



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, April 11, 2023

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	Remote	
James Boyd	Mayor	Present	
Amy Chandik Kunderger	Aldersperson	Present	
John Quigley	Aldersperson	Present	

Also Present: Fire Chief Alan Matzke, City Attorney Tony Wachewicz, City Administrator Lawrence Delo, Police Chief Jeremy Muraski, Assistant Fire Chief Jack Mlnarik, Finance Director/Treasurer Pamela Manley, Human Resources Director Shannon Metzler (Remote), Development Services Director Daniel Lindstrom, a representative of Belmark, John Hodgson of Avant Acoustics and members of the public.

2. Approval of the Minutes of the March 14, 2023, Regular Meeting of the Finance/Personnel Committee.

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

3. 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.

4. Consideration and Possible Action on the Fire Department Overtime and LifeQuest Services Billing Reports for March, 2023.

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

5. Consideration and Possible Action on the March 2023 Police Overtime Report.

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

6. Consideration and Possible Action on Request from the Chief of Police to Authorize the Over Hire of 1 Police Officer.*

Chief Muraski explained the challenges of maintaining a full staffing level of 37 sworn officers due to the time it takes to fill a vacancy (running a hiring process and completing field training, that not every officer successfully completes), of approximately 8-9

months. This request is to assist in closing the training gap, and research conducted indicates that the department has a separation from employment every 173 days (approximately every six months) on average. The ask is to over hire one additional officer to anticipate the upcoming vacancy, avoid a disruption of service and reduce overtime, as it is more expensive to pay overtime of an experienced officer than pay at the entry level rate. Since joining the department in 2019, there has been only one occasion where the department has been fully staffed, but only for a short time. The over hire is anticipated for June 1 to make a smooth transition for the next vacancy to avoid the 8-9 month vacancy.

Mayor Boyd asked for an amount that equates to the 2,000+ hours of overtime, to which Chief Muraski responded it's difficult to quantify as it depends on who is covering and the entry level rate of pay is significantly less than an established officer; he estimates it at an average of \$59/hour, with no fringe benefits. A current Community Service Officer (CSO) is ready to leave and has two agencies interested. If the department does not extend a job offer, he will be lost to another agency. Alderperson Kunding indicated she supports this but does want an analysis of this over hire and the impact to reducing overtime to determine staggering over hires in the future. The Mayor did advise that funding will come from Unassigned Reserves.

In response to Alderperson Gantz, Chief Muraski advised that the payroll system is not able to identify overtime that specifically results from staffing vacancies; it cannot correctly quantify the reason for the overtime. He further indicated that a vacancy of 8-9 months should have salary savings and there are two vacancies currently; however, some of that savings is reduced by paying overtime to other officers to maintain staffing and service levels. Administrator Delo added that staff will prepare an analysis based on an average for wages with overtime for the remainder of this year and potentially on a 12-month period for the council packet. Although the over hire will not fully wipe out overtime, as there is always unexpected sick leave, FMLA and vacations, etc.; Alderperson Kunding indicated there should be a benefit.

In response to Alderperson Kunding's question whether this is a case-by-case basis or being built into the budget going forward, Chief Muraski explained that the department anticipates varying levels of retirements in the next four years of possibly five to six officers; so, in those special circumstances it might be an ask and potentially roll into the budget; however, it is a one-time ask for now. Administrator Delo added that if this is good fit and a successful program, it might be part of the 2024 budget; staff is not comfortable with that approach for now; this ask results primarily from a current CSO being potentially available and not wanting to lose a good employee. Mayor Boyd added that recruiting is competitive.

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

7. Consideration of Request to Over Hire One Firefighter Position for the Fire Department.*

Chief Matzke explained to the Committee that the ask is the same for this over hire but the reasons are different. The department currently has vacancies due to Family Medical Leave Act (FMLA), a retirement, and 10 candidates currently on a list in the

hiring process. With vacation season around the corner, the department will operate with three on FMLA. There is no set minimum for staffing by contract, but the department does have its own staffing benchmark. Another piece of this request is for retention purposes; the department is fortunate with its part-time program to have seasoned staff; when full time positions open, those individuals are considered first. Typically, they have 5-15 years of experience, but they start at the bottom of the list when hired on full time and older staff does not want to work as much overtime; however, the bottom person is ordered in, such that the bottom person on all three shifts is forced a considerable amount of overtime. Over the last five years, the average is 2,800 hours of FMLA and worker's compensation for the department, which makes it difficult to retain junior employees. This is one time hire for FMLA coverage and should cover one-third of the overtime of 900 hours conservatively. The department is an aging fleet, averaging three per year retiring or otherwise separating from the organization. Timing is driving the need to reduce the overtime due to FMLA and to retain good employees by not overtaxing them, with a hiring process already well underway.

Aldersperson Kunderling appreciates that this is a "now ask" to be revisited later, as it is not worth starting a new hiring process.

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

8. Consideration and Possible Action on Request from the Chief of Police to authorize expenditure of \$5,000 to purchase recruitment materials, backdrops, signage, and branding materials for the Police Department. The funding source would be the Wisconsin Grant Allocated to the De Pere Police Department.*

Chief Muraski advised the Committee that the department is behind competing agencies at job fairs with brochures and branding materials to market the agency.

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

9. Consideration and Possible Action on Request from the Chief of Police to authorize expenditure of \$4,000 to purchase less lethal "Pepperball Launchers" for the Police Department. The funding source would be the Wisconsin Grant Allocated to the De Pere Police Department.*

This item was withdrawn from the Agenda as it was determined not to be an eligible expenditure for the grant funding.

RESULT:	WITHDRAWN
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10. Consideration and Possible Action on Request from the Chief of Police to authorize expenditure of \$20,000 to fund repairs and updates to common areas in the Police Department. The funding source would be the Wisconsin Grant Allocated to the De Pere Police Department.*

Chief Muraski advised the Committee that the funding source for this item is also the Wisconsin Grant Allocation and the request is to utilize funds to make improvements to

the common area facilities in the department. The PD basement experienced a flood several years ago and there has been a lack of ongoing remodeling; the breakroom facilities are aged and run down, not a warm and welcoming environment. Funding would be used for new cabinets and countertops and possibly some new furniture. The current state does not shine positively for the organization when showing potential candidates these facilities.

Mayor Boyd confirmed the remaining amount, reduced by the two approvals tonight.

Alderperson Kunding added that this is the department's allocation, and the Committee is approving the line item upon staff recommendation; she believes they should be able to use the funds as they see fit, provided it's an approved use under the grant allocation.

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

11. Consideration and possible action on proposed development agreement terms with the City of De Pere, Wolter Investment Company LLC, and Wolter, Inc. for a proposed development on of Parcel WD-364-D-505-8 for the development of an 88,000-square-foot manufacturing, warehouse, and office facility*

Development Services Director Lindstrom advised the Committee regarding the term sheet for an approximately 80,000 square foot manufacturing, warehouse and office facility for Wolter Investment Company LLC. Wolter (formerly Wisconsin Lift Truck) currently has a long-term lease in its current business park location expiring in 2024, which it plans to extend to build a new facility to be completed by the end of 2024. A site immediately adjacent to the current location would be a great opportunity to keep this business in De Pere; however, the property currently lacks incentive ability as it is not currently in a TID district. New building value is guaranteed at \$4.8 million. An overview of the site plan was reviewed and general terms are contained in the agenda packet. Obligations were reviewed, including \$82,000 in guaranteed increment value, with a final assessed value by January 1, 2025. The City will work with the Joint Review Board to amend TID #11 for this parcel and two other parcels with development potential; will provide a site assembly grant for \$257,000 and pay a sales commission. The total value is 11 to 12 percent of the guaranteed assessed value and similar to other development projects in the business parks.

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

12. Consideration and Possible Action on the proposed amendment to the Consulting Services Agreement Between the City of De Pere and Vierbicher Associates, Inc. (SP21-02 Community Development Block Grant Special Project Grant Program Administration for Affordable Housing Conversion Project located at 525 North Tenth Street).*

Development Services Director Lindstrom advised the Committee that this item is for an amendment to agreement for grant management services for a Community Development Block Grant the City pursued in 2021. Vierbicher was paid \$17,500 (\$5,000 less than

maximum awarded by the Department of Administration [DOA]) for grant administration. The DOA conducted a positive audit of the grant management but has requested more information of Vierbicher in order to finalize the close out of the project.

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

13. Consideration and Possible Action on the proposed amendment to the Consulting Services Agreement Between the City of De Pere and Walker Consultants, Inc. (Parking Study Implementation and Parking Analysis).*

Development Services Director Lindstrom explained that Walker Consultants prepared a Parking Needs Analysis study in connection with redevelopment of the former Shopko site and impact to the downtown. Since completing the analysis, the development group has altered its proposal necessitating additional work to revise the land use analysis and with revised figures. The additional cost is \$6,000 for the amendment requested from unassigned reserves since there is no TID available at this time. The consultant fees could potentially be requested for reimbursement in future development discussions. Mayor Boyd made a Motion to approve, with \$6,000 from unassigned reserves; seconded by Alderperson Perock.

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

14. Consideration and Possible Action on proposed development agreement terms with MASK LLC (Belmark) for a proposed redevelopment of 1862 Commerce DR to include a 20,000-square-foot central maintenance shop.*

Development Services Director Lindstrom advised that this item is for a new addition to the Belmark portfolio to be known as Plant 8, a central maintenance facility, which is currently located at Belmark's least desirable location. Following a relocation of that business approximately three years ago, the former Song Industries location will be the new maintenance facility location. Belmark initially attempted to reuse that location as Plant 7, but that site wasn't large enough and will be used now for a new maintenance shop. The potential new building value is \$1.6 million, with \$1,092,000 in new increment value. DSD Lindstrom shared the redevelopment plan with the Committee and advised that it will adhere to typical Belmark standards and color palette. Development is anticipated with a final assessed value as of January 1, 2025. The City will acquire an easement and maintenance agreement from Developer for access to stormwater facilities. The City will provide a \$100,000 project reimbursement grant in line with business park incentive ranges.

In response to Mayor Boyd, DSD Lindstrom advised that he didn't know offhand how much square footage is owned by Belmark in the business park but he could look it up.

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

15. Consideration and Possible Action on Noise Consultant Study and De Pere Municipal Code Chapter 146 Ordinance Revisions.*

City Attorney Wachewicz advised that this item has been brought back as a follow-up from last month regarding Avant's noise study and their work performed to date, suggested revisions to the noise ordinance and for further discussions and Committee input. John Hodgson of Avant appears remotely for any Committee questions and to provide guidance.

Mayor Boyd indicated that he has read all the materials and it appears that the City is not far off from the 70's ordinance, but there will be common sense updates that need to be made. He then made a Motion to open the meeting at 8:16 PM, seconded by Alderperson Chandik Kunding; motion carried by unanimous vote.

Joe Nicks spoke regarding this most important issue in De Pere and referred to a reference Alderperson Quigley made in his campaign materials regarding supporting "responsible growth, while maintaining a high quality of life." He indicated that he assumed the noise ordinance had not changed since 1974, but his research indicated it was significantly changed in 2015, in regard to the Replay Bar on Fort Howard and its ability to have outdoor music. The Council raised the decibel level in 2015 from the 1974 levels. Whether intended or unintended, it is difficult to enforce or investigate noise complaints in De Pere. Avant's 8/19 report noted "one atypical regulation listed in this ordinance is varied noise level limits based on the source property zone-type and the receiving zone-type," with higher limits for commercial and industrial adjacent properties to "the detriment of residential" "and we recommend a discussion on this topic to explore"-- the realistic conversation of where the City wants to be. He commented that Avant made interesting recommendations to change wording and suggestions to address in the building code. The City has options of doing nothing or referring it back to staff; he does not believe the item is laid out in a way that action can be taken tonight; he is not optimistic that changes are going to be made.

Mayor Boyd made a Motion to return to regular order at 8:25 PM; seconded by Alderperson Quigley.

City Attorney Wachewicz advised that the proposed ordinance revision could be prepared for next week's council meeting.

John Hodgson of Avant advised that Mr. Nick summarized their findings fairly well; that lot line issues on the building code side of things are not detailed and a recommendation for that is still ongoing.

In response to Mayor's Boyd question as to how the City's ordinance compares to other municipalities, Mr. Hodgson advised that, in general, De Pere is updating what is out of date and is similar to others, lacking in technical detail. The goal is simplifying for staff to measure to discern if limits are exceeded, so it's not being a matter of opinion and to

establish standardized processes. It should be revised to become clear and concise. The tonal component in common areas is noise that is a whine or hum and is generally more annoying to people. It is an important specialty that falls through the cracks on the old ordinance and vibration is unique; language should be added in order enforce. City Attorney Wachewicz mentioned the other additions with noise and duration to which Mr. Hodgson added that duration is taken into account with standardized measurements; no defined period of time for impact; and quick and loud impulsive noise is a specialty condition.

Mayor Boyd added that enforcement and identification is very difficult and will not go away. Administrator Delo advised that some residents have issues for ongoing common wall noise and that has not been addressed yet; it is more complicated. Mayor Boyd indicated that he is comfortable approving these revisions and moving forward with the common wall issue later. Alderperson Quigley requested more detail regarding the 2015 changes; he would like those brought to Council at the next meeting. Mayor Boyd indicated he would make a Motion for this item to be moved forward for further discussion at Council and proposed ordinance revisions; seconded by Alderperson Gantz.

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

16. Review and Possible Action on City of De Pere Investments and Cash Detail report for February 2023.

Administrator Delo advised the Committee that this report is for informational purposes and is for February 2023, put together by the Deputy Treasurer. Mayor Boyd made a Motion to accept the report and to place it on file; seconded by Alderperson Perock.

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

17. Future agenda items.

Alderperson Kunding asked that Unassigned Reserves be listed on the detailed reports showing the cash status, to which Administrator Delo indicated he has discussed this with the Finance Director, and it will be added in the future. Alderperson Kunding clarified that she would like to see this as a line item on the Cash Detail Report for the May meeting and forward.

18. Adjournment.

Mayor Boyd made a Motion to Adjourn at 8:39 PM; seconded by Alderperson Perock. Motion carried by unanimous vote.

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

Respectfully submitted,
Angela Zills