



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, August 13, 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
James Boyd	Mayor	Present	
Pamela Gantz	Aldersperson	Excused	
Amy Chandik Kundingner	Aldersperson	Present	
Devin Perock	Aldersperson	Present	
John Quigley	Aldersperson	Excused	

Also present is City Administrator Larry Delo, Development Services Director Dan Lindstrom, Community and Economic Development Specialist Quasan Shaw, Fire Chief Al Matzke, Finance Director/Treasurer Pamela Manley, Aldersperson Jonathon Hansen, City Clerk Carey Danen (Remote), IT Director Steve Masey (Remote).

2. Approval of minutes from July 9, 2024 Regular Meeting of the Finance Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Aldersperson
AYES:	James Boyd, Amy Chandik Kundingner, Devin Perock
EXCUSED:	Pamela Gantz, John 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

4. Consideration and Possible Action on a request to purchase CivicClerk agenda and meeting management software, with \$11,500 to come from unassigned reserves. *

City Clerk Carey Danen was remote to talk about this item. Proposing the City enter into an agreement with Civic Clerk for their meeting and agenda software. Tight timeline to implement the software. It would be a cost savings down the road. No overlap with our current system and having to pay them back. We want to use some unassigned reserves (\$11,500) to get this done asap.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kundingner, Aldersperson
AYES:	James Boyd, Amy Chandik Kundingner, Devin Perock
EXCUSED:	Pamela Gantz, John Quigley

5. Consideration and Acceptance of donation from Casa Alba Melanie for the Fire Department in the amount of \$4,161.16*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Devin Perock
EXCUSED:	Pamela Gantz, John Quigley

6. Recommendation and Possible Action to Accept \$4,271.51 grant from the Brown County Crime Prevention Funding Board for the purchase of 2 Traffic Radar Speed Boards and mounting brackets. *

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

7. Recommendation and Possible Action to Contract with Carfax for Police for Accident Report Publication and Vehicle Records Searches. *

Recommendation is to do the nominal fee of \$5, would then bring in \$500-\$1,000 in revenue for people requesting these reports.

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

8. Consideration and Possible Action on a revised purchase/sale and development agreement terms with FBS Investment Group LLC for an expanded manufacturing facility at 2257 American Blvd (WD-1371). *

Development Services Director Dan Lindstrom was present to talk about this agenda item. This is the third or fourth time you've seen revised terms on this project since 2020. This originally came forward right before COVID and just couldn't move forward. Ultimately had large capital costs to move forward. In 2024 ownership is going to be reconfigured and made the project delayed a bit. One owner will be buying out the other owner. They do want to develop the property and did some revised terms. The site plan hasn't changed since you saw it last. They would like to enter into a PAYGO agreement and cash grant of that same amount of \$139,000 after they complete the project. We would like to get the project moving. They need to finalize the development agreement, sign it and transitioning the check to us. Staff recommends approval of the terms and agreements in the packet.

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

9. Review and Discussion of the 2023 Annual Tax Increment District (TID) Summaries.

Development Services Director Dan Lindstrom is present to give a brief overview of all the things that have been going on recently.

We have seen tremendous growth in our TIDs recently. We are inching closer to our 12% threshold limit. Majority of the growth has been in TID 12. You'll see TID 17 grow with the Amerilux project and TID 10 grow with Valley Cabinet and Belmark expansions. Over the past year, we have seen a \$50 million growth in our TIDs. This is end of year 2023 data. Total increment growth is \$344 million. As our TIDs continue to grow, we will continue to get closer to the 12% threshold. We have roughly \$40 in outstanding debt in our TIDs. That number will grow with Southern Bridge and Shopko Development because we are funding as much of that project as we can with TIDs. All in all, we are in a good place.

Administrator Delo had a question about when the next TID will be closing. Lindstrom said that TID 8 is expected to close by 2027. It has an increment value of \$21 million.

RESULT:	DISCUSSED
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10. Consideration and Possible Action for a Proposed Development Agreement Terms with Preserve Development Apartments LLC. for an 86-unit Multifamily and 15-unit Townhome Development Located on the North Side of Employers Blvd (WD-364-D-502-2, WD-364-D-502, and portion of WD-D0031). *

Development Services Director Dan Lindstrom is present to talk about the agenda item. This is the first steps of a lot of steps to make this project happen. This is the former Humana Campus. We are in the first of 3 phases. Mixed unit building (Owner occupied units and rental income units). Staff met with the developer to discuss the project. Underground parking, 1st and 2nd floor with public amenities, 3rd floor with lofts and terraces. Combination of parcels. 58 apartments, 28 condos and 3 town homes (5 units in each building).

The developer is proposing a \$2.5 million incentive, broken out into \$500,000 up front cash grant upon completion and \$2 million MRO moving forward for the life of the TID at a certain interest. Developer would be maxing out the loan to value. They would have to take out a secondary loan backed by the MRO.

Secure zoning and site plan approvals by Feb. 1, 2025, and commence construction by May 1, 2025.

They would have to do a water infrastructure analysis. They will have a water relocation cost that will have to be taken on.

We must amend TID 15, our incentives are a project cost reimbursement grant of \$500,000, PAYGO of \$200,000 and because we are in a revenue generated project, we are including the look back provision. If they do elect to enter into WHEDA funding for affordable housing purposes, we will remove the look back provision.

Mayor Boyd wanted to know if they apply for WHEDA funding and get it, would the rental prices come down at all? Lindstrom mentioned that they already meet WHEDA limits for 80% threshold. The definition for affordable housing is different for everyone.

City Administrator Delo wanted to know if the WHEDA limits are based on each individual community or is it statewide? Lindstrom said that it is County median income, so it takes your county based off family household size. Generally, our incomes here are a bit higher so the WHEDA limits are higher.

This will be TID 15.

Aldersperson Kunding asked about realistic timing on when a project like this could start. Lindstrom said that we have full value assessed by January 1, 2027, hoping to break ground by summer of 2025. We have make preliminary road designs, so the developer can move forward. Aldersperson Kunding also asked if the development is contained just to what is marked on their information sheet. Lindstrom said that the primary developer purchased all the subject property of the Humana campus. As investors come in, they will take on smaller portions.

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

11. Consideration and Possible Action on Consultant Agreement with Partners Engineering and Science Inc, for ADA Facilities Audit services. *

City Administrator Delo was present to talk about this agenda item. The Council previously approved the city to have \$65,000 from the ARPA funding to complete the ADA facilities audit. We did a search for firms that would complete this type of work. We sent out proposals for ADA Audit on our facilities. Our intent is to get it completed soon. We sent out the proposals to 5 firms, only 2 responded. We budgeted \$65,000 and both were a little over what we had budgeted. We do have sufficient funds from ARPA to make up the additional balance to complete the audit this calendar year. It is recommended we go with the Partners Engineering and Science Inc. for our ADA Facilities Audit for \$76, 175. Finance Director Manley indicated that we have additional ARPA funds to make up the balance of \$11,175.

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

12. Staff report on the Green Bay Area Room Tax.

Aldersperson Hansen brought this agenda item forward. He mentioned that we haven't had a discussion in a few years about the room tax. A lot of it was going towards the Expo Center and now that construction is done, he wanted an update. In a memo from Finance Director Manley, it states, even though the construction is done on the Expo Center, we will still have to pay off the bonding for it until 2054. His questions are as follows:

1. The 4% that is dispersed back to the municipalities, where is that allocated?
Finance Director/Treasurer Pamela Manley responded that the 4% is divided up between the municipalities that are in the Room Tax Commission. Green Bay and Ashwaubenon

will get a little extra for the maintenance of their facilities, and then everything else is distributed equally. It is just a revenue line in our general fund budget.

2. The Resch and KI Center bonding will be completed in 2029, after that is paid, will the funds used for that be coming back to the city?

Director Manley responded that the excess would go to Discover Green Bay. Once all the bond payments are made, the rest will go towards Discover Green Bay's new building. They get 2% off the top right now, no excess.

Room tax for the municipalities that participate is 10%. De Pere got roughly \$14,000 back in 2023.

RESULT:	DISCUSSED
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13. Consideration and Possible Action on the City of De Pere Investment and Cash Detail, June 2024.

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

14. Future agenda items.

None

15. Adjournment

Mayor Boyd made a motion to adjourn
Seconded by Alderperson Kunding.
Adjournment is at 8:25 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:

Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

Respectfully submitted,
Amy Darnick