



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, April 9, 2024

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 Kunding	Aldersperson	Present	
John Quigley	Aldersperson	Present	

Also present: City Administrator Larry Delo, City Attorney Tony Wachewicz, Fire Chief Al Matzke, Health Director/Officer Chrystal Woller, Development Services Director Dan Lindstrom, Finance Director/Treasurer Pamela Manley, Human Resources Director Shannon Metzler (remote), Police Chief Jeremy Muraski (remote), members from Amerilux.

2. Approval of minutes from March 12, 2024 Regular Meeting of the Finance Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Aldersperson
SECONDER:	John Quigley, Aldersperson
AYES:	Perock, Gantz, Boyd, Kunding, 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 and Personnel Committee. §6-3(f) DPMC

None

4. Fire Department Overtime and LifeQuest Billing Reports for March, 2024.

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

5. Consideration and Possible Action on the March 2024 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Aldersperson
SECONDER:	Devin Perock, Aldersperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

6. Consideration and Request to Accept \$38,101 grant from Firehouse Subs Public Safety Foundation for the purchase of 17 defibrillators (AEDs) *

Chief Muraski mentions this was Sgt. VandenBusch's first time filling out a grant application.

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

7. Consideration and Request to allow over-hire for Police Officer for 2024, and for subsequent years as needed. *

Chief Muraski was remote to talk about this over-hire request. Last year the Council approved to add a little extra money to the budget in order to over-hire because of the amount of time it takes to go from finding out you will have a vacancy to go through the hiring process, train that officer, and complete everything for when they start their solo patrol. It usually is about an 8-9 month process. They are asking to use that over-hire for 2024. They are currently one position short of the normal full staff.

Pamela Manley, our Finance Director/Treasurer was present to discuss this agenda item. She mentioned her concerns on adding a position since it is requested for subsequent years. \$110,000 would be for a full year. As for levy limits, we will be stuck on the state limits, we won't have the additional funding from the shared revenue like we had last year. We've built our budget off of having that now. She is mainly just concerned about the subsequent years request on the item. Her recommendation is to do this type of decision during the budget process if you are looking to do it continuously.

City Administrator, Larry Delo added that- if you do approve the position, we should be able to make it work for levy limits for 2025. It may limit or make an impact on other things that you may want to do mid-year.

Human Resources Director, Shannon Metzler mentioned that from a budgetary standpoint, it doesn't work nicely and can be risky on when you would have your next retirement or resignation. Getting someone hired is a long process, which we've been trying to streamline over the years. The background process is lengthy, then have to train them for 16 weeks/4 months, 4 months of a field training process that takes place. We seem to get a position filled, lose another officer, someone goes on FMLA, a retirement, etc. She believes the over-hire is well thought out and if Finance and Council approve the over-hire, we would be fiscally responsible. We would make an educated decision at the time of the hiring process.

Alderperson Kunding has a question on the budgeting process. The budget process doesn't seem to fit the model of our hiring process. She wants to know if there is a way to set funds aside to allocate to overtime or plan ahead for the hire, so we have more flexibility. She wants to know why we can't have it built into the budget to have greater flexibility.

Administrator Delo commented that how we are structured right now, they are the unassigned reserved. We are very tight on our actual numbers, and the way we accomplish that is by not building in contingencies and budgeting for what you will expect and having an estimate for expenditures and revenues. Then, if something unexpected comes up, then you use the unassigned reserves to fill that gap.

Alderpersion Gantz recommends scratching the subsequent wording on the agenda item but to approve the over hire for the Police Department and possibly talk about it at budget time.

Mayor Boyd thinks we should send this to Council. Make a motion to allow the over-hire for the Police Department officer for 2024, but not for subsequent years. Alderpersion Gantz seconded the motion.

Adopted as amended.

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

8. Consideration and Possible Action on request to purchase station alerting system for Fire Department.*

Chief Matzke highlighted this agenda item. The technology that the Fire Department uses is in the 39th year with the same system. The system is starting to age out, and we are looking to transfer to a much more reliable system. They have been slowly updating things around the Station but are missing the software to run it. The signal (instead of running through air waves), would come through fiber. They reached out to other departments within the county to see if they could all work together on this. We stalled the purchase because we'd like to split the cost between the communities with full-time Fire staff (GB, Ashwabuenon, Howard & De Pere). Green Bay already passed their budget amendment, which secures them in with a certain vendor. It would be best to go with the same vendor because of the equipment that would have to be placed at the Brown Co. Communications Center. All of the infrastructure is already in place at both stations, we just need the software. It would be run through a secure fiber instead of internet line.

Mayor Boyd made the motion to approve the request to purchase station alerting system for the Fire Department and use borrowing as the mechanism instead of unassigned reserves as long as there are no problems with Bond Council.

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

9. Consideration and Request to allow over-hire for 1 Firefighter for 2024. *

Chief Matzke was present to talk. Fire's on-boarding time is not as lengthy as the Police Department. The average age of the Firefighters is 42 with 1/3 of the team in their 50's. We are entering that transition period where we will be having more retirements. The stress is during the Summertime, when staff take vacations, etc and we are running at minimum levels of staff. To have someone available by July 1, that would help our operations tremendously for the course of the Summer. The committee can see the breakdown of finances in the packet. \$29,000 would be the financial impact from July 1 to the end of the year.

Shannon was remote to talk on the over hire. On boarding process is quite different than the Police Department. She said that this would help them out come summer. We have 2 types of eligible lists of candidates that we can take from for the Fire Department. If we can find someone from our Paid-on Premise pool to hire for full-time, then our on-boarding process goes really quick because they are already employees, they would just have to move up to the 24 hour schedule. The Fox Valley Hiring Process is the other pool that we would be able to hire from.

Alderperson Gantz- asked if this was going to be a permanent position going forward or if it would be only until the end of the year and then we'd have to start the process all over again. Chief Matzke mentioned he would like subsequent years while they have this turnover but understands that maybe it is not as needed. It is mainly needed over the summer season.

Mayor Boyd to request over hire for 1 firefighter for 2024, Gantz seconded. Moving to council.

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

10. Consideration and Possible Action on Affiliation Agreement between the City of De Pere and Colorado State University for supervised clinical experiences. *

De Pere Health Department Director, Chrystal Woller was present to speak on this agenda item. Great opportunity for this student who is the Calumet Co. Health Officer going for his Master's Degree. The length of the agreement will depend on his schedule and how long it will take to get his hours in. There is no cost.

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

11. Consideration and Possible Action for a Proposed Purchase/Sale Agreement terms with AmeriLux Holdings LLC for an Approximately 250,000 Square Foot Trucking and Transportation Terminal Facility Located at 2000 Commerce Drive (Parcel ED-3103, ED-3104, and Portion of ED-3105).*

*Edit- Square footage is not 250,000, it is approximately 500,000.

Development Services Director Dan Lindstrom was present to speak on this agenda item.

We've been working with the representative party on this for quite a while. Large projects like this usually take a little longer to work through Finances. This is also an income generating project itself. This is about a 20-acre site. The site has been maximized. About 495,000 square feet of trucking and transportation terminal facility with 10% manufacturing. They have proposed using high quality materials that will help with the context of the building. When the City created TID 17, it was created to help grow the business park and created to help fund our Southbridge Connector Project, as well as build Commerce Drive. TID 10 has seen its struggles, and TID 17 was created as an

overlay to help make this project happen. We continue to have struggles with our mill rates in the business park. We've struggled with not as much increment coming back because of the mill rates going down. \$35 million assessed building. \$40 million of anticipated construction costs. Construction years would be 2024-2025. Evaluation date would be January 1, 2026. The first full revenue year would be 2027, with a partial assessment in 2026. \$535,000 annual increment revenue created from this project. We are looking at \$10 million in revenue for the life of TID 17. They are requesting a \$500,000 purchase price. Site assembly grant of \$175,000. The site is maximized. We are looking to capitalize the interest before hand. They are willing to push out one of the cash grant requests for a year after their project is open. They are proposing a minimum annual revenue of \$600,000 and that puts us at a total \$9.6 million in increment. We also look at a market analysis because it is an income generating project. One of the highest value per acre. Amerilux was present at the meeting.

City Administrator Delo mentions how this will be a great addition to the business park and the community.

Aldersperson Kunding had a question about the surrounding infrastructure as more growth happens. The planning that has to go into traffic, streets, planning. How is all of that being planned for? Development Services Director Lindstrom mentions how this project will help preserve the capacity. We've been working with the county on infrastructure and planning.

Larry mentioned utilities with the water authority. NEW water with getting an addition interceptor. It will take time to get everything developed.

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

12. Consideration and Possible Action on the City of De Pere Investment and Cash Detail Reports, February 2024.

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

13. Future agenda items.
None

14. Adjournment

Mayor Boyd made a motion to adjourn. Aldersperson Kunding seconded the motion. Adjourned at 8:35 pm.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Respectfully submitted,
Amy Darnick