Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, May 10, 2022 | **7:30 PM** | **Council Chambers and Virtual**

1. Call to Order. The meeting was called to order at 7:30 PM by Mayor Boyd.

Attendee Name	Title	Status	Arrived
Devin Perock	Alderperson	Present	
Pamela Gantz	Alderperson	Present	
James Boyd	Mayor	Present	
Amy Chandik Kundinger	Alderperson	Present	
John Quigley	Alderperson	Present	

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Assistant City Attorney Kristen Johnson, Alderperson Jonathan Hansen, Finance Director-Treasurer Joe Zegers, Fire Chief Alan Matzke, Assistant Fire Chief Jack Mlnarik, Public Works Director Scott Thoresen, Development Services Director Daniel Lindstrom and members of the public.

Remote: Police Chief Jeremy Muraski and Alderperson Shana Ledvina.

2. Election of the Vice Chair.

   The Mayor requested nominations for Vice Chair. Alderperson Perock nominated Alderperson Quigley, seconded by Alderperson Chandik Kundinger. No additional nominations were presented.

   Upon unanimous vote, in the absence of the Mayor, Alderperson Quigley shall serve as Vice Chair of this Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

3. Approval of the Minutes of the April 12, 2022, Regular Meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
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/Personnel Committee. §6-3(f) DPMC

   None.

5. Fire Department Overtime and LifeQuest Services Billing Reports for April, 2022.

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

6. Consideration and Possible Action on the April 2022 Police Overtime Report.

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

7. Discussion and Possible Action on Agreement with Brycer LLC Regarding Requiring Fire Prevention Compliance Reporting Electronically. *

Chief Matzke introduced Assistant Chief Mlnarik to the Committee, as he did the research on this project, and it has been on the radar for some time. Presently, fire protection systems are inspected by third parties and tagged for the Fire Department to mandate repairs, which is substantial paperwork and follow-up. Brycer provides a cloud-based system for tracking maintenance records, coordinates vendors for service work and sends notifications to property owners, all at no cost to the City. Vendor companies are provided more service work as a result of the program and administrative efforts of the department will be reduced. Mayor Boyd commended the department for advancing this item. Alderperson Chandik Kundinger asked about access to data, to which the Chief advised the department would have permanent access to records.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

8. Consideration of Health and Fire Departments participation in Wisconsin Department of Health Services Mobile Integrated Health for COVID and Stroke.*

Chief Matzke advised that this item is in partnership with the Health Department for a "Mobile Integrated Health" (MIH) program to bolster the current "Stay at Home Assistance" (SHA) program to reduce the burden of 911 calls and serve as a resource when an ambulance response is not necessary. The MIH will provide opportunity to serve residents who are living independently but not utilizing available programs because they are fearful, and as a result losing independence. The MIH for COVID and Stroke directly aligns with the SHA that has been in operation for the past several years but has not gained momentum. This grant opportunity comes to the Fire Department through the Wisconsin Department of Health Services (DHS) due to the department's accreditation with the Coverdell Stroke Program. DHS is encouraging partnerships with EMS providers and healthcare facilities affiliated with Coverdell to give notification of the MIH upon patient discharge; Aurora has committed as the department's healthcare participant. This is a way for the program to advance at no cost to residents; the grant will reimburse $300 for each visit, estimated at 60 visits per year from last year's data.

In response to Alderperson Quigley, Chief Matzke explained that any extra resources will go back into City funds, and the communication piece will be shared in the packet of information received when patients meet with discharge planners upon release and advised that EMS will contact them within 36 hours of discharge. This DHS grant will only apply to referrals from Aurora, but the Chief believes this allows the opportunity to quantify success, and he would love to see all health systems participate. In response to Alderperson Gantz, the Chief advised that a patient could change his or her mind even after they've agreed to accept the services; there is no contract with patients. Lea Taylor would be making the calls on behalf of the department.

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

9. 2021 Annual Report Video for the Fire Department.

Chief Matzke presented the mandated annual report for the Fire Department, which was prepared by Video Production Specialist, Justine Braun. The report will be available on the City's website and social media platforms. Mayor Boyd indicated it was very well done.

Administrator Delo added that this report is the pilot example for other departments to do something similar in an effort to the make the annual reports more innovative, interactive and accessible. Other departments will be offered an opportunity to create an annual report.

RESULT:	**NO ACTION**

10. Consideration and acceptance of donation from Kay Distributing and Definitely De Pere to purchase ballistic plates for Fire Department.*

Chief Matzke advised the Committee that ballistic gear for the firefighters was purchased years ago and has expired. This $5,000 donation is very timely toward replacement, and the remainder needed ($3,700) is being requested from the department's donation account. Mayor Boyd indicated this is a generous donation from Kay Distributing. In response to Alderperson Perock, Chief Matzke is not sure why the gear has an expiration; however, it is ceramic and is used during training. Administrator Delo added that police equipment has an expiration also.

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

11. Request from Police Department to Participate in Brown County Speed Task Force 2022.*

Chief Muraski advised the Committee that this grant does have a soft match, which does not require funding; it can be matched in the form of administrative time, including efforts of the dedicated Traffic Enforcement Officer.

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

12. Consideration and Possible Action on Acceptance of $5,000 donation from Kay Distributing to Police for use with the K-9 Unit*

Upon further discussion following the Motion, Chief Muraski indicated that Kay Distributing also approached the Police Department, as it did Fire, to offer financial help with a need. It is preferred to have this donation placed in the K-9 fund as Kurt is at an older age for a police dog, and the funds are anticipated to be used toward the purchase of Kurt's replacement and necessary training.

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

13. Consideration and possible action on funding $600,000 for City share for Sections 2 & 3 of the South Bridge Connector Project*

Public Works Director Scott Thoresen advised the Committee that the County Planning Department received funding for the design phase of Sections 2 and 3 for the Southern Bridge project. Brown County approved allocating $600,000 toward these phases, and the City needs to match that amount. The City's share of $600,000 is proposed to be bonded from TIDs #8, #11, #12 and #15. The commitment of funding will be pursuant to an intergovernmental agreement, with the stretch from the interchange to Lawrence Drive being the City's share. The Mayor confirmed that this is part of the $5,000,000 presented from Senator Baldwin.

In response to Alderperson Chandik Kundinger's question on how many additional phases are anticipated and what the ask might be to the City for those sections in order to plan accordingly, PWD Thoresen advised that this request is for Sections 2 and 3 happening now, and that the project is working toward the east, with Phase 4 being from Highway 57 to PP and Phase 5 from PP to GV; however, those sections have no funding commitment at this time, but the Department of Transportation has committed to the interchange for 2024 or 2025. Administrator Delo added that this commitment is just for design funding; there is no commitment for construction funding, with the hopes for obtaining money from the federal government. He believes the County's project does have a commitment to fund construction of the interchange, and this approval is now committing to the design phase for Sections 2 and 3. The project must move incrementally forward, otherwise it stalls. In addition, when funding does come through for construction, it will then be shovel ready. Mayor Boyd added that Brown County is the lead on this project.

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

14. Discussion Regarding the Downtown Parking Study and Parking Study Implementation.

Development Services Director Lindstrom shared an overview presentation regarding the Downtown Parking Study findings. Walker Consultants completed their work within the designated study area under five objective points listed in the memo located in the agenda packet. Walker's data collection for parking counts found that parking is not reaching occupancies as high as it could and pressure points change throughout the day; there is more surface parking on the east side versus the west side; the City has a walk tolerance problem; and loading zones are impacted by parking. A peer review was conducted using the communities of Marquette, Michigan, Stevens Point, Wisconsin and Norfield, Minnesota;

Public Engagement steps revealed inconsistent signage for short term and long-term parking in the same lots, a need to improve parking efficiency and a need to plan for future change. The staff engagement information is found in the agenda packet. The needs found during the study are detailed in the report, including informing the public on how to use the public parking. There is a great base and improvements can be realized by using the data at hand. Walker Consultants will amend the report when development of the former Shopko and Front Street sites move forward. Another recommendation is to have parking studies completed with new projects. DSD Lindstrom also indicated that more detailed information on the Parking Study can be found in the Plan Commission Meeting Minutes (April 2022), where the report was more thoroughly reviewed.

Mayor Boyd indicated that he has attend other meetings where the parking study has been reviewed, so his questions have already been answered. In response to Alderperson Chandik Kundinger, DSD Lindstrom advised that the second phase of this project would direct how to educate the public and to transition any changes, including the communication pieces. The report does contain a draft scope of services for next steps and suggested action items. Administrator Delo added that building owners and business who agree with the concepts, will champion the changes when the time comes and help promote what is decided to happen.

Mayor Boyd and DSD Lindstrom agreed that there are hurdles and changes needed. DSD Lindstrom added that there are opportunities to realize cost savings with future projects as a joint effort, with structured parking, such as having the City potentially be part of the parking for the Shopko redevelopment.

In response to Alderperson Gantz's question as to whether residents were surveyed, DSD Linstrom explained that the survey results can be found in the report; there was a community survey and an open house. There is no proposal for the Shopko site as of yet. Administrator Delo added that on the business side, Definitely De Pere partnered on communication and efforts for promoting the study.

Funding for the next steps could come from TIDs and may also be a budget discussion at some point.

RESULT:	**DISCUSSED**

15. Consideration and Possible Action on Request of City Attorney for Authority to Retain Outside Municipal Prosecution Services on a Short Term Basis*

City Attorney Judith Schmidt-Lehman advised the Committee that this request will assist with the transition of current Assistant City Attorney, Kristen Johnson, into the City

Attorney role. Outside counsel services are requested for two to three months for municipal prosecution duties. These responsibilities can be easily partitioned from the assistant position due to evening court, and a law firm from Kaukauna is willing to serve as outside counsel as it performs this specific work. The City Attorney budget does have $5,000 allocated for outside legal services, with three months of services being just over that amount. Mayor Boyd indicated his support of this approach.

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

16. Discussion and Possible Action on City's Request for Proposals to Hire Noise Consultant

Assistant City Attorney Kristen Johnson advised that this item was recently before this Committee to discuss hiring a noise consultant, ongoing noise complaints and the City's outdated noise ordinance. The Committee directed sending out a Request for Proposals to noise consultants, but no responses were received. She then called some companies and did receive three responses last week. The memo in the agenda packet attempts to summarize the pros and cons of each response. Staff recommends pursuing Avant Acoustics, and although the proposal is slightly higher, it does include a noise survey and site visit. This item has not been budgeted, so a funding source would also need to be designated. The Mayor indicated he preferred to wait for the Zoning Code in order to mirror changes. In response to Alderperson Quigley, ACA Johnson advised that funding could be added to next year's budget, but it could be difficult to find someone interested in doing this work with the passage of time and the project could move a little faster if it could be addressed now, rather than waiting until later this year or the conclusion of the Zoning Code rewrite.

Mayor Boyd made a Motion to refer this item back to staff for further discussion and hold off until the Zoning Code is complete; Alderperson Quigley seconded the Motion to send this item back to staff and indicated that he is comfortable with Avant, so long as the language in the Code ultimately addresses the concerns of residents.

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

17. Consideration & Possible Action of Renewal of Johnson Controls Access Control System Agreement*

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

18. Consideration and Possible Action on Request of Alderperson Hansen to Adopt a Formal Process for Proposals for use of the American Rescue Plan Act (ARPA) Funds.*

Alderperson Hansen presented his proposal to the Committee to create a formal process for use of the $2.6 million the City is receiving as part of the American Rescue Plan Act (ARPA). Other municipalities are earmarking funds for projects, and he suggests creating parameters on how to proceed and to initiate discussion for soliciting submission of ideas. Ald. Hansen would like elected officials and staff to present proposals for use of the funds and is asking this Committee to consider a time window for staff, department heads and elected officials to make submissions, along with their supporting justification, similar to the budget preparation process, but separate from the annual budget. A separate resolution could be approved for the funded items and amendments can be made along the way. Another option would be to handle the ARPA designation as part of the "special meeting/budget study session" to tie into next year's budget; the Mayor could review proposals and choose which to include in the draft budget. Ald. Hansen suggested the Committee come up with a timeline to solicit ideas and flesh out how to pursue the process, whether as a separate track or part of next year's budget process.

Alderperson Chandik Kundinger indicated that her first thought is to handle it separately and have this process occur after the budget session to allow consideration of things that might not make the regular budget and allow for a different perspective. The budget process is a lot on its own. She added that the submission process should have defined criteria across the board to fairly compare requests. Mayor Boyd added that he would like to see what department heads would propose.

Administrator Delo indicated the Committee could proceed as it wishes, but that using separate sheets is a good idea since department heads are used to that approach. The Stadium Tax allocation did have to be done by resolution, but these funds have more flexibility. The funds have already been designated as a revenue loss, so it is now necessary to meet timelines and use the money appropriately; funds must be designated by 2024 and expended by the end of 2026.

Alderperson Quigley supported keeping the process separate from the budget to better inform public. Ald. Hansen liked the idea of a separate track to eliminate temptation to fill the budget and that funding should be for one-off expenses. Administrator Delo added that submissions should be for unique items that are not recurring; it is preferred to have submissions run concurrently with the budget process, so that department heads submit projects for the budget and for ARPA funds at the same time to streamline the process.

Alderperson Chandik Kundinger made a Motion to have the ARPA funding allocated as a separate process, following the annual budget process, to include a formalized process similar to that for capital projects, with recommendations from both elected officials and department heads, which was seconded by Mayor Boyd.

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

19. Review and possible action on CIty of De Pere Investments and Cash Detail report for March 2022.

Finance Director Joe Zegers presented the report for March 2022. The City has a total of $34.6 million in cash and investments, with balances of $1.2 million in the general checking, $1.9 for health checking and $80,000 in the dental checking. For investment accounts, the Local Government Investment Pool is at $8.5 million and the Money

Market account has a balance of $11.6 million; these accounts will be evaluated as to which may perform better moving forward. The Associated account has a balance of $4.9 million and Schwab is at $6.2 million, with market depreciation of $137,000 for Associated and $119,000 for Schwab. He added that market value loss is not a real cash loss as to the debt instrument. Interest rates are going up and borrowing rates are increasing as well; a CD was just purchased today at a rate of 3%, so rates are flipping.

Mayor Boyd made a Motion to receive the report and place it on file, seconded by Alderperson Chandik Kundinger.

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

20. Future agenda items.

    None.

21. Adjournment.

    Mayor Boyd made a Motion to Adjourn at 9:07 PM, seconded by Alderperson Chandik Kundinger. Motion carried by unanimous vote.

<u>*Items with an asterisk require City Council approval.</u>

Respectfully submitted,
Angela Zills