



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, July 14, 2020

7:30 PM

1. Call to Order. Mayor Boyd called the Regular Meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, July 14, 2020, at 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: Police Chief Derek Beiderwieden, IT Director Steve Massey, Finance Director/Treasurer Joe Zegers, City Clerk Carey Danen, Health Director/Officer Debby Armbruster, Public Works Director Scott Thoresen, Human Resources Director Shannon Metzler, Assistant Fire Chief Rich Annen and a telephone participant (unidentified).

2. Approval of the Minutes of the June 9, 2020 Meeting of the Finance/Personnel Committee.

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

3. Consideration and Possible Action for the June 2020 Police Overtime Report.

Aldersperson Nelson asked if the 146 hours of training would still cause overtime if the department was fully staffed, to which Chief Beiderwieden explained that the training was conducted off-site in Howard, and since it cannot be done during an officer's shift, it creates overtime. The Chief added that he hoped everyone could read the overtime report in the packet as it appears it did not print well.

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

4. Fire Department Overtime and LifeQuest Services Billing Reports for June, 2020.

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

5. Consider Fire Department / Wisconsin Department of Natural Resources Memorandum of Understanding for Mutual Aid and Fire Suppression Services.*

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

6. Consider Memorandum of Understanding between City of De Pere and IAFF Local 141 Regarding Overtime Call In Procedure.*

Assistant Chief Rich Annen provided a brief overview of the current overtime call-in procedure, a labor-intensive phone calling tree, in which Battalion Chiefs call down a list until a firefighter is willing to take overtime. This item is proposing automated scheduling software, which would put available overtime out to all members and in situations where overtime is assigned, it will automatically assign to the member who has the least number of overtime hours. Mayor Boyd indicated that this proposal is more efficient. Alderperson Nelson asked about new employees being started at the level with the most accrued hours, to which Assistant Chief Annen explained that the new system keeps track of overtime hours per employee, so a new employee would not stay at that level for long. The system would adjust to be more even and fair for everyone, as well as being user-friendly for administration.

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

7. Consideration and Possible Action on a \$1,500 Donation from De Pere Christian Outreach for Police K-9.*

Mayor Boyd expressed thanks for this donation.

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

8. Consideration and Possible Action on Request of Health Director to Increase Hours of Public Health Nurse Position from 24 hours to 40 hours per week.*

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

9. Consideration and Possible Action to Reclassify the Health Dept. Office Assistant to Administrative Assistant and Increase Pay Level.*

Alderperson Chandik Kunding asked if this is the result of an assessment or comparison to other departments, to which Health Director/Officer Deborah Armbruster explained the employee in this position wrote up an assessment of increased job duties over the last six months that rise to the level of an administrative assistant. Human Resources Director Shannon Metzler added that city policy gives employees the ability to request a position review from HR for a significant change in responsibility. Carlson Dettmann does review positions every three to five years, but will individually review positions requested with responsibility changes/additional duties, with consent of the

department head. In response to Alderperson Nelson, HR Director Metzler explained that positions are reviewed to ensure compensation is competitive and that employees receive fair salaries. Administrator Delo added that the use of a third-party for review of positions is part of the current pay plan policy that was adopted by Council.

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

10. Consider Definitely De Pere Request to Waive Public Works Fees for Downtown Events.*

In response to Alderperson Nelson, Public Works Director Thoresen explained that this is a similar request to last year, to waive the full amount of fees (to also include the 50% reduction) typically being billed at the end of the year.

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

11. Consideration of Approval of Microsoft Office 365 Quotation.*

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

12. Consideration and Possible Action on Request of City Clerk to Approve Wisconsin Elections Commission (WEC) Coronavirus Aid, Relief and Economic Security (CARES) Subgrant Agreement, Terms and Certification.

Alderperson Chandik Kunding asked for an overview. City Clerk Danen explained that the Wisconsin Elections Commission has created a grant formula to distribute 4 million dollars to municipalities for election costs associated with the health pandemic. The City is eligible for approximately \$16,000. As part of the award, the City must keep track of the costs and submit reports in mid-September and at the end of the year.

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

13. Consideration of request of the City Administrator to authorize expenditure under the Routes to Recovery: Local Government Aid Grants program.

City Administrator Lawrence Delo explained that this item is for reimbursement of COVID virus expenditures from March 1 through November 6, 2020. This is a reimbursement grant, requiring the City to expend money first and then be eligible for reimbursement. The Finance Department is keeping tally with a prioritized list up to \$402,000, expended from unassigned reserves. Alderperson Chandik Kunding asked if this includes the additional cleaning costs recently approved, to which Administrator Delo indicated that additional cleaning services up to November 6 are eligible, but services are planned to continue beyond that date.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Mike Eserkaln, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

14. Consideration of request by Alderperson Kunding to consolidate acceptance of donations by the Common Council to a quarterly basis.*

Alderperson Chandik Kunding indicated that she brought this item forward in an effort to streamline this process, to group donations together to recognize within certain thresholds, and suggests moving to a quarterly approval basis to remove some redundancy.

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

15. Review of the DOR TID 2020 Annual Reports.

Finance Director/Treasurer Zegers advised that the annual reports included in the packet (required to be submitted to the state on July 1) are for informational purposes regarding TIDs #5 through #13. The City will conduct its annual review of the reports with the Joint Review Board in August, including Brown County, the De Pere schools and Northeast Wisconsin Technical College, and will also have projections as the TID goes forward. The reports in this agenda packet are for 2019 activity, and more detailed reports can be presented at the August Finance meeting as well. In addition, TID #5 was expected to be finished a year early, however a deadline was missed to have the Council authorize the termination; FD/T Zegers contacted the State Department of Revenue to request an extension of the deadline, but the request was ultimately denied. TID #5 will have another year of increment through 12/31/21; the taxing jurisdictions involved (County, West De Pere Schools and NWTC) were informed, and the Finance Directors were cordial and understanding as none of the jurisdictions will be harmed financially by the oversight.

Mayor Boyd asked if Development Services could prepare training or Frequently Asked Questions (FAQ) for newer alderpersons, to which Administrator Delo advised that he has already spoken with Development Services Director, Dan Lindstrom, regarding TID training, and he is going to prepare self-training documentation and then reach out for interest in additional one-on-one training.

In response to Alderperson Nelson, Finance Director Zegers advised that TID #6 is the one that is contemplated to close early for use of increment for residential improvements. Administrator Delo clarified that the intent for TID # 6, if approved by council, is that sufficient funds would exist for a program which would mimic the County, a rehabilitation fund to offer zero percent interest loans, which would not need to be repaid until a property is sold. While the County requires a complete rehabilitation, the City is looking at developing a program which would give more flexibility in making improvements and a different income threshold to make money more accessible in order to maintain and rehabilitate the older housing stock outside the downtown area long-term.

No action was taken on this item as it was intended for discussion purposes only.

RESULT: NO ACTION

16. Review and possible action on City of De Pere Investments and Cash Detail for May 2020.

Finance Director/Treasurer Zegers summarized the May 2020 report indicating that city investments went down about \$2,000,000 due to accounts payable, payroll and debt payments, mitigated by state aids received; investments through May 31 earned approximately \$300,000 in comparison to the budgeted amount of \$525,000, which is approximately \$60,000 ahead of the yearly goal, to date.

Mayor Boyd indicated this is positive in light of recent events. FD/T Zegers indicated the best approach is to maximize highs to cushion the lows. Alderperson Nelson commented that the total for May 2020 is \$2,000,000 more versus May 2019, with the health checking expected to go down with suspending premium payments this month, although fund status appears to be in good shape year over year. FD/T Zegers added that the progress of capital projects for 2020 were a little behind and is expected to pick up in June.

Mayor Boyd made a Motion to accept the report and to place on file.

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

17. Future agenda items.

Alderperson Chandik Kundinger inquired about the status of the Cultural District Master Plan, to which Administrator Delo advised that certain projects are slated to be completed over time, and indicated that this item, as a request for a status update of projects, could be taken directly to the Council as no approval is being requested, and Definitely De Pere could be asked to participate. He suggested this could be placed on the Council Agenda for the first meeting in August.

18. Adjournment.

Upon Motion of Mayor Boyd, seconded by Alderperson Chandik Kundinger, the Finance/Personnel Committee unanimously adjourned at 8:15 PM.

Respectfully submitted,
Angela Zills