



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Minutes

Tuesday, September 14, 2021

7:30 PM

Council Chambers and Virtual

1. Call to Order. The meeting was called to order at 7:30 PM in the Council Chambers (City Hall – Second Floor) by Mayor James Boyd.

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Mike Eserkaln	Aldersperson	Excused	
Amy Chandik Kunding	Aldersperson	Present	
John Quigley	Aldersperson	Present	
Kelly Ruh	Aldersperson	Present	

Also Present: City Administrator Lawrence Delo, Fire Chief Alan Matzke, Finance Director-Treasurer Joe Zegers, City Clerk Carey Danen and students from University of Wisconsin-Green Bay.

Also Present (Remote): Police Chief Derek Beiderwieden, Information Technology Director Steve Massey, Health Director/Officer Deborah Armbruster, City Attorney Judith Schmidt-Lehman and a representative of Belmark Inc.

2. Approval of the Minutes from the August 10, 2021 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kelly Ruh, Aldersperson
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	James Boyd, Amy Chandik Kunding, John Quigley, Kelly Ruh
EXCUSED:	Mike Eserkaln

3. Public comment period.

No one requested to speak in response to the Mayor's offer to comment on any item not on the agenda.

4. Fire Department Overtime and LifeQuest Services Billing Reports for August, 2021.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Aldersperson
SECONDER:	James Boyd, Mayor
AYES:	James Boyd, Amy Chandik Kunding, John Quigley, Kelly Ruh
EXCUSED:	Mike Eserkaln

5. Consideration and Possible Action on the August 2021 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Kelly Ruh, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, John Quigley, Kelly Ruh
EXCUSED:	Mike Eserkaln

6. Consideration and possible action regarding proposed Purchase/Sale Agreement Terms with Belmark Inc., MASK LLC for an approximately 15.58-acre piece of property in the East Business Park.*

City Attorney Judith Schmidt-Lehman advised that the parties are working towards a development agreement to be completed as soon as possible, with council review anticipated in October. Alderperson Chandik Kunding verified this item is intended to approve terms to be put into an agreement, to which Administrator Delo added that this is the sale of this parcel near the site where the YMCA is scheduled to go (to the east of this development) and referenced the map that shows the City extending Commerce Drive to Rockland Road as part of this overall development.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	James Boyd, Amy Chandik Kunding, John Quigley, Kelly Ruh
EXCUSED:	Mike Eserkaln

7. Consideration and acceptance of Columbia Southern University (CSU) Learning Partnership Benefit for the Fire Department.*

In response to Mayor Boyd's request for an overview, Chief Matzke advised that employees can be reimbursed for further education, and this program supports professional career development. Two staff members are currently classes taking classes at CSU, and this partnership will align the City with the university to offer reduced costs to working adults for continuing education.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	John Quigley, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, John Quigley, Kelly Ruh
EXCUSED:	Mike Eserkaln

8. Consideration and Possible Action for Police Organization and Staffing Study Proposal.*

Chief Beiderwieden advised the Committee that this analysis would provide guidance for the incoming Police Chief to know where the organization is and where it should be; a similar report was useful when he started and gives a blueprint for moving forward. Some changes were made during his tenure, and a review at this time would give a fresh perspective regarding staffing needs to ensure that employees are in the right positions, as well as evaluate road staff. Funding is requested from undesignated reserves in the amount of \$17,000. Community Security Solutions is a Wisconsin-based company that is recommended to conduct the study, specializing in this work and understanding the environment of a department in this area.

Mayor Boyd indicated that it is a great idea to take a fresh look at the organization. Alderperson Quigley indicated that he believes it has been too long since the last review

and asked what do other communities do; Chief Beiderwieden responded that he is not aware what other communities have in place. Mayor Boyd offered that the Council could discuss frequency later, and Administrator Delo commented that there is no set time frame for the studies and typically reviews are done on a need-basis; he has never heard of communities doing on studies on a set schedule. Alderperson Chandik Kunding asked why this item was not budgeted, instead of requesting from unassigned reserves with retirement anticipated, to which Chief Beiderwieden advised that the study needs to be completed in 2021 and if it were budgeted, it would not be completed until next year in 2022.

Upon further discussion, Chief Beiderwieden advised many recommendations were made in the report he was provided when he started; he took action for most of them, but not every suggestion, and example being a recommendation to add a sixth officer to the road staff, which was narrowly defeated in a referendum.

Administrator Delo added that when the new study is completed, some suggestions will get implemented and some will not. With regard to the referendum mentioned by the Chief, the Common Council was interested, but the proposal did not have community support at that time. Operational suggestions were used as a guide and were either implemented or discarded completely; the same actions should be expected from the receipt of this study.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Kelly Ruh, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, John Quigley, Kelly Ruh
EXCUSED:	Mike Eserkahn

9. Consideration and Possible Action on a \$3,500 Grant to the Police Department from the Brown County Crime Prevention Funding Board for a Self-Operating Speed Detection and Display Device.*

Chief Beiderwieden advised the Committee that this grant is for ballistic shields, in connection with Item No. 10 on this Agenda (Walmart donation), and is not for speed detection as the title of this item indicates. He will update this item in advance of Tuesday's Council meeting. Currently, the department has two ballistic shields in supervisor cars, which only stop handguns. There is presently a need to detect rifles and a necessity to have one in every squad.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, John Quigley, Kelly Ruh
EXCUSED:	Mike Eserkahn

10. Consideration and Possible Action on a \$750 donation from Wal Mart to the Police Department for ballistic shield replacement.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, John Quigley, Kelly Ruh
EXCUSED:	Mike Eserkaln

11. Consideration and possible action to approve the following from the State of Wisconsin Department of Health Services.*

A. 2021 Consolidated Contract Grant Agreement in the amount of \$34,417 (Preparedness Activities).

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	John Quigley, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, John Quigley, Kelly Ruh
EXCUSED:	Mike Eserkaln

B. Grant Modification Agreement for 2020 DPH Consolidated Contract in the amount of \$9,294 (Prevention Activities).

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	John Quigley, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, John Quigley, Kelly Ruh
EXCUSED:	Mike Eserkaln

12. Consideration and Possible Action on Quote from Municode, Inc. for Recodification and Online Code Services.*

Upon further discussion and in response to Alderperson Quigley, City Attorney Schmidt-Lehman indicated that the reference to the State of Ohio in the quote was an error/typo, and the City Clerk confirmed the quote is accurate for the State of Wisconsin/City of De Pere. She added that Municode provides good service, has been responsive for the past 20 years since code was last re-codified, has a nice online presence and staff recommends moving forward.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Kelly Ruh, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, John Quigley, Kelly Ruh
EXCUSED:	Mike Eserkaln

13. Consideration and possible action request to transfer funds from Unassigned Reserves for De Pere Situation Room Video Conferencing System Replacement in the amount of \$3839.*

Upon further discussion, and in response to Mayor Boyd, Information Technology Director Massey advised that some parts have arrived already and some are expected by the end of this week or early next week. Since August of 2015, City Hall connects to county fibers for the judge (municipal court) as well.

Administrator Delo added that this connection is for the Emergency Operations Center (EOC), which is opened by the county. This is an important piece of equipment that provides a direct link to the EOC, with video and audio feeds for communication flow in receiving direction from the county.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Kelly Ruh, Alderperson
AYES:	James Boyd, Amy Chandik Kunderling, John Quigley, Kelly Ruh
EXCUSED:	Mike Eserkahn

14. Consideration and possible action on property tax collection agreement with LandNav.*

Upon further discussion, City Clerk Carey Danen advised the Committee that Brown County informed staff last spring that the City would be taking over the first payment for tax collection. Brown County is entering an agreement with LandNav, and is adding the City as a licensed user. A potential add-on is discussed in the Memo for a local bank, Associated, to accept personal payments at an additional cost of \$3,000. Discussion followed among the Mayor, City Clerk and City Administrator regarding pending documents, approval and timeline, to which City Clerk Danen indicated that she is hopeful documents will be received in advance of next week's Council meeting, as staff is ramping up to implement over the next few weeks and the "go live" date is October 6. Administrator Delo verified that the request for this Committee would be to take this item forward to Council, with the documents available to review at that time. City Clerk Danen added that it will be nice for residents to be able to pay in De Pere, but split payments will still require the second installment to be made to the county, so staff plans to do some outreach and education on that; payments can also be made online with third-party vendor. Alderperson Ruh asked how many residents pay at a bank, to which City Clerk Danen advised that this option has been popular in the past, however, the County has reduced the number of banks able to take payments, and she isn't sure that there were any offered last year. In response to Alderperson Ruh's question as to whether the County is allowing Associated Bank to take the second installment, City Clerk Danen advised she would need to verify. Finance Director-Treasurer Zegers added that he believed tax payers could pay at Associated in previous years. Discussion followed among Administrator Delo, Mayor Boyd and City Clerk Danen regarding previous bank payment options and municipalities that have already started taking first collection payments, as well as those that will be taking it over this year. In response to Mayor Boyd's question regarding staffing, City Clerk Danen advised the current plan is to utilize some existing part-time employees, as well as funding included in the proposed budget to pay additional help, if needed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	James Boyd, Amy Chandik Kunderling, John Quigley, Kelly Ruh
EXCUSED:	Mike Eserkahn

15. Presentation and approval of the preliminary 2020 Management Letter and Financial Statements.*

Finance Director-Treasurer advised that a discussion occurred to have this item tabled to the October Finance Meeting. Mayor Boyd made a Motion to table; seconded by Alderperson Chandik Kundingner.

RESULT: **TABLED [UNANIMOUS]**

Next: 10/12/2021 7:30 PM

MOVER: James Boyd, Mayor

SECONDER: Amy Chandik Kundingner, Alderperson

AYES: James Boyd, Amy Chandik Kundingner, John Quigley, Kelly Ruh

EXCUSED: Mike Eserkahn

16. Review and possible action on the City of De Pere Investment and Cash Detail report for July 2021.

Finance Director-Treasurer Zegers advised the Committee that the City has \$26.9 million in cash and investments as of July 31, \$3.1 million in checking and restricted water accounts and another \$23.8 in total investments. Rates of return were provided for the investment accounts as itemized in the Investment Summary Report. In July, the LGIP investment account increased by \$3.3 million, due to receipt of \$1.7 million in state shared revenues and \$3.6 in state tax credits, less \$2 million for accounts payable and payroll.

Looking forward to August, the LGIP account will decrease due to debts payments made offset by a net \$400,000 payment in tax settlement from Brown County.

Mayor Boyd made a Motion to receive the report and to place on file; seconded by Alderperson Chandik Kundingner.

RESULT: **ADOPTED [UNANIMOUS]**

MOVER: James Boyd, Mayor

SECONDER: Amy Chandik Kundingner, Alderperson

AYES: James Boyd, Amy Chandik Kundingner, John Quigley, Kelly Ruh

EXCUSED: Mike Eserkahn

17. Future agenda items.

None.

18. Adjournment.

Mayor Boyd made a Motion to Adjourn, seconded by Alderperson Ruh. Upon unanimous vote, the meeting adjourned at 8:09 P.M.

Respectfully submitted,
Angela Zills