



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, May 14, 2024

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 Kundinger	Aldersperson	Present	
John Quigley	Aldersperson	Present	

Also present: City Administrator Larry Delo, City Attorney Tony Wachewicz, Community and Economic Development Specialist, Quasan Shaw, Human Resources Director, Shannon Metzler, Fire Chief, Al Matzke, Finance Director/Treasurer, Pamela Manley, Captain Nate Mrstik, Aldersperson Carpenter, Development Services Director, Dan Lindstrom (remote) and IT Director, Steve Massey (remote).

2. Election of the Vice Chair of the Finance/Personnel Committee.

Mayor Boyd took nominations for the Vice Chair of the Finance/Personnel Committee.

Aldersperson Kundinger nominated Aldersperson Quigley. There were no other nominations. Unanimous vote for Aldersperson Quigley. He accepted the position of Vice Chair of the Finance/Personnel Committee.

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

3. Approval of minutes from April 9, 2024 Regular Meeting of the Finance Personnel Committee.

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

4. 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

5. Fire Department Overtime and LifeQuest Billing Reports for April, 2024.

Administrator Delo commented on the agenda item. There have been discussions with the Mayor and they recommend eliminating bringing the separate Fire & Police overtime reports to the Finance Committee.

The Finance Director will be putting together a different report that covers the general categories on how the budget is adopted by the Council. Pamela Manley, our Finance Director, will plan on doing it quarterly. The committee will then be able to see all departments and not just Police & Fire.

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

6. Consideration and Possible Action to allow surplus vehicles and equipment to be auctioned with proceeds going to the selling department's vehicle maintenance account. *

Administrator Delo commented on this agenda item. This memo was drafted before we had some internal discussions at the staff level. Talking about the final paragraph on the memo stating, "With proceeds going to the selling department's maintenance account". That part is not part of the recommendation. When we sell surplus equipment, it goes back to the fund that the equipment was purchased from. i.e. (if it is from a general fund, it will go back to the General fund, if it is from the Utility fund, it will go back to the Utility fund).

Approved with removed information on the end of the memo (as stated above).

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

7. Consideration and Possible Action on City Hall Floor 1 Data Center Cooling Redundancy – Approval of Reallocation of ARPA Funding.*

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

8. Consideration and Possible Action to hire Affion Public recruitment firm to conduct a City Administrator recruitment. *

Human Resources Director, Shannon Metzler commented on this agenda item. It was mentioned at last month's Council meeting. The Council authorized the City to go out and get proposals from across the nation. We reached out to 11 different recruiting firms. We received 6 of them back and met with 3 of them via Zoom. We recommend going with Affion Public recruitment firm. We checked references on them, they have a lot of experience doing this type of recruitment and the recruiter has 20+ years of experience.

Alderperson Kunding asked how long we estimate the support to be needed. Director Metzler mentioned it will be roughly 6 months. The firm would be able to assist with the hiring and walking the Human Resources Director and the Council through that process. Director Metzler doesn't believe there would be any overlap between the current City Administrator and the candidate we will be bringing in, but that is still up for discussion.

The next steps would be bringing this firm in to talk with the Council on what the Council would prefer in a candidate. We would look at bringing them to our site in early June to have that discussion.

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

9. Consideration and Possible Action on Regulation of ATV/UTV's on City Streets. *

Alderperson Carpenter was present to speak on this agenda item. Alderperson Carpenter had 3 businesses in the Industrial Park and a resident ask if we could have UTVs be allowed on city streets. Town of Lawrence allows UTVs on their streets and some of these people would like access to the roads to get into the Industrial Park. He would like to see a postcard sent out to residents that live south of the South Bridge Road asking their interest and opinions on this topic. Attached in the packet to the Committee is the Town of Lawrence ordinance that he thinks is very well written. They are specific about where you can drive, what times, etc. He understands this is a long process and hopes to reach out to these residents and business people in the future.

Administrator Delo agreed with Alderperson Carpenter's recommendation to have the Parking & Traffic Team take a look at this for some internal review. There are people from many different departments on the Team (Police, Attorney, Development Services, Engineering). You would get input from this group and then come back to the committee.

Captrain Mrstik brought up safety concerns, parking and flow of traffic that officers already have to deal with on a daily basis. The department is not necessarily in favor of it. We could take a look at the quiet zone area and see how it is not really practical. We would have to spend a lot of time on education. Agrees on bringing it to Parking and Traffic Team. That would allow time to look at different policies and recommendations from different departments. We would have to look at the dangers. Alderperson Perock mentioned that he sees some of St. Norbert use UTV's, but those are all of their maintenance vehicles.

The people and businesses that came forward to Alderperson Carpenter just want to use it as a means of transportation.

Administrator Delo suggested taking it to the Parking & Traffic Team, but also survey other communities our size and see what their experience has been with those laws.

This is discussion only right now, to recommend having Parking and Traffic take a look at this.

Referring back to staff.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

10. Consideration and Possible Action on a proposed Purchase/Sale Agreement Terms for Enterprise Drive (Parcel ED-2077-1).*

Community and Economic Development Specialist, Quasan Shaw was present to talk on this agenda item. We received communication from Tim Halbrook Builders that they are looking to purchase a site on Enterprise Drive, Parcel ED-2077-1. Some of the renderings are in the information packet. We are looking at roughly (2)-6 unit business rental units. They look like a Craftsman or trader shop. Businesses will rent these and do their business out of these shops.

Roughly \$1.2 million potential Building value. List price is \$40,000 per acre, with a total asking price of \$69,200. We are just looking at a potential deed restriction because we normally don't allow storage units within the City. These buildings will have a half bath and an overhead door in them as well.

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

11. Consideration and Possible Action to Award a Contract for Environmental Consulting Services with Stantec. *

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

12. Consideration and Possible Action on purchase of Tyler Technologies employee access module.*

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

13. Consideration and Possible Action regarding proposed resolution to extend the time period allowed to recognize Reimbursable Grant Revenues after the end of the Fiscal Period. *

Pam Manley was present to talk about this agenda item. This came up during their recent audit. It was brought up that they are really cracking down on what you can consider a revenue in the prior year. A lot of grants are reimbursable grants. You run your calculations, figure out what you want to get reimbursed for, submit that in January but it takes a while to get that money. If we don't have the money within 60 days, then we can't actually count it as revenue for that prior year. We are looking to move it from 60 days to 120 days.

Aldersperson Kunding had a question on how we have made this work without the extension. They are making sure they are checking for and asking for receipts and deposits that we've had. We will still get reimbursed, but it just doesn't make the financials look as good at the end of that fiscal year.

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

14. Consideration and Possible Action on the City of De Pere Investment and Cash Detail, March 2024.

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

15. Future agenda items.

None

16. Adjournment

Mayor Boyd made a motion to adjourn. It was seconded by Aldersperson Perock.
Adjourned at 8:00 pm.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

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

Agenda Sent To:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

Respectfully submitted,
Amy Darnick