



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Minutes

Tuesday, September 8, 2020

7:30 PM

1. Call to Order. Mayor Boyd called the Finance/Personnel Committee meeting to order at 7:30 PM, at the De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Mike Eserkaln	Aldersperson	Remote	
Amy Chandik Kunderinger	Aldersperson	Remote	
Casey Nelson	Aldersperson	Remote	
Kelly Ruh	Aldersperson	Remote	

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Finance Director/Treasurer Joe Zegers, Fire Chief Alan Matzke; Remote: City Clerk Carey Danen, Police Chief Derek Beiderwieden, Human Resources Director Shannon Metzler and HR Generalist Tracy Hood.

2. Approval of the Minutes of the August 11, 2020 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Kelly Ruh, Aldersperson
AYES:	Boyd, Eserkaln, Kunderinger, Nelson, Ruh

3. Fire Department Overtime and LifeQuest Services Billing Reports for August, 2020.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Aldersperson
AYES:	Boyd, Eserkaln, Kunderinger, Nelson, Ruh

4. Consideration and Possible Action for the August 2020 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Aldersperson
AYES:	Boyd, Eserkaln, Kunderinger, Nelson, Ruh

5. Consideration and possible action to approve the Grant Agreement Modification between the State of WI Department of Health Services and De Pere DPH for 2020 Consolidated Contract.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Aldersperson
AYES:	Boyd, Eserkaln, Kunderinger, Nelson, Ruh

6. Consideration and Possible Action to increase 2020 wage rates for Chief Election Inspector & Election Inspector.*

In response to Alderperson Nelson's question regarding how many hours per shift these positions work, City Clerk Carey Danen explained that the inspectors work the day of election, with the chief working the entire election day (up to 15 hours), with some additional hours for meetings. The poll workers do split shifts for more of an 8-hour day. Each polling location has 2 chief inspectors and 7 to 13 poll workers, depending upon how busy each location is.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

7. Discuss status of 2021 budget development.

Administrator Delo provided an update on the status of the proposed executive budget and advised that reviews have occurred on individual department budgets. The Mayor, City Administrator and Finance Director are working to finalize revenues and expenditures for a draft executive budget to be provided to city council members by approximately 9/17/20. The budget study session is scheduled to occur on 10/7/20.

RESULT:	DISCUSSED
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8. Review and discussion of DRAFT 2019 Annual Financial Report.

Finance Director-Treasurer Zegers provided the Committee with an overview of the fund balances identified on the summary sheet on Page 47 of the packet. As indicated in his memo, the general fund balance is at 7.839 million and the unassigned fund balance increased from 6.2 to 6.6 million, which is relative to City's fund balance policy requirement of 25 to 35% of the general fund budget. The unassigned fund balance is a little over 36.5% as of the end of December 2019, but some items approved in 2020 have reduced the percent to 35 or 36, but recommendations will be made to get under the 35% requirement. 2019 was a good year overall; it was a very tight but favorable year, especially in unassigned balance. Finance Director Zegers touched on some of the fund balance categories: \$236,000 of non-spendable funds tied up in advances or inventory amounts; \$626,000 in the restricted fund, reduced by \$260,000 for expenditure of the excess stadium tax funds; non-lapsing funds were approved last month for amounts intended to be spent in 2019, but were not. He is confident that City's bond rating should be maintained. The debt service went up primarily due to the first year of the pool levy and a short term note; under Funds Restricted for Loans, the recent pandemic loans transferred \$500,000 in 2020 (with half of that fund being used for loans); and a transfer is made each year to make the cable fund whole. Regarding the TIF accounts, those can vary in amount based upon when proceeds are received and subsequently spent. The total Governmental Fund Balance is \$15,441,926. Finance Director-Treasurer Zegers then invited questions. Alderperson Nelson asked for identification of the sources contributing to the \$400,000 increase in the unassigned fund to which Finance Director-Treasurer Zegers advised that the main sources was investments - \$262,000 was budgeted in 2019 and \$656,000 was received; however, it was offset somewhat by the pool demolition that was not budgeted. Alderperson Chandik Kunding commented that she preferred a dashboard view for the meetings and whether this could be utilized for the council meeting, rather than toggling, to which Administrator Delo advised staff could take care of that. No action was taken on this item as it was for discussion purposes only.

RESULT: DISCUSSED

9. Review and possible action on City of De Pere Investments and Cash Detail for July 2020.

Finance Director Zegers provided the investment summary for the end of July; the City has \$27,248,000 in total cash and investments. Interest has slowed down a bit as some higher instruments have matured, and new purchases have been at lower interest rates, but results are still ahead of schedule for 7 months into the year, although funds will go down in August due to 4.1 million in debt payments and 1.5 million for accounts payable and payroll. In addition, the state tax credit will be paid to the county in August which had been offset by the Brown County tax settlement.

Discussion followed among Alderperson Nelson, Finance Director-Treasurer Zegers and Administrator Delo regarding interest rates on bonding. Finance Director-Treasurer advised that decisions are made based upon planned time-frames for pay-off, bonding is done consistent with the budget model to maintain goals which are favorable to rating agencies and over the last five years the City has focused on 10-year terms, but the interest rate environment is taken into account. Administrator Delo added that factors considered in structuring debt are cash flow, budget rates, debt to date, tax rates, and forecasting to keep debt level and within expenditure restraint and levy limits. Additionally, a review is done every year to consider refinancing if interest rates are better, although it depends upon the issuance as to when a refinance can occur without penalty. No action was taken on this item.

RESULT: NO ACTION

10. Consideration and Possible Action on Extending Current Collective Bargaining Agreement with the De Pere Professional Firefighter's Association – IAFF Local #141 One Year (through 2021)

Mayor Boyd made a Motion to go into closed session at 7:57 PM, seconded by Alderperson Eserkaln. Upon roll call vote, motion carried unanimously.

Alderperson Nelson made a Motion to return to regular order at 8:07 PM, seconded by Mayor Boyd. Upon roll call vote, motion carried unanimously.

RESULT: NO ACTION

11. Future agenda items.
None.

12. Adjournment.

Upon Motion of Mayor Boyd, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 8:08 PM.

Respectfully submitted,
Angela Zills