



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, October 10, 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	Alderman	Present	
Pamela Gantz	Alderman	Present	
James Boyd	Mayor	Present	
Amy Chandik Kunderling	Alderman	Present	
John Quigley	Alderman	Present	

Also present City Administrator Lawrence Delo, City Attorney Tony Wachewicz, Fire Chief Al Matzke, Finance Director/Treasurer Pamela Manley, Human Resources Director Shannon Metzler, Development Services Director Dan Lindstrom, City Clerk Carey Danen (Remote), Chief Jeremy Muraski (Remote), our Insurance Broker Jason Shanda.

2. Approval of the minutes from the September 12, 2023 Regular Meeting of the Finance Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Alderman
SECONDER:	Pamela Gantz, Alderman
AYES:	Perock, Gantz, Boyd, Kunderling, 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. Consideration and Possible Action on the Fire Department Overtime and LifeQuest Billing Services Report for September, 2023.

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

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

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

6. Consideration and Possible Action on Police Request to Add Additional CSO Duties.

Chief Muraski was remote and commented on the consideration and possible action to add additional CSO duties. He said that this is a very common practice among other agencies in our area. A lot of them do this already, nothing out of the ordinary for this request. Mayor Boyd asked Chief Muraski if this gives CSO's more responsibility, which

it does. It also gives the Department a greater body of work to look at if they are looking at them for a perspective law enforcement candidate for the future. Alderperson Gantz asked Chief Muraski how many CSO's we currently have. We currently have 1 CSO but are doing background checks on 2 perspective hires in the near future. The Department is looking to hire 2 immediately, and possibly 2 more in 2024 if the budget passes.

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

7. Consideration and Possible Action on three-year renewal agreement with GovOS for SeamlessDocs online forms software. *

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

8. Recommendation and Possible Action to Approve 2024 Benefit Renewal and Plan Design Changes. *

Human Resources Director Shannon Metzler spoke on the possible benefit changes- Jason Shanda, our insurance broker was remote to answer any questions. The last several years we've had a significant surplus in our medical fund. We have spent some of the surplus down over the years by providing a premium reduction and premium holidays to our employees. We plan to reach our target at the end of 2023. For 2024 we are looking at a 10% increase in premiums. We were hoping to do something smaller, but it is hard with not having a lot of plan members. We have a few members with high-cost claims, which also increases our rates. We are hoping to have this 10% increase just for this year and then the following year only have a single digit increase in premiums. We have a stop loss insurance plan in place, which means any claim that reaches \$110,000 or more, the stop loss insurance will cover those claims. We are looking to increase that to \$130,000. We go to market every year for our stop loss carrier. This year we saw a 12% increase from our carrier. We found a carrier that will decrease our rates by 2.5% for 2024.

The City is also doing a couple other small changes for 2024. We have an EAP program right now through Employee Resource Center, called EAP Gateway Program. The claims process isn't working out well. The provider and our insurance company can't get the claims to be processed correctly. We have given up on the benefit with all the problems with the claims. \$0 co pay structure for mental health services. Trying to provide as many mental health resources as possible for our members. Teledoc is another service we provide for our members for Mental Health Services. We have been with ERC (Employee Resource Center) for around 20 years and for 2024, their rates are going up 40%. We went to market and are recommending to go with Aurora Advocate for our EAP services. We currently have an on-site nurse that comes on-site once a week. We aren't a large enough employer to have a doctor or nurse practitioner on-site regularly, but we offer our employees nearsite services through Prevea and Bellin. It is for services that people routinely go in for (Earache, Cold, Fever, etc). We are looking to add Urgent Care through Bellin as a small enhancement. We are also looking to offer health calcium screening for our members for their heart health. We have 2 dental plans for the city (one

self-insured and one full insured), both will have a 0% increase in 2024. Vision insurance will also have a 0% increase. We also did a benefits survey to members and spouses and one thing that members are looking for are voluntary benefits (accident insurance, critical illness, hospital indemnity plans). We will roll those out in the first quarter of 2024 with a new open enrollment period. They will be 100% employee paid. Short term disability was something we have been researching and there is a recommendation in the memo to see the different options. The plan we are looking at would be through the state. Right now, they have a premium holiday, which means the participant pays zero cost. We plan to implement that during the first quarter of 2024 and re-evaluate in 5 years, which is the length of time it is free from the state. We are also looking to make a small change to the long-term disability coverage. Right now, it is 60% of employee wages, but there is a cap to it. We want to make it a true 60% and not be able to be taxable.

Mayor Boyd asked Director Metzler if she thought that employees were generally satisfied with their benefits. She believes they are, with how members filled out the benefits survey. Even though premiums are going up in 2024, members will still be paying less than what they did in 2014.

Aldersperson Gantz asked a question if we have any working out and exercise benefits. We have a wellness plan that employees can participate in to earn gift cards. We also have a workout facility at MSC that employees and their spouses can use.

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

9. Consideration and Possible Action on Agreement Amendment with MSA Professional Services, Inc. for Idle Sites Grant application and administration. *

Development Services Director Dan Lindstrom gave a brief overview. In January of this year, we approved an initial contract for MSA to do a community development investment grant through WEDC. The Idle sites grant is meant to identify sites in the community that meet a certain threshold for development challenges when it comes to redevelopment. This site doesn't meet these requirements. WEDC says that we can apply for this and then request deviation from some of those rules. This is key in the Shopko redevelopment site. The smartest idea is to apply for this grant and see if we can use it for the infrastructure related to the Shopko redevelopment.

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

10. Consideration and Possible Action for an agreement with Walker Consultants to assist and facilitate (1) Downtown Parking System Technology and Equipment Procurement, (2) implementation of the Downtown Parking System Operations and Management implementation, (3) Parking Garage Theory of Operations and Management Plan, (4) Parking Garage Parking Access and Revenue Control System (PARCS) Procurement, (5) Task 5: Parking Entity Creation. *

Development Services Director Dan Lindstrom spoke regarding this. This is an implementation of our downtown parking study but also related to the Shopko project and the creation of a parking utility. We still do have a contract with Walker for the design of the parking structure. This is the next stage in the process. This is the longer part of the contact, with starting it pretty quickly. If we wait until January, we will be behind in some of the requirements and goals that we have. Funding will be some unassigned reserves and the majority of it funded with TID's 7,9 and the future TID of the Shopko redevelopment, which will possibly be TID 18. Mayor Boyd states that this parking utility will help some of the parking concerns in the city.

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

11. Consideration and Possible Action on the city of De Pere Investments and Cash Detail report for Aug. 2023.

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

12. Future agenda items.
None

13. Adjournment

Motion to adjourn by Mayor Boyd, seconded by Alderperson Kunding. Motion approved unanimously. Adjourned at 7:55 p.m.

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