Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, August 13, 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, August 13, 2019, at the De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

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

Also Present: City Administrator Lawrence Delo, Finance Director Joe Zegers, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, Development Services Director Kimberly T. Flom, City Clerk Carey Danen and Justin Fischer of Baird.

2. Approval of the Minutes of the July 9, 2019 Regular Meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Ryan Jennings, Alderperson
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 Reports for July, 2019.

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

5. Approval of Police Overtime Report for July 2019.

Alderperson Nelson asked about miscellaneous overtime for background investigations out of town, and Chief Beiderwieden explained that while this does not happen often, due to five current openings for police officers, background investigations were conducted in Lac du Flambeau and Minocqua.

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

6. Consideration and acceptance of donation from VFW Post 2113 to the Fire Department.*

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

7. Consideration and Recommendation of Approval of a Donation from Unison Credit Union to the Police Department in the Amount of $500 for Emergency Response Equipment.*

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

8. Consideration and Recommendation of Approval of a Donation from De Pere Christian Outreach to the Police Department in the Amount of $3,000.00 for the K-9 Unit.*

Alderperson Nelson asked whether state statutes require that both Finance and Council review and accept donations, to which Administrator Delo indicated that donations would not need to be reviewed by either, although the Common Council is required to authorize expenditures. Alderperson Nelson replied that while donations should be recognized, it seems redundant that both the Finance Committee and the Common Council need to approve. The Mayor indicated that future meetings with City departments will focus on areas that could be streamlined, and this suggestion is something that could be addressed during those discussions.

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

9. Consideration and possible action regarding a request to extend an Option to Purchase for Parcel WD-1136-3. *

Alderperson Crevier noted a slight difference in the current extension request letter, as compared to the previous requests, regarding future expansion. Development Services Director Flom indicated she did note that as well and confirmed that presently there is no interest in this parcel from others. She suggested that this extension could be approved but that any further extension requests could be evaluated in greater depth for more specific information regarding future expansion. Alderperson Crevier confirmed that approving the extension means that this property could not be made available to others for another couple years.

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

10. Consideration and possible action regarding the TID #9 Facade Grant program budget. *

Alderperson Nelson asked for an explanation of the staff recommendation that additional 2019 facade grants move to 2020. Development Services Director Flom explained she feels that $71,000 is a good stopping amount for this year and no further budget amendments should be requested, and considering fall is approaching, it is less likely that major projects would be completed before the end of the year. Although funds would be capped for this year, any additional applications received could be used to help structure the program funding for next year. Alderperson Jennings indicated that while he fully supports the facade grant program, he doesn't like to extend beyond the program limits and would prefer a competitive method be in place before accepting applications in the future to fund the best grants. The Mayor added that he is in favor of this request as the City needed Nicky's to improve its facade, which included the alleyway, in order to support the art the City is having installed there, but he does generally agree with Alderperson Jennings regarding budget extensions. Administrator Delo added that in the past, there have been years no one has applied for grants, but with recent changes to the program, that number is increasing; the intent of the program is to offer an incentive to downtown building owners to improve, update and preserve buildings in need. Competitive applications might be difficult to obtain because the property owner's timing may not match up with the time period the City would propose to receive applications and it would be tough for functionality; some owners could submit for a grant and may not follow through. Ald. Jennings indicated that if the set amount is adhered to, the grant submissions will naturally become more competitive. Administrator Delo responded that typically the grants applications are handled on a first come, first served basis, but if more than one proposal is received that would cause the funds to be exceeded, the Redevelopment Authority (RDA) would review the proposals and determine the most appropriate for funding. DSD Flom added that the RDA did discuss at a recent meeting a refining of the guidelines and types of projects that could be funded, and the RDA was along the same thought process as Ald. Jennings, whether the program becomes competitive or whether the guidelines are tightened as to qualifying projects. A discussion followed between Alderperson Crevier and DSD Flom regarding a timeline in which a grant recipient has to complete the work and request funds and whether the RDA could review the guidelines to implement a timeline to ensure that the awarded funds are being utilized.

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

11. Consideration of and possible action on lease for postage meters at City Hall and the Municipal Service Center.*

In response to Alderperson Crevier, City Clerk Danen explained that the online shipping program referenced in her Memo as a standard feature means that the City could ship priority mail for a discounted rate, and staff could determine pricing online and print priority postage from a desktop. National Association State Procurement Officers (NASPO) contract pricing is a change from 2013 rates of the vendor. City Clerk Danen further explained that leasing refurbished equipment, while typically expected to be less, is now higher than new equipment. The Mayor added that refurbished equipment may need to be updated by adding a new mechanism, which results in a higher cost.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

12. Request of Ald. Hansen for the City to Create a No Wake Ordinance for an area of Fox River South of the Dam. *

In discussion on this item, Alderperson Chandik Kundinger asked whether the general interest was for certain parts of day and what distance was being requested. Mayor Walsh did not believe restrictions could be in place for only parts of the day, but distance could be decided by Council up to the City limits. Administrator Delo advised that the City Attorney provided him with the statutes that do allow for restriction of boating activity during certain times of day or days of the week. He further added that a similar proposal was discussion approximately 10 years ago, and the issue became somewhat controversial as property owners along the river wanted no wake, while others participating in water sports were strongly opposed. The Council did not implement an ordinance at that time. In response to Alderperson Jennings, Administrator Delo indicated that the DNR presentation that Ald. Jennings recalled was related to the expansion of Bomier Boat Launch; and in response to concerns of the expansion creating a more dangerous situation by increased boat traffic, the DNR wardens indicated they had not experienced those issues and had no safety concerns; a suggested narrowing of the channel would make a more dangerous situation and wouldn't allow for sufficient distance for boats to pass one another. Police Chief Beiderwieden was asked to speak on enforcement, and he indicated that the Police Department would have to enforce a city ordinance and would need a boat in order to adequately do so. In response to Alderperson Jennings, Chief Beiderwieden suggested that the public could call the police non-emergency line for hazardous or reckless complaints, and attempt to obtain a boat number, a description or any other helpful detail, so that the PD could make an effort to confront those offenders when they return to the boat launch. Administrator Delo added that wardens do patrol frequently with a fishing boat, but typically do not see unsafe activity; he has personally observed the County in this area as well, but the area would need an active patrol to enforce a city ordinance. He further added that this area is the body of water in the area that does work well for water sports.

At 8:17 p.m.(at the conclusion of Item #14) the Mayor returned to this item to formally give the Committee the opportunity to make a motion as he had not done so when this item was discussed in regular order; no motion was made.

RESULT:	**NO ACTION**

13. Consideration of an initial resolution authorizing the sale and issuance of general obligation promissory notes.*

Finance Director Zegers and Justin Fischer of Baird provided an overview presentation for the borrowing resolutions going to council on 8/20. Finance Director Zegers advised that the resolutions have refinancing, but the one that is taxable includes 820K for development rebates for TID #14 (Irwin Building). Mr. Fisher provided a market update on interest rates, the timeline of the two different borrowings and the City’s future borrowing capacity by reviewing his presentation provided in the Agenda packet. He mentioned that the timelines indicated may be adjusted upon receipt of the City's draft audit. In discussion of the methods of sale, Mr. Fisher explained in response to

Alderperson Nelson that in the competitive sale, the underwriter awarded the bid will target their own local buyers to purchase the bonds and Baird will serve as the municipal advisor; in the negotiated sale Baird will serve in a negotiated middle man role which will allow an opportunity for local banks to participate.

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

14. Consideration of an initial resolution authorizing the sale and issuance of taxable general obligation promissory notes.*

Justin Fischer of Baird clarified that his presentation regarding Item #13 encompassed this item as well. The Mayor thanked Finance Director Zegers and Mr. Fischer for their work.

At the conclusion of this item at 8:17 p.m., the Mayor announced he would like to go back to Item #12.

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

15. Review and Possible Action on City of De Pere Investments and Cash Detail for June 30, 2019.

Finance Director Zegers provided an overview of the monthly investment summary detail; the balance decreased from 25 million (at the end of May) to 23 million; the second-half tax payment is expected from Brown County on August 20, and in July, 15% of City's shared revenue was received and 85% is expected in November. There has been a steady cash flow over the years, and due to City's fund balance policy, there is enough cash reserves to pay bills, including contractor bills over the summer months. The revolving loan fund is now under City control and is planned to be designated by the end of the month at a money market rate for a better return. He further pointed out the nice rates of return on investments, and that Schwab requested that he advise the Committee that rate of return can be influenced by the timing of when bonds are purchased. Alderperson Crevier confirmed with Finance Director Zegers that the former revolving loan fund is still being called by the same title, which Finance Director Zegers acknowledged, and Administrator Delo added that because outstanding payments are still coming in, the title will be kept the same for now, so it can be easily tracked, until reallocated later. Finance Director Zegers added that five notes are still outstanding in the amount of $500,000 and there is $800,000 in cash. In response to Alderperson Nelson, Finance Director Zegers explained that the significant amount of money in the health checking account is reflective of a positive first six months this year and a positive trend over the last few years. The account is growing due to less being paid out in health insurance claims versus the premiums paid in; that balance will guide rates for next year and help to keep increases minimal. Administrator Delo added that the initial budget model for next year proposes a 0% increase in rates and may possibly include a decrease after further evaluation; the health account is targeted to have a balance of $800,000 minimally to $1.2 million on the high end.

Mayor Walsh moved to accept the report, which was seconded by Alderperson Nelson. Upon vote, Motion carried unanimously.

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

RESULT:	**DISCUSSED**

16. Discuss status of 2020 budget development.

    Administrator Delo advised that the Committee has already received the budget calendar, that initial budgets are due to the Finance Department on Thursday (8/15), and the Mayor, Finance Director and City Administrator will review with each department over the next week; the proposed budgets will then be refined by determining cuts and balances in preparation for the study session and draft executive budget. Draft numbers indicate that the City is the third lowest community in Brown County for net new construction, which has been a compounding issue, although it is expected to increase with new subdivisions and manufacturing development. The City has contacted legislators to pursue legislation that allows non-profits that are tax exempt to count towards net new construction. The Mayor encouraged contact with legislators on both this issue and that of the southern bridge. A discussion followed on exemption limitations for private colleges and that churches have no limitations. Alderperson Crevier confirmed that the October 3 Budget Study Session begins at 5:00 p.m.

RESULT:	**DISCUSSED**

17. Future agenda items.

    None.

18. Adjournment.

    Upon Motion of Mayor Walsh, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 8:30 PM.

Respectfully submitted,
Angela Zills