



Finance/Personnel Committee

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Regular Meeting

Minutes

Tuesday, September 10, 2019

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, September 10, 2019, at the De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Ryan Jennings	Aldersperson	Present	
Amy Chandik Kundinger	Aldersperson	Present	
Casey Nelson	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, Development Services Director Kimberly T. Flom, Finance Director-Treasurer Joe Zegers, City Clerk Carey Danen, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, Members of Boy Scout Troop 1043, David Maccoux of CliftonLarsonAllen, LLP and Members of the Public.

2. Approval of the Minutes of the August 13, 2019 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Aldersperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

3. Public Comment Period and other announcements.

No announcements were made. The Mayor offered the audience the opportunity to speak on any item not on the agenda; no one came forward.

4. Fire Department Overtime and LifeQuest Services Billing Report, August, 2019.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Aldersperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

5. Approval of Police Overtime Report for August 2019

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Ryan Jennings, Aldersperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

6. Consideration and acceptance of proposed Eagle Scout Project for Fire Department classroom, Station #1.*

Mayor Walsh made a Motion to open the meeting at 7:32 PM; seconded by Aldersperson Jennings. Upon vote, Motion carried unanimously. Isaac Hermans was introduced and advised the Committee regarding his proposal to install new cabinets and countertop in the training room at Fire Station #1. The area he proposes to improve has been used by

his troop for meetings, Cub Scout meetings, fire department training and other community functions. Updated cabinets will serve department needs by providing storage and a display area for department antiques, making the room more user-friendly. Through design and pricing research, along with consultation of the Fire Department, it was determined that Cabinet Connections would provide the highest quality materials at the best price. Funds were raised through brat fry's, with the support of the De Pere Sportsmen's Club and Piggly Wiggly. The cabinets will be installed as a joint project with troop members, their parents and firefighters; plumbing services will be donated by Benzschawel Plumbing. The total cost of the project is anticipated to be \$2,500 and Isaac Hermans has raised \$1,200; Fire Chief Matzke added that \$1,300 is requested to be utilized from the Fire Department donation account to complete the project. In response to Alderperson Crevier, Isaac Hermans advised that installation should be completed within a couple of days, and the project will not involve the need of any electrical services.

Mayor Walsh thanked Isaac for this donation and his presentation to the Committee and indicated that he looks forward to completed project; he then made a Motion to return to regular order at 7:36 PM; seconded by Alderperson Crevier. Upon vote, Motion carried unanimously. Mayor Walsh made a further Motion to accept the project/donation and to approve the requested balance to be taken from the Fire Department donation fund; seconded by Alderperson Chandik Kunding.

Upon further discussion, in response to Alderperson Crevier, Chief Matzke indicated that there are no set plans for the Fire Department donation account funds, but the department does wish to support boy scout/eagle scout options when possible. This particular project will update an old kitchen that was not part of previous budget proposals and will save tax payer dollars. Alderperson Crevier indicated that he would like to see an accounting of the donation account budget and the kinds of items it is used for, to which Chief Matzke replied he could make a strategic plan for uses of the money. In response to Mayor Walsh, Finance Director Zegers indicated that he wasn't aware of the balance offhand.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

7. Consideration and acceptance of \$1,100 donation from Green Bay Packers to the Fire Department.*

In response to Alderperson Crevier regarding proposed uses for this money, Chief Matzke advised that this was an unexpected donation. The department participated in a flag football community event involving public safety, which was not done with anticipation of any donation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

8. Consideration and acceptance of \$500 donation from Casey Cuene to the Fire Department.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

9. Consider Fire Department's request to apply for Georgia Pacific Bucket Brigade Grant.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

10. Consider Fire Department's request to apply for 2019 Wisconsin Forest Fire Protection Grant.*

In response to Alderperson Crevier, Chief Matzke explained that dry fire hydrants do not use city water and are buried with the expectation they can be used year round. The dry hydrants will allow use of river water, not treated water, and will allow the department to obtain river water faster and easier than it is currently able.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

11. Approve \$250 sponsorship from the Kress Inn and Bemis Conference Center in support of De Pere TV.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

12. Consideration of and possible action on selection of a new property management company for 2186 Lost Dauphin.*

Alderperson Jennings made a motion to approve the selection of Blue Frog as suggested by the City Clerk; seconded by Alderperson Nelson.

Upon further discussion, Alderperson Nelson asked for background information regarding City's ownership of this property, which Administrator Delo advised that the property was bought long ago when it was identified as an obstacle for a preliminary route proposed for the southern bridge. As a result of a lawsuit filed by the homeowner, the Council elected to acquire the property and lease the home until it would be razed for the bridge corridor (or sold if the bridge route moved to another location). In response to Alderperson Crevier, Administrator Delo indicated that the City has owned the property for over 10 years, and it has been maintained by the same management firm; during this time, the City has done some extensive repairs in order to maintain the home. In response to Alderperson Nelson, both Administrator Delo and Mayor Walsh advised that this is the only leased home owned by the City.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

13. Consideration and possible action regarding purchase/sale agreement terms for Parcel WD-1137-2. *

Alderperson Nelson asked Development Services Director Flom to explain project term #7 regarding possible sidewalk or trail expansion, which she indicated that point was included to make the future property owner aware of a possible pedestrian walkway connecting the Samantha Park neighborhood to the De Pere Dog Park; currently residents must drive all the way around the industrial area to get to the dog park. This proposal is in the Capital Improvement Projects (CIP) for the future and would likely utilize TID funds; details would need to be worked out regarding maintenance and snow removal. In response to Alderperson Crevier, Development Services Director Flom explained that there are wet areas on the property that would need to be worked through and that a path in the middle no longer makes sense due to the development property having a shared driveway and loading area with the neighboring property. In response to Alderperson Nelson, Development Services Director Flom indicated that sidewalks in the Biotech Way area would need to be determined later as a policy decision, because generally sidewalks in the industrial areas are on large properties that would require snow removal on sidewalks that do not generate significant foot traffic.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

14. Review and possible action on City of De Pere Investments and Cash Detail for July 31, 2019.

Finance Director-Treasurer Zegers indicated that the Summary on page 63 of the packet indicates that Investments total approximately 25 million and Cash Accounts total roughly 3 million as of July 31. Totals for this reporting reflect the receipt of the school tax credit, which is held for a month and then distributed to school districts in August; the tax settlement from the county is expected in August; and the Revolving Loan Fund is now in a money market under city control for a better rate of return and segregated interest. In response to Alderperson Jennings, Finance Director-Treasurer Zegers indicated that Charles Schwab communicates very well with staff, City's investments are currently doing very well and the City is on a five year revolving ladder to cushion the ups-and-downs. He further explained to Alderperson Nelson how market rates can impact investment appreciation depending on time of purchase. Mayor Walsh made a Motion to accept the report and place on file; seconded by Alderperson Jennings. Upon vote, Motion carried unanimously.

No further action was taken on this item as it was for discussion purposes.

RESULT:	DISCUSSED
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15. Presentation of 2018 Preliminary Audit Management Letter and Financial Statements.*

Finance Director-Treasurer Zegers introduced Dave Maccoux from CliftonLarsonAllen, f/k/a Schenck, who has 28 years of experience in governmental accounting. Mr. Maccoux shared the Management Communications Report, highlighting financial information for the Committee and indicated that the unmodified opinion accurately reflects the City's financial condition and is a clean report.

He then reviewed and highlighted the report for the Committee: Pages 1-4 provide an introduction of the audit process and government auditing standards for compliance, management and recommendation. The report notes two deficiencies for the preparation of the annual financial statements and adjustments to financial records, which are common for an audit firm to do and are nothing significant; the audit went well and staff was cooperative.

Pages 5 and 6 provide financial information and a two-year comparison. City's fund balance is within the higher end of City's general fund policy and reflects that the City is in stable and good financial position for 2019. In response to Alderperson Crevier, Mr. Maccoux explained that all deficiencies must be noted, and the deficiency means that the City didn't prepare the report itself, and while the financial statements belong to the City, the preparation was assisted by the auditors, which is common in governmental entities. Finance Director-Treasurer Zegers added that the City is going to market for bonds next Tuesday and City's rating of Aa2 (the third best rating) has been reaffirmed by Moody's. Mr. Maccoux added that volatility is also considered, and the City is stable in terms of adhering to its policy.

Page 7 provides a synopsis of City's TID districts and how increment compares from year to year. Finance Director-Treasurer Zegers added that TIDs 5 and 6 are nearing termination and both will receive the advances from the net of those funds; TID #6 may remain open for one additional year for the housing rehabilitation option. Administrator Delo clarified that an additional year extension of TID #6 is a proposal at this time and would need Council approval. Mr. Maccoux and Finance Director-Treasurer Zegers added that the City's TID districts are comfortable under the percentage set by the state for the limit on valuation in response to Alderperson Crevier.

Pages 8-10 highlight City's operating activities: self-insurance funds (medical/dental), water utility, wastewater and stormwater utility; these categories are reviewed for consistency and trends over time.

Mr. Maccoux indicated that no new recommendations were made as a result of the audit and previous recommendations have been implemented by the City. Additional questions from Alderperson Crevier were answered by Mr. Maccoux and Finance Director-Treasurer Zeger regarding a two-year comparison of information, evaluation of trends and uses of City's general fund dollars outside of the regular budget. In response to Alderperson Nelson, Mr. Maccoux indicated that City's audit is consistent and comparable to other cities, but that the overall process has become more complex over time, with new objectives continuously being added.

Mayor Walsh thanked Mr. Maccoux for completing the audit and for his presentation; he then made a Motion to accept the audit report and place on file; seconded by Alderperson Crevier.

Upon further discussion, Alderperson Crevier indicated that he is pleased that things are going smoothly and no red flags were noted. Finance Director-Treasurer Zegers added that a good rating can make a significant difference. Mayor Walsh thanked Finance Director-Treasurer Zegers and Administrator Delo for keeping the City on track, keeping the fund balance stable and on the high percentage end of the general fund policy. In response to Alderperson Nelson, Administrator Delo indicated in discussions with Moody's and Fitch, the City would have to have a substantially larger tax base in order to significantly increase its rating, and a rating is also impacted by state levy limits. Mayor Walsh revised his Motion to forward this item to Council; seconded by Alderperson Crevier.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

16. Future agenda items.

None.

17. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 8:35 PM.

Respectfully submitted,
Angela Zills