



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, April 13, 2021

7:30 PM

Council Chambers and Virtual

1. Call to Order. Mayor James Boyd called the meeting to order at 7:30 PM in the Council Chambers, Second Floor of the De Pere City Hall.

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Mike Eserkaln	Aldersperson	Present	
Amy Chandik Kunding	Aldersperson	Present	
Casey Nelson	Aldersperson	Present	
Kelly Ruh	Aldersperson	Present	

Also Present: City Administrator Lawrence Delo, Human Resources Director Shannon Metzler, Fire Chief Alan Matzke, IT Support Specialist Kevin Clark, Finance Director-Treasurer Joe Zegers, HR Generalist Tracy Hood, Public Works Director Scott Thoresen, Development Services Director Daniel Lindstrom, Ronald Mark, David Dudek and Patrick Kerrigan of Schwab Investment Advisors and members of the public.

2. Public comment period.

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

3. Approval of the Minutes of the March 9, 2021 Regular Meeting of the Finance/Personnel Committee.

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

4. Fire Department Overtime and LifeQuest Billing Reports for March, 2021.

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

5. Consideration and Approval of the March 2021 Police Overtime Report.

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

6. Consideration and acceptance of a donation from Konrad and Jesse Jossart, Operators of Jossart Brothers, Inc. in the amount of \$10,000 for the James Street project.*

Mayor Boyd thanked the donors for the generous donation to the James Street project for the water wall in the center courtyard.

In response to Alderperson Chandik Kunding, Public Works Director Thoresen indicated there is no specific timeline for the water wall to be turned on, but anticipated three to four weeks. Ald. Chandik Kunding also asked if it might be possible to have a marker installed on the glass until completion as the glass is difficult to see. PWD Thoresen indicated that staff would look into options.

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

7. Approval of Enterprise License Agreement with ArchiveSocial for Social Media and Website Archiving.*

Upon further discussion, Alderperson Nelson confirmed with IT Support Specialist Kevin Clark that both companies would provide services until expiration of the agreement with the current vendor at the end of 2021.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Kelly Ruh, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

8. Consideration and Possible Action to Approve Alternative Work Arrangement Policy.*

Mayor Boyd requested Human Resources Director Shannon Metzler provide details on this item, and she explained the proposal is for a permanent Alternative Work Arrangement Policy. The remote work that was necessitated over the past year in response to the pandemic has proven this option can work well, although it isn't feasible for all positions within the organization. A team of supervisors and non-supervisors worked together to develop the proposed policy taking into consideration the different operations within the City, and suggests a remote work option and an alternative work schedule, both of which must be approved by supervisors. The team also suggests modifying the office hours that city buildings are open to public, with the proposal being the summer-hour schedule year round. Summer hours have worked well for the last five years and most departments have kept summer hours during the pandemic. The team believes this promotes an employee benefit of work-life balance, which is a perk taken into consideration when looking at jobs.

In response to Mayor Boyd, HR Director Metzler indicated that the volume and traffic of residents varies by department, with traffic dropping off on Friday afternoons for both email and foot traffic during the summer, as well as phone calls; it can vary for the rest of the year and from department to department. The summer hours are generally workable for the City, are enjoyed by employees and beneficial for most departments, with the intent being to be open earlier for citizens to conduct City business before they may need to get to work and then open later after their workday; although there is a trade-off one way or another.

Administrator Delo added that he did obtain some quick-captured information from the Information Technology Director over the last six months, which indicated that the Finance Department/City Clerk's office has the heaviest call volume on Monday afternoons (10-25 calls), with Thursday afternoon being almost that high and Friday

afternoon dropping to 5-15 calls. Research conducted when summer hours were first implemented revealed a 60-70 percent drop off on Friday afternoons in various departments, which is dependent upon each department and happenings at various times. A survey was conducted among neighboring communities, and of the 11 that responded, 8 currently have either a summer hour policy or some modified version, with Howard and Wrightstown working those hours year round and Allouez also considering that change. Ashwaubenon, Hobart and Brown County do not participate in a summer schedule.

Alderperson Nelson asked if the schedule would be flexible for weeks before elections or if a department needs to change for a period of time, and Administrator Delo advised that while the intent is for this to be the normal operating hours, there is flexibility to accommodate state requirements for elections and unique circumstances would adjust work time outside of those hours. He added this is attractive for employees and the pandemic response has made it a perfect time to propose the change.

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

9. Consideration and possible action for 2020 budget items carried forward to 2021.*

Finance Director-Treasurer Zegers indicated that this item is the annual approval of a proposed resolution by this Committee and recommendation to the Common Council for non-lapsing funds which were budgeted in 2020 (or years prior), but intended to be spent in 2021. He referred to the listing in the packet of 15-20 projects of various sizes, with approximately \$185,000 for general government projects, \$82,000 for Public Safety (training funds and donated funds from outside sources) and a \$179,000 carryover for various items for Parks & Recreation.

The total amount is approximately \$446,000 which compares to \$328,000 from last year; the exact percentage of the unassigned general fund (36%) is still tentative due to the 2020 audit being completed.

While not part of this item, the recently-approved position for Information Technology and a Police Social Worker will also set aside \$112,000 from the general fund balance; a report to be presented next month for excess stadium fund proceeds will also play into the unassigned percentage. The electronic poll books (approved in January of 2020) for all polling places and for absentee ballot use was decided to be set aside to 2021 due to the hectic recent elections and the \$50,000 for city hall security cameras has been spent in March for work completed in February. FD-T Zegers asked for approval of this item, moving it to next week's Common Council meeting, and then advising the auditors.

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

10. Consideration and possible action for approval of preliminary 2021 borrowing.*

Finance Director-Treasurer Zegers advised that this item is seeking approval of the preliminary proposed 2021 borrowing for items listed at pages 54-57 of the packet. The

total value listed on page 57 is \$12.2 million; a short term note was approved in December for \$250,000 for smaller items that aren't appropriate for a 10-year note, which is similar to that of past years.

The 10-year note is used for general city purpose items totaling \$3.2 million; TIF related projects proposed or carried forward total \$7.4 million. FD-T Zegers emphasized the timing for this item is for seeking preliminary approval now and working over the next two months to shore up amounts and narrow specifically which items will make the final borrowing plan; the amount is currently at \$10.65 million, with more cuts expected. The plan will be forwarded to Baird for review in the next month or two and pared down a bit, with the final listing to come before Finance in June, then be forwarded to Common Council for approval, with the bond sale in July, which per Baird, is the best month for municipal rates in the bond market.

In response to Alderperson Nelson, FD-T Zegers confirmed a typo in the amount shown in the memo, which will be corrected prior to the Council meeting. Administrator Delo also added that the process for recommending the preliminary resolution requires any possible borrowing to be included; the final resolution cannot be added to, it can only have items removed.

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

11. Review and possible action on City of De Pere Investments and Cash Detail for February.

Finance Director-Treasurer Zegers provided a brief overview of the report located at Page 61 of the packet, which indicates a balance of just under \$30 million as of February 28; bills and debt payments reduced the City Checking Account, but the other checking accounts held their value.

On the investment side, a depreciation of \$17,000 is shown for the first two months of 2021, with the basic premise being that when the bond market has low rates for interest on sales, while the City is on a ladder plan, the market value of the portfolio falls with those sales. The City has a budget of \$525,000 for investment income, and may want to look at the unassigned fund if a cushion is needed for 2021 for loss of revenue, but this will become clearer in June in comparison to the budget and in conjunction with borrowing. The LGIP account increased by \$925,000 in February and will decrease by \$1.2 million in March for accounts payable and payroll and the lottery credits received will be paid out to the taxing jurisdictions in April.

Following the vote on the Motion to Approve, Schwab Representatives David Dudek, Partrick Kerrigan (local representatives in Appleton) and Ronald Mark (of Chicago) shared some insight with the Committee on the City's investment plan and future expectations. While rates were good in 2018-2020 pre-pandemic, COVID took the breath of the market, and rates decreased in 2021; movement for 2021 has had some marginal losses, but City's investments are consistent with state statutes; low interest rates are expected through the end of 2021 and into 2022 to boost economy; yields are controlled by federal reserves' rates; City is still following a ladder strategy to help earn more over time and build similar to an escalator.

No further action was taken following this presentation as it was for informational purposes. Mayor Boyd thanked the Schwab representatives for the information.

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

12. Future agenda items.

None.

13. Adjournment.

Upon Motion of Alderperson Nelson, seconded by Mayor Boyd, the meeting of the Finance/Personnel Committee unanimously adjourned at 8:16 PM.

Respectfully submitted,
Angela Zills