



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, April 12, 2022

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
James Boyd	Mayor	Present	
Mike Eserkaln	Aldersperson	Present	
Amy Chandik Kundinger	Aldersperson	Present	
John Quigley	Aldersperson	Present	
Kelly Ruh	Aldersperson	Present	

Also Present: City Administrator Lawrence Delo, Diane Wessel and Ben Andrews of MSA Professional Services, Parks, Recreation & Forestry Director Marty Kosobucki, Finance Director-Treasurer Joe Zegers, David Dudek of Schwab, City Attorney Judith Schmidt-Lehman, Jared Schmidt of Robert E. Lee & Associates, Inc., representatives of The Preserve and members of the public. **Remote:** Human Resources Director Shannon Metzler, Fire Chief Alan Matzke, Police Chief Jeremy Muraski, Development Services Director Daniel Lindstrom, Pat Fry of Associated Bank, Human Resources Generalist Tracy Hood and members of public.

2. 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.

In response to Mayor Boyd's offer for public comment on any item not on the agenda, no one requested to speak.

3. Approval of the Minutes of the March 8, 2022, Regular Meeting of the Finance/Personnel Committee.

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

4. Fire Department Overtime and LifeQuest Services Billing Reports for March, 2022.

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

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

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

6. Consideration of Request of the Chief of Police to authorize expenditure of \$4,631 to Purchase SQL Server Licensing from the Unassigned Reserve Fund.*

Aldersperson Kunding asked whether the remaining grant funding relating to Agenda Items 7 and 8 could also be utilized to also cover the expenditure requested in this item rather than unassigned reserves, to which Administrator Delo explained that a motion could be made to use grant funding for this item and that it was approached in this way due to the timing of the agenda packet and other items that were ready to move forward. Aldersperson Kunding indicated that she would prefer to postpone use of unassigned reserves, rather than leaving a balance in grant funds.

Chief Muraski added that this need was identified prior to his knowledge of the grant.

Aldersperson Kunding made a Motion to amend this item for funding to come from the Wisconsin Grant allocation to Police Department, rather than from unassigned reserves; seconded by Aldersperson Eskerkaln. Motion carried by unanimous vote.

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

7. Consideration and possible action on request from the Chief of Police to authorize expenditure of \$38,800 to purchase patrol rifles from the Wisconsin Grant allocated to the De Pere Police Department.*

Administrator Delo indicated that he had discussions with the Chief regarding some confusion as to how the grant will be applied. If it is determined to be a reimbursement-type grant, sufficient funds may be needed from unassigned reserves to cover the grant. A slightly different memo will be presented to Council for a motion to cover both funding options: up-front funding and reimbursement.

Chief Muraski added that since he took his position, he is performing a thorough review of equipment and determined a weakness in patrol rifles that are two decades old, with functionality issues that occur even during training exercises, and the equipment is at the end of its useful life. This request needs to be addressed in the near future and is for reliable devices, with aim assist for shot placement and accuracy. Mayor Boyd indicated that this grant is timely. In response to Aldersperson Kunding's question as to what happens to the old equipment, Chief Muraski advised that the cost of the new rifles will be offset in trade, but military surplus equipment is returned to federal government.

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

8. Consideration and Possible Action on Request from the Chief of Police to authorize expenditure of \$9,978 to Purchase E-Bikes from the Wisconsin Grant Allocated to the De Pere Police Department.*

Chief Muraski advised the Committee that the E-bikes will be used for bike patrol and will allow the department to expand its coverage range. The Department can patrol the trail without officer fatigue and still allow the ability to respond to emergencies. Mayor Boyd confirmed, in response to Aldersperson Eskerkaln, that the bikes function as a pedal bike when they run out of charge.

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

9. Recommendation and Possible Action to Amend City Policy Vacation Language to allow HR Director Ability to Negotiate an Additional Week of Vacation for New Hires as well as Promotions.*

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

10. Recommendation and Possible Action to Add Martin Luther King Holiday for Non-Represented Employees.*

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

11. Recommendation from the Board of Park Commissioners to Approve the following Changes to Adult Basketball League Program.*

Mayor Boyd suggested that A, B, and C under this item be voted on altogether. One vote was taken to approve all three items.

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

A. Provide a combination of officiated leagues with a team fee of \$550.00 and non-officiated leagues with no team fee (no change to player fees).

B. Increase wages from \$30 to \$40 per game for non-WIAA certified officials and from \$35 to \$45 per game for WIAA certified officials.

C. Add a Court Supervisor position with a wage of \$16 per game to supervise non-officiated games.

12. Consideration and Possible Action on Agreement with Card Connect for Credit Card Processing Services.*

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

13. Consideration and Possible Action on Recommendation for MSA Professional Services, Inc. to perform Grant Identification, Solicitation and Management Services.*

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

14. Consideration and Possible Action Regarding City Funded Infrastructure and Tax Incremental Financing for The Preserve, submitted by Preserve Development, LLC. (Parcels WD-D0035 and WD-D0034).*

Development Services Director Daniel Lindstrom provided the Committee with an overview of this item. The developer purchased the former Humana campus, with the intent to lease a portion of the existing building to Humana and create office space for additional tenants. The undeveloped portion of the site is slated for additional uses and an amendment to the Comprehensive Plan was previously approved by Council. The applicant proposes a dense subdivision, responsive to the market in a two-phase development, including clubhouse amenities. The proposed subdivision is builder-led, with preset homes styles and a coverage rate that is faster than typical subdivisions.

The Preserve is requesting a \$3.25 million pay-go incentive, payable at a 90/10 ratio until incentives reach the \$3.25 total and use of the City Residential Infrastructure Policy to fund construction of infrastructure, with a special assessment back to the lots, released upon payoff. There is protection to both the City and The Preserve by breaking the project into phases, and potential of \$40 million of growth, with a positive pay-go and surplus of \$8.5 million for TID #15. The Developer has provided required documentation concerning the project, including the bank letter which denies funding for infrastructure. The specific terms of the project are included in DSD Lindstrom's memo in the packet.

In response to Alderperson Quigley's request for comparison of the examples provided for Ashwaubenon, Bellevue and Green Bay, DSD Lindstrom explained that Ashwaubenon's development has a price point similar to the proposal for De Pere; the Green Bay example is completely built out.

Mayor Boyd then made a Motion to open the meeting at 7:59 PM, seconded by Alderperson Kunding; Motion carried by unanimous vote. Jared Schmidt of Robert E. Lee & Associates, Inc. spoke on behalf of the Preserve. He indicated that the purchase price of these homes would be comparable to the other projects, but adjusted for the current market, which means they would be comparable, but significantly higher in the \$400 to \$700 range. He believes that time has been expended to present a feasible plan to the City and that this project has value for both parties, with a comfort level that the proposal presented is viable to the developer, as well as the City, based upon projections of a surplus of about \$9 million to the TID. This is a great opportunity to develop a huge tract of land that is unattainable without assistance; the cost of infrastructure is high, but the project is scale-appropriate and presents a product that will be purchased. Mayor Boyd Moved to return to regular session at 8:04 PM, seconded by Alderperson Quigley; upon vote, motion carried unanimously.

Mayor Boyd indicated that this proposal is very beneficial and was positively received by the Plan Commission; this is the next step.

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

15. Consideration and possible action for 2021 budget items carried forward to 2022.*

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

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

Finance Director-Treasurer Zegers provided the Committee with the results through the end of February 2022. Total cash is down to \$3.7 million in February and Investment accounts are down from \$38 million to \$31 in February. Tax settlements of \$6 million were paid in February to Brown County, NWTC and the school districts. He then advised that representatives from both investment accounts will be addressing the Committee.

David Dudek spoke first and advised that City's investments are shorter term bonds and securities that are purchased and held until maturity to collect interest, but that appears negative in a rising rate environment. Money market rates are consistent, and some value is being seen investing in assets that was not visible a year ago. Their strategy is to work within the allotment to buy at the best value as other investments come due; ladder strategies work well in a rising interest market. In response to Mayor Boyd, FD-T Zegers advised that the City started 4 years ago with both firms and it has worked well overall; the money market has been used a little more recently, with better rates and the same liquidity.

Pat Fry, Director for Fixed Income for Associated Trust spoke next. He has been managing the City's account since 2018 following objectives: safety, liquidity and yield to manage to City's investment policy with consideration to state statutes and guidelines. The change in interest rate for inflation is driving the yield higher, the portfolio is short so that City can reinvest with maturities. Opportunities to invest at attractive levels is trending up. He then shared slides with rates of return and current rates.

Mayor Boyd thanked both gentlemen for their presentations and made a Motion to accept the monthly report and place it on file; seconded by Alderperson Eserkaln.

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

17. Future agenda items.
None.

18. Adjournment.

Aldersperson Eserkaln made a Motion to Adjourn at 8:21 PM, seconded by Aldersperson Ruh; Motion carried by unanimous vote.

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

Respectfully submitted,
Angela Zills