



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, June 14, 2016

7:30 PM

De Pere City Hall Council Chambers

Call to Order. Mayor Michael J. Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on June 14, 2016 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

Attendee Name	Title	Status
Scott Crevier	Aldersperson	Present
Michael Donovan	Aldersperson	Present
Larry Lueck	Aldersperson	Excused
Lisa Rafferty	Aldersperson	Present
Michael J. Walsh	Mayor	Present

Also present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Police Chief Derek Beiderwieden, Fire Chief Dennis Rubin, Assistant Fire Chief Al Matzke, Fire Lieutenant Dan Gatz, Economic Development and Planning Director Kim Flom, Finance Director Joe Zegers, Health Director/Officer Chrystal Woller and members of the public.

2. Approval of the minutes of the May 10, 2016 regular meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Michael Donovan, Aldersperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

3. Fire Department Overtime and EMS Billing Report for May, 2016.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Lisa Rafferty, Aldersperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

4. Police Overtime Report for May 2016

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Lisa Rafferty, Aldersperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

5. Consideration of Revolving Loan Fund documents for D2 Ingredients (1244 Enterprise Drive)

Discussion followed motion regarding responsibility for reporting requirements to the state. Economic Development and Planning Director Flom explained it is the City's responsibility to report to the state twice a year for each active revolving loan, using forms provided by state. The creditworthiness of the applicant is reviewed using documents such as aging reports, projections, current employment, personal income statements and tax returns. The goal of the program is provide loans to create jobs and

also to help businesses in an area where conventional financing might be a struggle. The applicant's business is established, continuing to grow and this loan will provide them with the opportunity to purchase the building they are in and stay in De Pere.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

6. Consider Revised Sale/Purchase Agreement with Green Bay Packaging*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Michael Donovan, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

7. Consider request to purchase a new fire engine (rescue pumper).*

Discussion followed motion regarding reason for being over budget. Chief Rubin explained the expected \$50,000 trade in value of the old truck will not be realized due to unknown frame rail failure. As a result, the truck cannot be traded in and instead will be sold as is. The value is less than \$10,000. Even though the new truck will not be received until late next year it cannot be budgeted in 2017 because payment must be made now in order to receive the significant discount.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

8. Consider request for a Fire Rescue Records Management System (RMS).*

Discussion followed motion with Chief Rubin clarifying the amount requested to be transferred from unassigned reserves is \$37,550.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

9. Consideration of Police Department Applying for a Class B Raffle for K-9 Fundraising*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

10. Approval of funding amendment in the amount of \$2624 from WI DPH for Adult Immunization Objective*

Discussion followed motion regarding the use of funds. Health Director/Officer Woller explained the \$2,624 received as additional funding from the state will be used by the department for the promotion and education of the benefits of immunization; not for the purchase of the vaccine itself. It was also noted that contract amendments do not happen often.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

11. Consideration of Reimbursement to State of Wisconsin Department of Transportation for Sale of Surplus Claude Allouez Bridge Property*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

12. Consider Proposed 2016 Borrowing. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

13. 2015 Budget Items Carried Forward to 2016. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Michael Donovan, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

14. Election of Committee Vice-Chair

Motion was to nominate Alderperson Donovan as Committee Vice-Chair.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

15. Public Comment and announcements.

None.

16. Future agenda items.

None.

17. Adjournment

Upon motion by Mayor Walsh, seconded by Alderperson Crevier the Finance/Personnel Committee unanimously adjourned at 8:33 PM.

Respectfully submitted,
Jennifer Dupont