



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, December 13, 2022

7:30 PM

Council Chambers and Virtual

1. Call to Order. Alderperson Quigley, the Vice Chair of the Finance/Personnel Committee called the meeting to order at 7:30 PM.

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

Also Present: City Administrator Lawrence Delo, City Attorney Anthony Wachewicz, Fire Chief Alan Matzke, Finance Director-Treasurer Joe Zegers, Development Services Director Daniel Lindstrom, Park Superintendent/Forester Don Melichar, Senior Building Inspector Dennis Jensen, Human Resources Director Shannon Metzler (remote), Information Technology Director Steve Massey (remote) and members of the public (remote).

2. Approval of the Minutes of the November 8, 2022, Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Aldersperson
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED:	James Boyd

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/Personnel Committee. §6-3(f) DPMC.

None.

4. Consideration and approval of the Fire Department Overtime and LifeQuest Billing Reports for November, 2022.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Aldersperson
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED:	James Boyd

5. Consideration and Possible Action on the November 2022 Police Overtime Report.

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

6. Consideration and possible action regarding a planning option request for Parcel WD-D0076 (West Industrial Park).*

Development Services Director Lindstrom advised the Committee that there is detailed information in the agenda packet summarizing this item. He indicated that the planning option is for a 5.3-acre parcel in the West Business Park in the bend of Fortune and Venture Avenues. The parcel has been idle for a few years for potential of a larger user and a user requiring rail access. The city does not currently have many of either of these types of parcels available. New North has approached the city for a site inquiry/planning option for a diesel exhaust fluid manufacturing facility. Musket Corporation is part of the personal business model. A Phase I report in the city's possession was provided to developer; although expired, the developer will have a good understanding of what was found. Under the new Zoning Code, this property will fall under the Business Park 2 classification.

The proposed timeline is noted in detail in the agenda packet memo and indicates a 270-day planning option for due diligence, with site plan approval anticipated for summer 2023, and opening in 2024, following construction.

The proposed terms of the option are also included in the memo, which were worked through by the City Attorney and the developer's attorney for a prorated amount, with optional additional periods of 90 days. Option fees paid will count toward the purchase price. The option agreement has hold harmless language and the purchase terms will come back to this Committee if a development agreement is pursued in the future.

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

7. Consideration and Possible Action on Municipal On-Line Access Agreement with Brown County (Laredo Access to Register of Deeds Documents).*

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

8. Consideration and Possible Action on Amendments to De Pere Municipal Code Chapter 94 Building and Property Maintenance Code.*

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

9. Consideration and Possible Action for Approval of IT Cybersecurity Software Contract.*

IT Director Massey advised the Committee of his recommendation to purchase two pieces of software to lock down devices and deny lateral movement if an attacker got into city's system. Many cyber-security insurance companies are now requiring it, and it will likely be needed to procure insurance going forward.

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

10. Request of Alderperson Raasch for Consideration and Possible Action to Waive Fees Issued under De Pere Municipal Code Section 74-10 for Destruction of Noxious Weeds at 2348 Indy Court.*

City Attorney Wachewicz advised the Committee that city's ordinances do not currently have a provision that would allow for a waiver of the fee. In the event the Committee wished to have that option, it would require an ordinance revision. Alderperson Quigley then made a Motion to Deny the request to waive fees; seconded by Alderperson Chandik Kunding.

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

11. Consideration and Possible Action on Recommendation to Approve Updated Agreement with Bellin Health for Onsite Services.*

Upon further discussion following the Motion, Human Resources Director Metzler advised that this item is a formality for approval of minor adjustments to the onsite nurse agreement from 2017, with the request that staff be able to continue making minor non-substantive changes on future renewals, with City Attorney approval.

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

12. Consideration and Possible Action on Recommendation to End Emergency Paid Leave Time for COVID-19 Absences.*

Human Resources Director Metzler advised the Committee that the COVID leave time has run its course as the quarantine period has significantly reduced and allotted sick time

can be used for new cases. In response to Alderperson Gantz, HR Director Metzler advised that the leave is still being used from time-to-time, a few days here or there, but with reduced quarantine periods, less leave time is required. If the need arose again, it could be reinstated by Council; this is the second time it has been changed, as the COVID policy is fluid.

Alderperson Quigley inquired as to the effective date, which HR Director Metzler advised it is intended to be removed as of January 1.

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

13. Consideration and Possible Action to Approve the 2023 Classification and Compensation Appeal Recommendation.*

Human Resources Director Metzler explained that the Classification and Compensation Study brought forward significant changes to the compensation plan earlier this year. As part of the process, employees could appeal a classification if the consultant missed something. Three appeals were filed, and two positions were recommended for an additional change, which impacted four employees in Engineering and one in the Fire Department. These adjustments were not budgeted for, so it is requested to take just over \$3,000 from unassigned reserves, with the remaining approximately \$700 being billed to utilities.

Following the Motion, Alderperson Chandik Kunding indicated that she is glad that this review is being done, especially for positions that are harder to recruit, and she is grateful that the process worked for these employees. Alderperson Quigley expressed agreement that adjustments being made is a good thing.

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

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

Finance Director-Treasurer Zegers acknowledged the error in the title of this item and advised it will be corrected to 2022 prior to the Council meeting. As part of the adopted budget for 2023, \$350,000 was authorized under a 60-day note (or less), similar to the previous three years. This is for items that are part of the adopted budget, but not appropriate for borrowing over 10 years and not include in the larger borrowing.

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

15. Review and possible action on City of De Pere Investments and Cash Detail report for Oct. 2022.

Finance Director-Treasurer Zegers provided a summary of city's cash and investment accounts for the month ending October 31, 2022. There are no significant changes from the previous month, although payments, primarily for construction projects and similar items, has reduced the balance from September. He reviewed the checking account balances: \$1.5 million in City Checking, \$1.9 million in Health, and just under \$100,000 for Dental. There is \$31 million total in city's investment vehicles, with LGIP (Local Government Investment Pool) at \$16.7 million, Associated Trust at \$4.8 million, Charles Schwab at just under \$6.1 million and Money Market at \$3.4 million. The current depreciation for investments is at \$360,000 for the year, but current statements reveal that there has been some recent appreciation of approximately \$120,000, with the hope that this trend will continue over the next few months.

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

16. Future agenda items.

None.

17. Adjournment.

Alderperson Chandik Kunding made a Motion to Adjourn, seconded by Alderperson Perock. Meeting adjourned at 7:54 PM, upon unanimous vote.

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

Respectfully submitted,
Angela Zills