



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, February 8, 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 Kunding	Aldersperson	Excused	
John Quigley	Aldersperson	Present	
Kelly Ruh	Aldersperson	Remote	

Also Present: City Administrator Lawrence Delo, Public Works Director Scott Thoresen, City Attorney Judith Schmidt-Lehman and members of the public.

Also Present (Remote): Video Production Specialist Justine Braun, Parks, Recreation & Forestry Director Marty Kosobucki, Fire Chief Alan Matzke, Aldersperson Jonathon Hansen, Human Resources Director Shannon Metzler, Police Chief Jeremy Muraski, Development Services Director Daniel Lindstrom, Tina Quigley of Definitely De Pere and members of the 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

No one requested to speak in response to the Mayor's offer for public comment upon matters not on the agenda.

3. Approval of the Minutes of the January 11, 2022, Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Aldersperson
SECONDER:	Mike Eserkaln, Aldersperson
AYES:	James Boyd, Mike Eserkaln, John Quigley, Kelly Ruh
EXCUSED:	Amy Chandik Kunding

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Mike Eserkaln, Aldersperson
AYES:	James Boyd, Mike Eserkaln, John Quigley, Kelly Ruh
EXCUSED:	Amy Chandik Kunding

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

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

6. Consideration and Possible Action to Approve Copier Lease Agreement for the Police Department.*

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

7. Consideration and Possible Action to Accept \$835 Donation from De Pere Walmart to the Police Department.*

Alderperson Quigley indicated that he appreciates the donation and asked Chief Muraski to give an example of situational awareness, to which the Chief indicated that this idea was taken from the Fire Department. The monitors would be placed within the station and display dispatch from the county. Calls for service would populate to the monitors to alert officers working in the office prior to accessing the system from their cars, and staff would have the ability to view calls while they are completing tasks that require them to be in the station.

Mayor Boyd added that he has seen the screens and they do save time.

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

8. Consideration and Possible Action on a \$250 Sponsorship from the Kress Inn and Bemis Conference Center in support of De Pere TV.*

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

9. Consideration and Possible Action on St. Norbert College Strategic Research Institute Community Survey Proposal.*

Mayor Boyd confirmed with Administrator Delo that the last Community Survey was done in 2014.

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

10. Consideration and Possible Action on Quote from nCourt for Municipal Court Payment Processing Services.*

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

11. Recommendation and Possible Action to add new positions to the 2022 budget (Administrative Assistant, Building Maintenance, Sr. Pool Manager, CSO) and funding for two new cubicles on second floor of City Hall.*

Mayor Boyd indicated that these are good additions to city departments.

Upon further discussion, Alderperson Quigley asked whether the Senior Pool Manager is a year-round position, to which Parks, Recreation & Forestry Director Kosobucki advised that it is not a year-round position. The position would work 40 hours during summertime, with a part-time segment in spring and fall.

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

12. Consideration and Possible Action Regarding a Proposed Amendment to the Sale and Purchase Agreement with F.B.S. Investment Group LLC for the expansion at 2257 American Blvd (WD-1371).*

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

13. Consideration and possible action on Proposed Grant Management Policy.*

Upon further discussion, Administrator Delo advised the Committee that the City is eligible to apply for a number of grants, some that are repetitive and some from other sources, and recently with changes at the federal level, the City has had the availability to apply for more grants but has had issues with grant tracking in some departments. The current practice is each that department manages the grant process on their own with some assistance from other departments, such as Finance. The proposed policy would standardize the grant process and create an electronic spreadsheet on a shared drive to have a process in place to check status, track grants and see them to conclusion for consistency in all departments. The policy should not be much additional work for staff

and would allow the utilization of an outside firm when approved if that proposal is also approved by Council to be included in policy [Agenda Item No. 14]. In response to the Mayor, Administrator Delo indicated that he is not sure how the tracking will be structured yet, but if elected officials are not able to view the grant tracking information directly, staff can provide reports as needed.

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

14. Consideration and possible action on Grant Services Request For Proposals.*

Upon further discussion, Administrator Delo wanted to make it clear that the intent is not to utilize firms that only charge for services when a grant is obtained, because it is desired to have a firm that will also identify and seek out unique opportunities and not one that will only go after opportunities that they are sure will be received. He added that staff is looking at establishing a fee structure and that cost will be further investigated upon receipt of proposals. He anticipates most responses will be engineering-type firms and the cost will come from unassigned reserves, although he believes this will be money well-spent and the City will come out ahead with receipt of grants.

In response to Alderperson Eserkaln, Administrator Delo advised that the ideal firm would have expertise in various areas of grants.

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

15. Funding Discussion and Possible Action Regarding Options for use of ARPA Funds.*

City Administrator Delo initiated discussion regarding proposed uses of the American Rescue Plan Act (ARPA) funding approved by the federal government. The City is scheduled to receive over \$2.6 million and received the first payment of \$1.3 million on June 25, 2021 and is expected to receive the balance sometime this summer. The links to review the Final Rule of the Treasury Department at the federal level and related documentation are included in the memo in the agenda packet; there is a wide array for utilization of the funding, some targeted and some general. There is a flexible option in the Final Rule for use of the \$2.6 million, and the City can claim a revenue loss for the full amount, which is the preferred option of the League of Wisconsin Municipalities and allows it to be used for municipal operations and capital projects; other categories involve tighter ways to use money and more strict reporting requirements. He advised the Committee to consider the lost revenue standard allowance option as it allows the most flexibility and this item is to start conversation now that the Final Rule has been established.

Mayor Boyd indicated that he is in support of the revenue loss standard allowance. In response to Alderperson Quigley, Administrator Delo advised that if the standard allowance for lost revenue is claimed, specific projects can be carved out later for

municipal operations depending upon what it is; however, funds cannot be used to fund debt, for funding pension plans or gaps and cannot be put into surplus funds.

Aldersperson Quigley advised that he would like to see the City maximize opportunities for use of the funds, specifically designating money for mental health services and for the promotion of those services, as well as possible premium pay for eligible employees performing essential work, such as a program for small business owners to obtain a cash payout for their essential employees to help with their rent payments or monthly expenses.

Administrator Delo added that staff is working with City's auditors, CLA, and the City has until the end of 2024 to dedicate the money and until 2026 to expend the money and move forward with projects. He again indicated that this item is to start conversation and designation does not need to be identified in the first report.

Mayor Boyd confirmed that Aldersperson Ruh supports the lost revenue designation; Aldersperson Eserkaln indicated he does as well.

Mayor Boyd made a Motion to forward this item to Council for further discussion, with the recommendation to designate all ARPA funds to the lost revenue standard allowance; seconded by Aldersperson Ruh. Motion carried by unanimous vote.

RESULT: DISCUSSED

MOTION RESULT: ADOPTED [UNANIMOUS]

MOVER: James Boyd, Mayor

SECONDER: Kelly Ruh, Aldersperson

AYES: James Boyd, Mike Eserkaln, John Quigley, Kelly Ruh

EXCUSED: Amy Chandik Kunding

16. Discussion and Possible Action on the Request of Ald. Raasch to Consider Amending City Funding for City COVID Relief Programs.*

Mayor Boyd did not wish to take action on this item without the input of Aldersperson Raasch, so he made a Motion to table this item to next month's Finance/Personnel meeting, which was seconded by Aldersperson Eserkaln.

RESULT: TABLED [UNANIMOUS]

Next: 3/8/2022 7:30 PM

MOVER: James Boyd, Mayor

SECONDER: Mike Eserkaln, Aldersperson

AYES: James Boyd, Mike Eserkaln, John Quigley, Kelly Ruh

EXCUSED: Amy Chandik Kunding

17. Review and possible action on City of De Pere Investments and Cash Detail report for December 2021.

Mayor Boyd made a Motion to accept the report for December 2021 and to place it on file, seconded by Aldersperson Quigley.

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

18. Future agenda items.

None (other than tabled Item No. 16 from this Agenda).

19. Adjournment.

Mayor Boyd made a Motion to Adjourn, seconded by Alderperson Eserkaln. Upon unanimous vote, the meeting adjourned at 7:59 PM.

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

Respectfully submitted,
Angela Zills