



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, July 11, 2023

7:30 PM

Council Chambers and Virtual

1. Call to Order. The meeting was called to order at 7:30 PM by Mayor James Boyd.

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

City Administrator Lawrence Delo, Fire Chief Alan Matzke, Finance Director-Treasurer Pamela Manley, Justin Fischer of Baird, Police Chief Jeremy Muraski (remote), Human Resources Director Shannon Metzler (remote) and Human Resources Generalist Tracy Hood (remote).

2. Approval of the Minutes from the June 13, 2023, Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Aldersperson
AYES:	Perock, Gantz, Boyd, Kunderinger, 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 and Personnel Committee. §6-3(f) DPMC.

None.

4. Fire Department Overtime and LifeQuest Services Billing Reports for June 2023.

In response to Aldersperson Gantz, Chief Matzke explained that the June staffing report reflects multiple staff members out pursuant to the Family Medical Leave Act and other employees are called back at the overtime rate.

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

5. Consideration and Possible Action on the June 2023 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Aldersperson
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Perock, Gantz, Boyd, Kunderinger, Quigley

6. Consideration and Possible Action on Acceptance of Donations to Fund Therapy Dog Program for Fire Department.*

Chief Matzke gave an overview of this item indicating that Tammy Gossen presented an interest to support the Fire Department (FD) staff and has raised \$12,328 over and above

the goal of \$10,000 to fund a therapy dog program. Stanley has arrived and begun training; he is already making an impact and is appreciated by the FD staff and other city employees. The program is a great success. Ms. Gossen has ceased fundraising and has turned over the funds to the department. Staff would like to create a dedicated donation account with the Finance Department exclusive to Stanley's care and expenses, so as not to require approval for each disbursement. In response to Mayor Boyd, Chief Matzke did confirm other in-kind contributions: receiving Stanley's food at no cost, a 50 percent reduction for veterinary bills and grooming at no cost. Community members providing these services reached out to the department.

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

7. Consideration and Possible Action on Acceptance of \$18,500 donation from the Cloud Family Foundation, Inc. to Police for use with the K-9 Unit. *

Chief Muraski advised that the Cloud Family Foundation is offering a donation in the amount of \$18,500 for purchasing and training a police K-9. Mayor Boyd acknowledged this generous Foundation.

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

8. Consideration and Possible Action on Acceptance of \$1,500 donation from Walmart for the Police Bike Safety Program.*

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

9. Consideration and Possible Action on Police Request to Maintain a Credit Card for Travel and Training Purposes with a Credit line of \$2,500. *

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

10. Recommendation and Possible Action to hire McGrath Human Resources Consulting Group to Update the City's Job Descriptions.*

Following the vote on this item, Alderperson Chandik Kunding asked how often the job descriptions are updated to which Human Resource Generalist Tracy Hood advised that the job descriptions are not reviewed on a scheduled basis and were intended to be part of last year's compensation study, but the funds for this task were carried forward to this year. Administrator Delo added that descriptions have been reviewed piecemeal in the past but are planned to be part of the compensation study. Human Resources Director Metzler indicated that this project has been on the to-do list for approximately 13 years and has not been done on a full scale since she has worked for the City.

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

11. Recommendation and Possible Action on 2024 Non-Benefit Eligible Employees Wage Schedule.*

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

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

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

13. Approval of Initial Resolutions for 2023 Borrowing.*

Justin Fischer of Baird was introduced to the Committee; he is the City's consultant who handles the City's debt schedules and is tasked with finding favorable rates. Mr. Fisher is working with Finance Director-Treasurer Manley for the 2023 capital improvement projects funding; they are currently finalizing the list and she is doing a great job with the City thus far. He then reviewed his presentation/packet with the Committee:

Page 2 - Interest Rate Graph - debt refinanced while rates were low; rates went up last year and maxed out in Fall.

Page 3 - Borrowing Structure - \$8,370,000 general obligation promissory note for capital improvement projects and capitalized interest for TID #15 under 10-year financing; March 1, 2024, and due September 2030; 4% interest.

\$6,720,000 taxable general obligation promissory note for capital improvement projects, specifically for TID #s 9, 10, 11 12 and 15 and a land purchase for #12; under 10-year financing, callable in 2030 or any date thereafter; a 5.50% percent interest rate is projected, conservatively.

The Official Statement is in process and the City should receive its bond rating in a few weeks; City currently has a AA2 bond rating and it is recommended to maintain that rating as a goal. The initial resolutions are planned to be reviewed at the 7/18 Common Council (CC) meeting and final resolutions at the 8/15 CC meeting to lock in rates and close by 9/7/23.

Page 4 - Detailed Analysis of the purposes of the borrowings for TIDs and illustrating outstanding debt.

Page 5 - Detailed Analysis of tax-exempt notes and allocations to different tax increment districts.

Page 6 - Detailed Analysis allocated among TIDs for taxable general obligation notes; positive for rapid debt pay-down when possible.

Page 7 - Detailed Analysis summary of debt service after borrowings.

Page 8 - General Obligation Borrowing Capacity. The City is prudent in its borrowing and can borrow up to 5% of its equalized valuation; with \$146,000,000 in debt, there is still \$87,000,000 in borrowing capacity available. The City invests in itself with improvements and is paying down debt and investing at the same time.

In conclusion, Mr. Fischer advised the City to continue the good work and he is confident to bring good news in August.

In response to Alderperson Chandik Kunding, City Administrator Delo advised that the TID #12 land purchase is at the end of American Boulevard. Investing in land is very exciting for the City.

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

14. Consideration and Possible Action on the City of De Pere Investments and Cash Detail report for May 2023.

Finance Director Treasurer Manley advised that interest is going up in the Local Government Investment Pool; the market value is not as good in other investments, but investments will be held until term and the City is not losing money.

Mayor Boyd made a Motion to receive the Cash and Investment report for the month ending May 31, 2023, and to place the report on file; seconded by Alderperson Perock.

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

15. Future agenda items.
None.

16. Adjournment

Upon Motion of Mayor Boyd, seconded by Alderperson Chandik Kunding, the meeting adjourned at 7:55 p.m. by unanimous vote.

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

Respectfully submitted,
Angela Zills