



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, May 11, 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, De Pere City Hall (Second Floor).

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 April 13, 2021 Regular Meeting of the Finance/Personnel Committee.

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

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

Mayor Boyd nominated Aldersperson Chandik Kunding to serve as the Vice Chair, seconded by Aldersperson Ruh.

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

4. Public comment period.

Mayor Boyd offered the audience the opportunity to speak on any item not on the Agenda; no one came forward to speak.

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

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

6. Consideration and Possible Action on the April 2021 Police Overtime Report.

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

7. Consideration and Possible Action on Acceptance of \$1,200 Donation from the Hutchins Family to Police for Use with Body Cameras.*

Mayor Boyd expressed thanks to the Hutchins Family.

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

8. Consideration and Possible Action to Approve Memorial Options and Funding for Jerry Hasenberg, Jr.

Upon further discussion, it was noted that although this item was not indicated with an asterisk on the Agenda, it would move forward to the Common Council.

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

9. Consideration and Possible Action on De Pere Health Consolidated Contract No. 47645-1.*

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

10. Consideration and Possible Action on Proposed Purchase/Sale Terms With Scannell Development Company III, Inc. for Lands Generally Located at the Southern End of American Blvd and Located Within TID No. 12.*

Development Services Director Lindstrom gave an overview of this item and proposed terms for a land transaction in the West Business Park. A commercial developer plans to develop a private business park adjacent to the City's business park and is under contract to purchase 105 acres owned by the Garrity Family, which the City had planned to acquire as a result of the Garrity's Glen Subdivision development. A proposed Certified Survey Map was shared which shows a swap of isolated City-owned business park property for Developer-owned land needed for road right-of-way purposes. An agreement setting forth the simple terms of the exchange, including the sale of 1.984 acres, will be presented for Council approval.

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

11. Consideration and possible action on proposed development agreement terms with Office Harmony LLC for a proposed redevelopment of 805 George Street located in Tax Increment District No. 7. *

Development Services Director Lindstrom advised the Committee that this item relates to redevelopment of 805 George Street, purchased by Office Harmony, which plans to construct a new Class A office building on the site and relocate from its Heritage Road office to downtown. Developer has requested \$150,000 of tax incentives, as structural elements within the building caused it to become a demolition project and construction costs are a challenge at the present time. Staff analysis of the TID determined it can

support a \$90,000 grant to be provided following the Certificate of Occupancy, with completion of the development by the end of 2021.

Mayor Boyd confirmed that the Developer is comfortable with the proposed arrangement and terms offered by the City and indicated that it is great that sites are filling.

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

12. Consideration and Possible Action Regarding Change of Cyber Liability Insurance Carrier for the 2021-2022 Renewal Year.*

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

13. Consideration and Possible Action to Amend 106-6 De Pere Municipal Code Regarding Cancellation of Special Event Permits (Request of Ald. Hansen)*

Alderperson Hansen spoke briefly on this item, indicating that with termination of the state of emergency this provides a permanent tool for staff to rescind a special event permit in the event of an emergency situation.

Administrator Delo added that this was initially enacted to react to the COVID emergency shut down and was intended for controlling crowds, which is not as much of an issue today. City Attorney Schmidt-Lehman added that this will allow staff to cancel permits for situations such as excessive rains that may wash out the trail and it gives a mechanism for refunds to be issued for conditions that could cancel. She added it is cleaner to have the provision in an ordinance.

Alderperson Ruh asked how this change would have impacted the fair last year, to which CA Schmidt-Lehman indicated it would not have as it was in place during the time of fair last year under the state of emergency and the permit was granted, with conditions. Administrator Delo added that the fairgrounds is split between County property and City property and a mitigation plan for required for COVID, and the City property was generally used appropriately; the concerns were not significant enough to move to cancel the event.

In response Alderperson Chandik Kunding, CA Schmidt-Lehman confirmed that the language does provide clarity and indicated that the Law Department would prefer to have it in the ordinance.

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

14. Consideration and Possible Action to Utilize a Recruiting Company for the Police Chief Recruitment.*

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

15. Review and Possible Action on City of De Pere Investments and Cash Detail for March.

Finance Director-Treasurer Zegers advised the Committee regarding the investment summary for the March month-ending. The cash balance for the checking account is approximately \$4.2-4.3 million and the investment accounts total \$25.1-25.2 million for a total balance of \$29,460,000; the yearly summary provided in the agenda packet indicates these balances are similar to March of 2020. The Local Government Investment Pool (LGIP) account decreased \$1.25 million due to payments of accounts payable and payroll offset by state lottery credits. April payments will be offset by state transportation aids.

While the Schwab and Associated accounts had appreciation in total of about \$7,000 between the two accounts, these investment accounts experienced a decrease of \$10,227 through March 31.

The month of April appears to pick up, with increases of \$10,000 for the Associated account and \$12,000 for Schwab; investments are starting to see a turnaround and staff will continue to monitor going forward.

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

16. Future agenda items.

None.

17. Consideration and Possible Action to Provide Additional Emergency Leave Time to City Employees for COVID-19 Related Absences (Request of Ald. Hansen).*

Mayor Boyd made a Motion to go into closed session at 8:00 P.M., seconded by Alderperson Chandik Kunding. Motion carried by unanimous vote.

Mayor Boyd made a Motion to return to regular order at 8:08; seconded by Alderperson Quigley. Motion carried by unanimous vote.

Human Resources Director Metzler gave an update on COVID leave balances and indicated that the City's general sick leave policy is generous. Although some employees have exhausted the COVID leave (given to all benefit eligible employees while the emergency order was in effect), most employees have a significant balance of regular sick leave and removing the COVID leave is not that detrimental. Mayor Boyd confirmed that individual sick leave can be used toward COVID.

In response to Alderperson Quigley's question regarding whether employees would be tempted to take the time off as a means not to lose it, HR Director Metzler indicated that the intent was that the time would be eliminated when there was no longer a need for it, and that at the time it was implemented, it was not clear whether it would even roll over into 2021. In response to Mayor Boyd's questions whether employees have reached out

with questions or concerns on the leave and recent utilization, HR Director Metzler indicated she is not aware of that occurring and utilization in the last two months has been low since COVID numbers have decreased. In response to Alderperson Ruh, HR Director Metzler indicated that documentation was not required for COVID leave and it is consistent with the general sick leave policy; documentation could be requested, but circumstances didn't arise to require it for COVID leave.

Mayor Boyd does not see a reason for the emergency leave to continue if employees have available sick leave. Administrator Delo indicated that it is not necessary for this Committee to make a recommendation if it chooses not to; this item moves to Council regardless of Committee action.

Alderperson Ruh indicated that she would make a Motion to Deny providing additional leave time; seconded by Mayor Boyd.

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

18. Adjournment.

Mayor Boyd made a motion to adjourn at 8:17 P.M.; seconded by Alderperson Ruh. Motion carried by unanimous vote.

Respectfully submitted,
Angela Zills