



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, January 11, 2022

7:30 PM

GoToMeeting

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	Remote	
Mike Eserkaln	Aldersperson	Remote	
Amy Chandik Kunding	Aldersperson	Remote	
John Quigley	Aldersperson	Remote	7:31 PM
Kelly Ruh	Aldersperson	Remote	

Also present (Remote): City Administrator Lawrence Delo, Human Resources Director Shannon Metzler, Fire Chief Alan Matzke, Police Chief Jeremy Muraski, Health Director-Officer Deborah Armbruster and Finance Director-Treasurer Joe Zegers.

2. Approval of the Minutes of the December 14, 2021, Regular Meeting of the Finance/Personnel Committee.

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

3. Public comment period on items not on the agenda.

Mayor Boyd offered all in attendance to speak on any item not on the Agenda; no one came forward.

4. Fire Department Overtime and LifeQuest Services Billings Reports for December, 2021.

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

5. Consideration and Possible Action on the October 2021 Police Overtime Report.

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

6. Consideration and acceptance of donation from CoVantage Credit Union to the Fire Department.*

Mayor Boyd expressed thanks to CoVantage Credit Union for this donation.

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

7. Consideration and Possible Action on Acceptance of \$5,000 donation from Budget Blinds to Police for use with the K-9 Unit.*

Mayor Boyd expressed thanks to Budget Blinds of west Green Bay for the donation.

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

8. Consideration and Possible Action on Acceptance of \$500 Donation from Kwik Trip Kares to Police for use with the Hotel Voucher Program.*

Mayor Boyd expressed thanks to Kwik Trip for the donation to this much utilized program.

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

9. Consideration and Possible Action to hire Baker Tilly, US, LLP to Conduct a Compensation Study.*

Human Resources Director Shannon Metzler advised the Committee that Baker Tilly is being recommended as the consultant group to conduct a compensation study for non-represented positions. The project is expected to get off the ground right away with meetings with employees to self-evaluate his or her job; positions will then be studied by Baker Tilly and compared against external data from public and private sectors, with each position being assigned to a grade level. The Consultant will also be asked to review job descriptions that are old and outdated. The project is expected to take four to five months, with results and recommendations coming back before this Committee in June. The City will try to realize some savings by partnering with the City of Appleton in their selection of Baker Tilly also. Baker Tilly has offered the opportunity to save on review of similar groups and perhaps combining travel but cannot quote an exact savings. In response to Alderperson Chandik Kunding's question on this study as compared to previous studies, HR Director Metzler explained that it is hard to say how this study will compare, but not as many adjustments are expected now as were made in 2012-2013, which resulted in significant changes. She expects a few positions to be off and low, but nothing significant. The review is a means to be fair to employees and for the City to be fiscally responsible, and in 2017-2018 fewer changes were made. She further commends the Council for doing a market adjustment each year to maintain stability. City Administrator Delo added that the earlier study had a number of employees who were red-lined or maxed out on the previous pay scale, which contributed to some of the adjustments during that study.

Alderperson Ruh asked about the quote in the Proposal for updating job descriptions for 35 positions and why that could not be accomplished internally or why it has not been

part of the process to have employees update job descriptions, to which HR Director Metzler advised that the workload of the HR Department has not allowed them to be updated internally. It has not been part of the process to have employees update them as narratives might not be accurate and writing skills vary. Baker Tilly will have better knowledge and skills at this task, but the employees will be asked to fill out a questionnaire listing the requirements of his or her job, years of experience required, etc. A supervisor will validate that information and then Human Resources will review and turn over to Baker Tilly who will review and add any general language that would need to be included. HR Director Metzler indicated that plan is to keep the job descriptions current moving forward possibly by implementing a review as part of the check-in process or other framework to be identified.

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

10. Consideration and possible action on Division of Public Health DPH Contract #52825.*

Health Director-Officer Armbruster advised the Committee that this is a yearly grant that has been ongoing for many years for maternal child health, lead prevention and immunizations.

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

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

Finance Director-Treasurer Zegers advised the Committee that as of November 30, the City had total cash of \$3.6 million, with investment accounts and money market of \$21.1million and total cash and investments of over \$24.7 million.

The rates of return continue to be negative for the year, although the City's financial advisor indicates an uptick is expected; 2021 is down for investments as compared to the budget, but other accounts have picked up the general fund, such as Covid related items and Building Inspection.

The Local Government Investment Pool (LGIP) decreased by \$3.6 million in November due to debt payments and accounts payable and payroll, offset by receipt of state shared revenues of \$1.2 million. In December, LGIP will decrease \$2 million for accounts payable and payroll.

Staff started collecting tax payments as of December 10, with total collection of \$25.5 million through January 10. The money is being deposited in a money market for a larger return compared to the LGIP, but still allowing it to remain liquid. As of January 15, portions will be sent to the school districts and to Brown County, with a second disbursement on February 15. The second phase of tax payments will be collected by Brown County from February 1 to July 1. The interest rate for the money market is .12%, with \$35-37 million estimated in total collection.

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

12. Future agenda items.

None.

13. Adjournment.

Mayor Boyd made a Motion to Adjourn; seconded by Alderperson Chandik Kunding.
Upon unanimous vote, the meeting adjourned at 7:58 PM.

Respectfully submitted,
Angela Zills