



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, June 8, 2021

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 in the Council Chambers (Second Floor), De Pere City Hall.

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Mike Eserkaln	Aldersperson	Present	
Amy Chandik Kunding	Aldersperson	Present	
John Quigley	Aldersperson	Present	
Kelly Ruh	Aldersperson	Present	

2. Approval of the Minutes of the May 11, 2021 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment Period.

Mayor Boyd offered the public the opportunity to speak on any item not on the Agenda; no one requested to speak.

4. Fire Department Overtime and LifeQuest Services Billing Reports for May, 2021.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Aldersperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Eserkaln, Kunding, Quigley, Ruh

5. Consideration and Possible Action on the May 2021 Police Overtime Report.

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

6. Consider Award of Grant Preparation Services to Vierbicher Associates, Inc. for the Department of Administration CDBG Special Project Grant Program.*

Development Services Director Lindstrom reviewed his memo giving a brief overview of this item to the Committee. The City was approached by Northpointe Development to conduct rezoning at 525 North 10th Street. Developer proposes using Section 42 WHEDA (Wisconsin Housing & Economic Development Authority) funding, and the City has an opportunity to assist with funding from a special CDBG (Community Development Block Grant) program related to affordable housing conversion projects, to transform the assisted living facility at this location back to multi-family for affordable housing which is locked in through the program for 30 years. The City hasn't applied in the past as median incomes have been too high. Staff reached out to firms to assist in the

process to see if the City is eligible to complete the program; only one firm had experience with this special project/new program. Staff recommends approval of the \$4,200 proposal, to be funded by TID #13 and reimbursed by the applicant.

Upon further discussion, Alderperson Quigley asked whether DSD Lindstrom had reason to think the City will now qualify for the program, to which he advised this program is a little different in that it is specific and targeted to certain projects; there are a number of steps required in the process. A preliminary application was approved, and the City received a formal invitation from the DOA (Department of Administration) to apply now.

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

7. Recommendation and Possible Action to Approve Purchase of Online SDS Program with KHA.*

Human Resources Director Metzler provided an overview and advised that the City is required to have safety data sheets (SDS) in house for hazardous materials. Funding is available in the Human Resources budget and staff is requesting KHA to provide a software program at \$2,400 per year.

Upon further discussion, in response to Alderperson Quigley, HR Director Metzler believes this option is sufficient capacity and she has not been told that the City would have more than 500 SDS documents.

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

8. Recommendation and Possible Action to Reclassify Office Assistants to Administrative Assistant and Increase One Pay Grade Level.*

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

9. Consideration and Possible Action to Approve Changes to Seasonal/Part-time Employee Wages.*

Mayor Boyd confirmed with Human Resources Director Metzler that item is for seasonal employees, effective 2022, with the exception of a Lead Pool Manager, which is effective this year.

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

10. Review and possible action on City of De Pere Investments and Cash Detail for April 2021.

Finance Director-Treasurer Zegers provided a summary of the report ending April 30 and advised that there are no significant changes in the cash section, with a balance of \$3.8 million for total cash, down from \$4.2 million the previous month, resulting from a decrease in the City Checking, and total investments of \$20 million, down from \$25 million the previous month. The LGIP (Local Government Investment Pool) account dropped from \$13.6 million to \$8.5million in April, due to payments of accounts payable and payroll of \$5.5 million, offset by \$350,000, resulting in the difference of about \$5.1-5.2 million for the month. As indicated in the Memo, Interest and Appreciation is at \$12,711for the year, the LGIP rate of return is at 0.07%, Associated is at 0.20%, 0.28% for Schwab and 0.15% for the Money Market. He expects an increase in May of approximately \$7,000.

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

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

11. Future agenda items.

None.

12. Hearing on an Appeal by Police Union for a Grievance Denial

Attorney Brendan Matthews presented on behalf of the Union, advising the Committee that Officer Giese was presented with a Performance Improvement Plan (PIP) for not meeting the expectations of his primary job duties on April 29, and was removed from the SWAT team (effectively immediately). Because the PIP was received before the officer's evaluation was done, the Union believes Officer Giese was set up to fail and that discipline is outlined by contract. The requirement of shift logs as a condition of employment must be bargained for. A Grievance was filed and denied by the Chief as to management rights. The performance evaluation that Officer Giese received on June 6, shown one category that indicates "needs improvement," the evaluation is not marked in any category for "does not meet expectations." The Union is requesting that the PIP be rescinded and not entail discipline; further, that the contract be complied with and bargained for.

Human Resources Director Metzler and Chief Beiderwieden presented on behalf of the City. The Chief provided a summary to the Committee which was verbally highlighted and put into the record by HR Director Metzler. A PIP was presented to Officer Giese as the Department's canine handler. The Committee was advised that performance was below standard and had been sub-par in 2018. Sergeants that are in the same bargaining unit as the employee were laying out deficiencies in the officer's performance. Expectations were given when his new position was assigned in 2018, and while 2019 showed improvement in performance, 2020 performance had slipped and gone back to prior deficiencies. The PIP is intended as a non-disciplinary document plan to meet expectations of the Department and to investigate why calls for service were low. The officer's 2020 numbers were shared and believed to be below level as compared to other officers; it is anticipated that working a swing shift (due to call volume) would result in more opportunities for calls as compared to other officers, as well as working during busy

time periods. It was noted that his personnel file indicates two counseling notations in 11 years, two written warning and three suspensions.

Mayor Boyd made a Motion to go into closed session at 8:04 PM, seconded by Alderperson Ruh. Upon roll call vote, Motion carried unanimously.

Mayor Boyd made a Motion to return to open session at 8:41 PM, seconded by Alderperson Eserkaln. Upon roll call vote, Motion carried unanimously.

Mayor Boyd made a Motion to deny the appeal upon finding that there has not been a contract violation, seconded by Alderperson Ruh.

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

13. Adjournment.

Mayor Boyd made a Motion to adjourn at 8:44 PM, seconded by Alderperson Quigley. Upon vote, Motion carried unanimously.

Respectfully submitted,
Angela Zills