General Fund revenues totaled approximately \$3.61 million (28.0% of budget), while expenditures totaled approximately \$3.11 million (24.2% of budget), resulting in a positive operating position of approximately \$495,655 at the end of the first quarter.

Compared to the same period in 2025, the City's operating position improved by approximately \$139,000. This improvement may indicate that ongoing efforts to strengthen financial oversight, manage overtime, improve operational efficiencies, and stabilize recurring revenues are beginning to produce measurable results.

9) Consider Date and Time for Next Meeting

The committee discussed meeting in June to review City goals and meeting in July to review second-quarter operating results. No meeting dates were established at this time.

10) Adjournment

Motion by Stechmesser, seconded by Bittner, to adjourn at 6:38pm. Motion carried.

Respectfully Submitted,

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

Kassie Paider, Finance Director