



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, December 14, 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.

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

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt Lehman, Parks, Recreation & Forestry Director Marty Kosobucki, Human Resources Director Shannon Metzler, Human Resources Generalist Tracy Hood and Finance Director Joe Zegers.

Also Present (Remote): Fire Chief Alan Matzke, Assistant Fire Chief Rich Annen and Police Captain Jeremy Muraski.

2. Approval of the Minutes from the November 9, 2021, Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderman
SECONDER:	Kelly Ruh, Alderman
AYES:	Boyd, Eserkaln, Kunding, Quigley, Ruh

3. Public comment period upon matters not on the agenda.

None.

4. Consideration and Possible Action on the November 2021 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderman
SECONDER:	Kelly Ruh, Alderman
AYES:	Boyd, Eserkaln, Kunding, Quigley, Ruh

5. Consideration and Possible Action on Fire Department Overtime and LifeQuest Billing Services Reports for November, 2021.

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

6. Recommendation from staff to Award Contract 21-23 City Security Cameras to Eland Electric Corporation in the amount of \$61,265.*

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

7. Consideration and Recommendation to Increase Seasonal/Part-time Wage Schedule.*

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

8. Consideration and possible action on the 2021 short term note.*

Mayor Boyd confirmed that the terms of the note are the same as last year. Finance Director-Treasurer Zegers indicated that there are more items on the listing this year, for an increase of about \$100,000; however, the note will be paid off in one year and includes items that would be difficult to put into a long-term note.

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

9. Discuss status of Routes for Recovery Grant.

Administrator Delo advised the Committee regarding the background of the Routes to Recovery program that provided state money made available from the federal government to expend funds to mitigate COVID-19 for municipal services. The City submitted its expenditures in November of 2020 for reimbursement, but no response was made to the submission and reimbursement did not occur. Upon follow-up, it appeared that the submission was pending for additional review from the Federal Emergency Management Agency (FEMA). Throughout 2021, follow-ups were done on a monthly basis, and the status was still indicated as pending with no other information provided. Representative Gallagher's office assisted to get some additional information, and it was determined that a significant amount of the submission was going to be denied, with a decision forthcoming. In November, it was discovered that the expenditures were submitted to wrong the portal and a follow-up was done with the Wisconsin Department of Administration (WI DOA). A meeting occurred with the WI DOA, and discussions were positive. The claim was reviewed again and it was determined that funds were remaining, such that the City will be made whole for everything that FEMA disallowed. Upon completion of the review, payment should be disbursed by December 31 and FEMA's payment should come by the end of this month or the first half of January. \$90,000 should be received from FEMA, with the balance of the \$409,000 claim expected from WI DOA.

In response to Alderperson Ruh's question as to how to prevent something similar happening in the future, Administrator Delo advised that staff will be putting together a policy next month that will change processes and require additional reviews for routine

grants and establish different processes for unique grants, which will be reviewed by the Finance/Personnel Committee next month.

Discussion on the American Rescue Plan Act (ARPA) funding should be coming before this Committee in February; there is flexibility in the Act on how to spend money. Finance Director-Treasurer Zegers has reached out to the auditors for a report regarding lost revenue.

RESULT:	DISCUSSED
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10. Review and possible action on City of De Pere Investments and Cash Detail report for October 2021.*

Finance Director-Treasurer Zegers advised the Committee that the Local Government Investment Pool (LGIP) account for October is up from September by approximately \$10,000,000, due to receipt of the note proceeds of \$10.4 million, for an \$8.9 million increase.

In November, the LGIP account will decrease by \$3.6 million due to a principal and interest debt payment of \$3.3 million and accounts payable and payroll of \$1.5 million, offset by state shared revenues.

For the month ending October 2021, cash and investments total \$28,000,000. The rate of return has been negative for 2021, with the money market at .12% for the year; however, the general fund should remain stable, as different areas are making up for the loss.

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

11. Future agenda items.

None.

12. Discuss bargaining strategy for successor collective bargaining agreement with the De Pere Professional Firefighters' Association LAFF Local 141.*

Alderperson Chandik Kunding made a motion to go into closed session at 7:49 PM; seconded by Alderperson Quigley. Upon roll call vote; motion carried unanimously.

Mayor Boyd made a motion to return to regular order at 8:16 PM; seconded by Alderperson Quigley. Motion carried unanimously.

Mayor Boyd made a Motion to name Chief Matzke, Human Resources Director Shannon Metzler, Assistant City Attorney Kristen Johnson and City Attorney Judy Schmidt-Lehman as the City Bargaining team; seconded by Alderperson Quigley.

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

13. Adjournment.

Mayor Boyd made Motion to Adjourn; seconded by Alderperson Ruh. Upon unanimous vote, the meeting adjourned at 8:18 PM.

Respectfully submitted,
Angela Zills