



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, September 13, 2022

7:30 PM

Council Chambers and Virtual

1. Call to Order. Mayor Boyd called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM.

Attendee Name	Title	Status	Arrived
Devin Perock	Aldersperson	Present	
Pamela Gantz	Aldersperson	Present	
James Boyd	Mayor	Present	
Amy Chandik Kunding	Aldersperson	Present	
John Quigley	Aldersperson	Present	

Also Present: City Administrator Lawrence Delo, Finance Director-Treasurer Joe Zegers, City Attorney Kristen Johnson, Human Resources Director Shannon Metzler, Fire Chief Alan Matzke, Tammy Gossen, Police Chief Jeremy Muraski (Remote), Development Services Director Daniel Lindstrom (Remote), HR Generalist Tracy Hood (Remote), Todd Benz of One Source Technologies, Inc. and members of the Fire Department.

2. Approval of the Minutes of the July 12, 2022, Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Aldersperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f) DPMC

None.

4. Consideration and Possible Action on the June 2022 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Aldersperson
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

5. Consideration and Possible Action on the August 2022 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

6. Consideration and possible action on the Fire Department Overtime and LifeQuest Services Billing Reports for July 2022.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

7. Consideration and possible action on the Fire Department Overtime Report and LifeQuest Services Billing Reports for August 2022.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

8. Consideration and possible action on the request for a Therapy Dog Program for the Fire Department.*

Chief Matzke advised the Committee that he was approached by Tammy Gossen, who wished to champion a cause to show appreciation to staff. Of the options discussed, Ms. Gossen felt strongly that she wanted to contribute in a way that really could enhance the work environment. Ms. Gossen shared with the Committee her gratitude for the staff that responded to her home very quickly on Christmas Eve and ensured the safety of all involved when she delivered a baby at home, and the family wants to give back to the team, as well as the community. Chief Matzke added that mental health is paramount to paramedic longevity; a therapy dog is progressive in dealing with mental health, and there is a flyer in the agenda packet that Ms. Gossen created to garner support of the cause; a partnership with local businesses will assist to provide the therapy dog at no cost to the city.

In response to Alderperson Perock, Chief Matzke explained that the program will mimic the school district program that already has a relationship with a trainer who will select the dog, conduct training, and then work with the department handler assigned. This is the easiest way to get the program up and running. A department therapy dog will need one handler (managed by the day staff) who is primarily responsible for the dog, so that the dog is available at the station on Monday through Friday to provide the greatest exposure to staff. The dog is also anticipated to be used for public education events; it will remain the property of City, although it will go home with its handler at night. Staff will have the option to voluntarily opt out of having contact with the dog.

Mayor Boyd advised Ms. Gossen that this item will move forward to the Council meeting on Tuesday, 9/20.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

9. Consideration and possible action on the Fire Department's Request to Support Tactical Emergency Medical Services (TEMS) Medics on SWAT Team.*

The City of De Pere currently participates in Brown County's collaborative joint venture for Special Weapon And Tactics (SWAT). Staff is requesting approval to embed medically trained individuals as Tactical Emergency Medical Services (TEMS) medics

on the SWAT team. The Department is currently leading integrated threat training at Bay Beach for police, fire and EMS and working together to train 800 responders and has always been a regional leader partnering in training. Several department members would like to be a part of the SWAT team; Police currently has members on the SWAT Team, and the addition of EMS to that team would ensure that training would be brought back to the department to educate all staff. If a SWAT event occurs in De Pere, those members would also be best prepared and have the highest possible training. The cost to participate is \$6,000 annually for two members, but the goal would be to add a third member in the future, to have one TEMS medic on each shift.

In response to Administrator Delo's request for clarification on funding, Chief Matzke advised that this was not included separately in the 2023 budget; he expects the overtime allocation for 2023 to support this item, and he did not request additional funds. This request is not for funding for this year, the training would start in 2023, and an agreement would be needed to model that of the Police Department.

Upon further discussion, Alderperson Chandik Kunding clarified that this item does come back to this Committee if there is additional funding needed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

10. Consider donation in the amount of \$1,000 from Renaissance Assisted Living for the Fire Department.*

Both Chief Matzke and Mayor Boyd expressed thanks for this generous donation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

11. Consideration and Possible Action on Request from the Chief of Police to authorize expenditure of \$7233 to Purchase one handheld radar unit, 3 rechargeable light units, 2 Portable Alcohol Breath Testers, and 12 Emergency Door Entry Crowbars from the Wisconsin Grant Allocated to the De Pere Police Department. *

In response to Alderperson Chandik Kunding, Chief Muraski advised that following the purchase of e-bikes (previously approved), \$46,000 currently remains in the grant funding. After approval of this item, \$38,500 will remain.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

12. Consideration and Possible Action on Stray and Impound Animal Shelter Services Agreement with Wisconsin Humane Society.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

13. Recommendation and Possible Action to Approve Various Changes to the City Policy Manual*

Human Resources Director Shannon Metzler advised the Committee that there are various changes to the City Policy Manual that are ready to be brought forward, the most significant of which is changes to vacation. It is proposed to offset recruiting difficulties by offering three weeks of vacation upon hire (increased from two weeks); many new employees value the time off.

Mayor Boyd indicated that the proposed changes seem straightforward.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

14. Consideration and possible Action to Determine Salaries for Mayor and City Council for 2024 and 2025*

Human Resources Director Metzler provided a brief overview indicating that by statute, Council must establish wage increases for council members and the mayoral position, essentially when those individuals are not in office, so this is brought forward way ahead of schedule. There is information in the packet as to what the past increases have been, as well as data from other communities. Mayor Boyd indicated that wages should be appropriate as elected officials should get paid for their service and should be such that it encourages others to get involved; the last increases have been two percent from 2019-2023. He believes the increase should be a minimum of two percent.

Mayor Boyd then made a Motion to increase the 2024 and 2025 wages by two percent; seconded by Alderperson Chandik Kunding.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

15. Recommendation and Possible Action to create an Employee Referral Program*

Human Resources Director Metzler advised that this item has been on the to-do list for a while; this is a proposal to assist with increasing applications for positions that are harder to fill. Employees are the best source to promote working for the city and providing an incentive would encourage employees to make referrals and reward them if their recommended applicant is hired.

Alderperson Gantz asked about adding stipulations such as being paid out after the employee works the first year or passing probation to ensure good attendance, to which HR Director Metzler advised that options were considered and the same level of commitment will be utilized in the hiring process to ensure the best candidate is hired,

such that if an employee makes a referral that is ultimately hired, they will get the reward without further stipulations.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

16. Recommendation and Possible Action to purchase the Onboard module through NEOGOV (the City's recruiting platform).*

Human Resources Director Metzler advised she is excited to bring this item forward as it has been on the list for four to five years. The City currently offers online recruitment with NEOGOV; the onboarding subscription proposed will immensely streamline the applicant process. In years past, employees would get a stack of paper to fill out; now, those documents are emailed, which can be overwhelming due to the number of attachments and corresponding emails, as well as difficulties with printing. This platform will give access to software, where new hires can watch videos, complete forms that need to be filled out electronically and will streamline the process so that Human Resources can better track the checklist for onboarding.

In response to Alderperson Chandik Kunding, HR Director Metzler advised that the cost for this item was budgeted; the contract is now being brought forward for approval.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

17. Recommendation and possible action on Emergency Funding for Legion Pool Repairs.*

Upon further discussion, it was clarified by City Administrator Delo that this approval is to a retroactive request; he authorized the repairs on an emergency basis earlier this summer, with the item coming back to the to the Committee for approval at this time.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

18. Recommendation and Possible Action for a Proposed Amendment to the Sale and Purchase Agreement With FBS Investment Group LLC.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

19. Recommendation and Possible Action for a Proposed Sale and Purchase Agreement with One Source Technology, INC/Benz Resources, LLC for 2051 Profit Place (Parcel ED-2382).*

Development Services Director Lindstrom indicated that he is unable to attend the meeting in person as he is in training in Pewaukee; he provided an overview of this item at the request of Mayor Boyd. One Source Technologies is a business located in the

region that provides installation of audiovisual and security systems but has grown beyond their current facility and is looking for a new location; the City was approached regarding the site northeast of Hockers Plumbing in East Business Park, just north of Belmark. An 11,000 square foot office and facility would be built on the 1.5-acre parcel and would serve as a home-base for their vehicles and equipment. A description of the overall uses and project costs was submitted requesting \$200,000 of assistance for the project gap; however, it was determined the TID is unable to fully support that amount but can support slightly less than that. The terms are outlined in the memo located in the agenda packet, but DSD Lindstrom highlighted that the construction will be in compliance with the Building Code and Plan Commission requirements, guarantee a minimum of \$15,000 in tax increment revenue; a project grant of \$110,000 will be paid, but City must complete its 2023 borrowing before the funds will be released, although a land rebate will be granted at closing of the transfer of the property; staff supports these parameters to support and ensure success of the TID. The project is expected to be completed by January 1, 2024.

DSD Lindstrom then indicated that Todd Benz of One Source Technologies is present at the meeting; the Committee members did not deem it necessary to discuss further.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

20. Review and possible action on City of De Pere Investments and Cash Detail report for June and July, 2022.

Finance Director-Treasurer Zegers presented the Committee with the Cash and Investment reports from June and July 2022.

He provided an itemization of the account balances (shown on the report in the agenda packet) and advised that the city had total cash and investments of \$31.9 million for the month ending June 30, 2022, and depreciation of \$307,000 in interest and appreciation. In July things picked up with total cash and investments of \$35.6 million; he again provided an itemization of account balances (from the report located in the agenda packet). Interest increased with \$56,000 of accumulation, which results in a deficit of \$251,000 for the first seven months of 2022.

The Local Government Investment Pool account increased by \$6.4 million in July, which included ARPA funds of \$1.3 million, state computer and cable aids, transportation aids and shared property tax credits, which are then paid out as part of the tax settlement in August.

Mayor Boyd made a Motion to receive the Investment and Cash Detail reports for June and July and to place them on file; seconded by Alderperson Chandik Kunding.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

21. Discussion on Panhandling.

City Attorney Kristen Johnson advised that this item is on the agenda at the request of Alderperson Raasch and is intended to discuss ongoing concerns around the City. In 2019, the Common Council repealed the Aggressive Panhandling Ordinance upon the recommendation of the Law Department. This prohibited conduct is now dealt with in a variety of other ways, such as a disorderly conduct can be issued for obstructing traffic. Simply asking for money is a protected speech. She did check with the Chief of Police and was advised that panhandlers on the street or median, resulting in accidents or safety concerns, has not really been an issue and the Chief does not believe additional ordinances are necessary to handle these concerns. Private property owners can issue a "no trespassing" for problem individuals and since mid-August complaints have ceased.

Mayor Boyd indicated that he believed there was an issue in the City for about a month total, to which Alderperson Perock responded that he observed this behavior by adults, with children, today near Festival. Chief Muraski advised that Festival has issued no trespass orders for their property to a certain group. Chief further indicated that the police can deal with activity that is illegal under our current ordinance and statutes and that they have appropriate ways to enforce.

Alderperson Gantz indicated that she believed the individuals encountered have not been aggressive or overly-harassing. In response to Alderperson Perock, CA Johnson indicated that Madison and Wauwatosa have ordinances in place that do address safety concerns of pedestrians; the City could consider an ordinance that addresses safety that is not driven by free speech concerns.

Administrator Delo also added that officers have made contact with these individuals for wellbeing checks and to make them aware of services available. Chief Muraski added that both officers and the department social worker offered assistance, however, those individuals indicated they were not interested. In response to Mayor Boyd, the Chief indicated that the Wisconsin Department of Transportation has been advised regarding vehicles parked or remaining on the state-owned Park and Ride property. The DOT has a strict no camping policy, including passenger vehicles; they can be cited for trespassing and, as a result, not many are repeat offenders.

In response to Alderperson Gantz, Chief Muraski indicated that he believes some Walmart stores do allow for campers or RVs to park in their parking lots; discussion followed among Alderperson Gantz, Mayor Boyd and the Chief. Mayor Boyd does not want to waste Law Department resources if the problem is currently relatively minor.

RESULT:	NO ACTION
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22. Future agenda items.

None.

23. Discussion and Possible Action on Personnel Matter

Mayor Boyd made a Motion to go into closed session at 8:24 PM; seconded by Alderperson Quigley. Motion carried by unanimous roll call vote.

Mayor Boyd made a Motion to return to regular order at 8:49 PM; seconded by Alderperson Perock. Motion carried by unanimous roll call vote.

RESULT: NO ACTION

24. Adjournment.

Mayor Boyd made a Motion to adjourn at 8:50 PM; seconded by Alderperson Chandik Kunding; Motion carried by unanimous vote.

***Items with an asterisk require City Council approval.**

Respectfully submitted,
Angela Zills