Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, August 11, 2020 **7:30 PM**

1. Call to Order. Mayor Boyd called the Regular Meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, August 11, 2020, at the De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Mike Eserkaln	Alderperson	Remote	
Amy Chandik Kundinger	Alderperson	Remote	
Casey Nelson	Alderperson	Remote	
Kelly Ruh	Alderperson	Remote	

2. Approval of the Minutes of the July 14, 2020 Meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Boyd, Eserkaln, Kundinger, Nelson, Ruh

3. Consideration and Possible Action for the July 2020 Police Overtime Report.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Eserkaln, Kundinger, Nelson, Ruh

4. Fire Department Overtime and LifeQuest Services Billing Reports for July, 2020.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Mike Eserkaln, Alderperson
AYES:	Boyd, Eserkaln, Kundinger, Nelson, Ruh

5. Consideration of a Redevelopment Request for Proposals for Parcel WD-376, generally known as 360 Main Avenue. *

   Development Services Director (DSD) Dan Lindstrom advised the Committee that this item is for the redevelopment of the parcel generally known as 360 Main Avenue (WD-376) on the west side. There is a draft Request for Proposals (RFP) for the site, which is .16 acres of vacant land rectangular in shape with a location map, as well an overview of the two combined parcels recently acquired this summer, in the packet. There are adequate services to the site and it is currently zoned for a variety of potential uses, so the draft RFP is left open as to potential uses. Current RFP efforts typically result in one to three responses, so staff is proposing to send the RFP to a wider network, including some developers in the Appleton/Oshkosh market as well. He added that staff is recommending that a full appraisal, a Phase I assessment and a market study by ESRI be completed prior to soliciting proposals. Mayor Boyd indicated that he liked the general concept for the RFP. In response to Mayor Boyd's question on private parking stalls, DSD Lindstrom pointed those stalls out and indicated that plans are in place to reconstruct the alley to make the area more appealing and safer as part of the TID #9 budget. Alderperson Nelson asked about timing concerns related to COVID and business uncertainty, to which DSD Lindstrom explained that the City will reserve the right to not move forward if a proposal is not appropriate. The City is protected by a disclaimer, as there is no requirement to accept or approve any proposal received.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Boyd, Eserkaln, Kundinger, Nelson, Ruh

6. Consideration of request by the Finance and IT Departments to purchase an online forms and payment solution.*

Finance Director Zegers advised that this item is for considering online forms and payment solution; customers can manually complete pdf forms and submit payment. Due to recent COVID concerns, this a perfect time to review customers desiring online forms and to also create better workflow within the office.

As indicated in the memo, positive comments were received on this service from references and a meeting with SeamlessDocs and usage demo showed how easy it would be to convert existing form to fillable forms online, a win-win for customers and the City. A mid-range collaborative package is being recommended for five user licenses, which includes a one-time charge of $6,545 and recurring charges of $12,950, for a total cost of $19,495 for the first year. This purchase would initially be funded from general unassigned reserves and then submitted to the Routes to Recovery program to include the initial deployment costs and software costs up to the November 6 program deadline. This purchase will save time for many city departments including: Clerk, Inspection, Health, Community Center, Municipal Service Center, and possibly Police and Fire. The Mayor indicated this is a good use of the Recovery program. Administrator Delo clarified that the contract would run for 12 months from the date of initial set up and would be prorated to November 6; the balance for the remainder of November and for December would not be eligible for the recovery program, and the rest of the contract balance would be budgeted for next year.

In response to Alderperson Ruh's question on whether there would be adjustments to staffing needs, Finance Director Zegers advised that there would be no decrease of staff or working hours; requests could now be processed more efficiently and grouped together for better management of staff time. Alderperson Eserklan confirmed that this service is initially contracted for a year and then continuing into future to which Administrator Delo advised that the service is on an annual basis that automatically extends, although the contract does contain notification provisions that could be exercised to terminate renewal; prices could adjust annually as this a cloud-type service with an annual subscription fee.

Alderperson Nelson asked whether this service has been researched in the past, to which Finance Director Zegers that there is some use within City's Incode software to produce billings, but this service brings it to the customer. Administrator Delo added that discussions have occurred with IT for online payments, however the website needed to be updated first to make those changes; the website has now been updated, but COVID has moved this item ahead of the 2021 budget, as well as make use of the available Routes to Recovery funding.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Kelly Ruh, Alderperson
SECONDER:	Mike Eserkaln, Alderperson
AYES:	Boyd, Eserkaln, Kundinger, Nelson, Ruh

7. Consideration and possible action for approval of preliminary 2020 borrowing.*

Finance Director Zegers provided an overview of the borrowing program for 2020. His memo noted approximately $7,000,000 of non-TID equipment and projects, with the VFW Aquatic Center being the largest item, as well as $2,000,000 for various TID items. He explained the columns in the worksheet, which show the initial budgeted amount for the 2020 budget and the adjusted amount necessary upon department review, streamlined to prevent over and under-borrowing; capital projects pared down to Short Term Notes, 10 Year Notes and TID-related borrowing. The memo also highlighted some specific changes. Resolutions being presented to council next week include refinancing of one of the City's issues. He added that this preliminary borrowing may change slightly when the notes are sold in September. Administrator Delo clarified that the maximum amount that can be borrowed in a preliminary resolution can decrease, but new projects cannot be added, so some may be removed prior to approval of the final resolution.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Eserkaln, Kundinger, Nelson, Ruh

8. Consideration and possible action for 2019 Budget Items Carried Forward to 2020 and Excess Stadium Funds Report.*

Finance Director Zegers advised this is a two-part item, with the second part being informational. The City reviews activity each year to carry forward items that were not completed or started; the resolution for non-lasping fund (NLF) carries those items forward to the next year. For a general overview, last year's NLF was approximately $232,000; this year is higher ($327,000) due to a few projects not started or some not quite finished and would carry forward. This allows these funds to be set aside, along with the excess stadium funds, so as not to affect the City policy of 25% to 35% range for the unassigned fund balance. Finance Director Zegers then reviewed the listing on the proposed Resolution with the Committee.

Regarding the Stadium Tax Excess Funds, Finance Director Zegers provided a current listing of funds that are unspent, of which approximately $668,000 is available; some of the various projects are complete and some not started. He expects to continue to provide reports on a quarterly basis to show progress and invited contact with the Finance Department for questions as well. Administrator Delo added that the Projects listed were adopted by Resolution and the chart shows the category imposed by the state for use of the funds; any adjustments would need to be made by amending that resolution.

Mayor Boyd made a Motion to carry-over 2019 budget items to 2020; seconded by Alderperson Nelson.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Eserkaln, Kundinger, Nelson, Ruh

9. Review and possible action on City of De Pere Investments and Cash Detail for June 2020.

Finance Director Zegers indicated that the monthly report shows a pleasant first six months of 2020 and reflects $313,000 of earnings off investments. July appears to be consistent, but will go down as a result of the tax settlement being turned over the County, of which the City will receive its portion in August, which will be reported in more detail next month.

Mayor Boyd made a Motion to accept the June 2020 report; seconded by Alderperson Eserkaln. No further discussion. Motion approved by unanimous vote. No further action was taken as this item was for discussion purposes.

RESULT:	**DISCUSSED**

10. Discussion and consideration to recommend an ordinance to create a no wake zone for certain sections of the Fox River within the city limits of De Pere.

Administrator Delo indicated that this item stems from a request that Alderperson Raasch received from Steve Seidl asking for action with concerns about wake surfing on the Fox River. The City Attorney provided a memo advising on the issue, that the river is a shared jurisdiction on the south of dam, shared with Lawrence and Ledgeview as it continues south; those jurisdictions would need to have the same ordinance to manage the river. The resident wasn't asking for police presence, and recreational use occurs in that area of the river for about four months of the year.

Alderperson Chandik Kundinger asked if there was any comparison to other similar places and restrictions to which Administrator Delo indicated it varies throughout the state and it comes down to the direction of the community for restrictions. He added that this stemmed from a concern regarding wake surfing, but that there wasn't necessarily a request to create a no-wake zone or having patrol on that section of river. He believed the request was to only restrict wake-surfing on that stretch of river. Alderperson Eserkaln asked about effectiveness if there was no patrol, to which Administrator Delo indicated in connection with the Park Department, signage could be placed at the boat launch reminding boaters to stay a certain distance from shore while creating wake; the DNR periodically patrols; and rarely Brown County sheriff does.

Ald. Kundinger asked about additional educational messaging for wake surfing and also jet skiing to be mindful of erosion or direction of traffic flow to which Administrator Delo advised that additional signage can be considered, along with a brochure to accompany the annual boat passes, although that would be difficult with many jurisdictions selling passes; directional control would also be difficult on a river. Chief Beiderwieden added that wake surfing uses no tow rope; it uses a small surf board from a planed-boat to create wake at a slower speed than a boat pulling a water-skier. Alderperson Nelson indicated that he does not feel that an ordinance is the best choice, he would like to see more signage and education. In response to Ald. Nelson, Administrator Delo indicated that this item would not need to go to the Park Board to have additional signage placed. City Attorney Schmidt-Lehman advised the Committee that for proper form, it should vote whether it would recommend that Council adopt an ordinance or whether it would deny the request to adopt an ordinance. In response to Ald. Nelson's question on process, City Attorney Schmidt-Lehman advised that if the Committee denied the recommendation, the item moves to Council as such and in that form, if an ordinance would be recommended, it would be drafted by the Law Department and would come back to this Committee for review and then move to Council. Alderperson Nelson made a Motion to deny consideration of an ordinance to create a no wake zone for certain sections of the Fox River within the city limits of De Pere; seconded by Alderperson Ruh.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Kelly Ruh, Alderperson
AYES:	Boyd, Eserkaln, Kundinger, Nelson, Ruh

11. Consideration of a request by Alderperson Kundinger to consolidate acceptance of donations by the Common Council to a quarterly basis.

    Alderperson Chandik Kundinger indicated that this item is a suggestion for streamlining the process, as it is tedious to do individually, but the City recognizes the importance of acknowledging a donor and thanking them. Some donations, due to timing, come in as an approval, but are more of a thank you. She is open to reviewing them quarterly or monthly, but others feel a long list could also be cumbersome. Mayor Boyd suggested that this item be put on hold for a few months to give the new alders some time to better evaluate the process; Ald. Chandik Kundinger agreed

RESULT:	**NO ACTION**

12. Consider Request to Pursue Wisconsin Public Service Rewarding Responders Grant to Fire Department.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Eserkaln, Kundinger, Nelson, Ruh

13. Future agenda items.

    None.

14. Discussion and Possible Action Concerning Temporary Absences in Fire Department Battalion Chief Position.*

    Mayor Boyd moved to go into closed session at 8:39 PM, seconded by Alderperson Nelson. Upon roll call vote, motion carried unanimously.

    Mayor Boyd moved to return to regular order at 8:52 PM, seconded by Alderperson Chandik Kundinger. Upon roll call vote, motion carried unanimously.

RESULT:	**NO ACTION**

15. Adjournment.

    Upon Motion of Mayor Boyd, seconded by Alderperson Chandik Kundinger, the Finance/Personnel Committee unanimously adjourned at 8:53 P.M.

Respectfully submitted,
Angela Zills