



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, August 10, 2021

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 in the Council Chambers (City Hall-Second Floor).

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Mike Eserkaln	Aldersperson	Remote	
Amy Chandik Kunding	Aldersperson	Present	
John Quigley	Aldersperson	Present	
Kelly Ruh	Aldersperson	Present	

Also Present: Fire Chief Alan Matzke, City Attorney Judith Schmidt-Lehman, City Administrator Lawrence Delo, Finance Director-Treasurer Joe Zegers and Justin Fischer of Robert W. Baird & Co. Incorporated. (Remote): Police Chief Derek Beiderwieden, Police Captain Jeremy Muraski, Chris Plamann of Accurate Appraisal LLC, Information Technology Director Steve Massey and Aldersperson Jonathon Hansen.

2. Approval of the Minutes of the July 13, 2021 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kelly Ruh, Aldersperson
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Boyd, Eserkaln, Kunding, Quigley, Ruh

3. Public Comment Period.

Mayor Boyd offered the opportunity to speak on any item not on the agenda; no one responded.

4. Fire Department Overtime and LifeQuest Billing Reports for July, 2021.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Aldersperson
SECONDER:	Kelly Ruh, Aldersperson
AYES:	Boyd, Eserkaln, Kunding, Quigley, Ruh

5. Consideration and Possible Action on the July 2021 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Boyd, Eserkaln, Kunding, Quigley, Ruh

6. Consider Request to Transfer Funds from Unassigned Reserves - Main Ave. Security Cameras and Mobile Surveillance Trailer.*

Information Technology Director Steve Massey provided background as to the completion of Phase I (facility camera implementation) at the City Hall Complex, which

went well. The Police Department has realized the benefits by having the ability to identify suspects in locations such as the Nicolet Art Alley. Feedback increased from the Police Department and alderpersons expressing desire to add an additional three cameras on Main Avenue (from the bridge approach to 441 Main Avenue) to supplement current coverage.

Staff is requesting to pursue three high definition cameras that would provide a near 360 degree view at a cost of \$14,800 and a mobile surveillance trailer (MST), which operates with cellular data and solar power that would allow staff to react to needs as they arise, such as large public gatherings, emergency response situations, public works sites, etc. at a cost of \$30,900; the MST would also have ability to provide license plate recognition. Staff would like to continue working with Camera Corner, a local vendor, as the implementation partner for these options based upon the success with Phase I.

Mayor Boyd made Motion to approve both Options A and B for a total of \$45,700; seconded by Alderperson Ruh.

Upon further discussion, Alderperson Chandik Kunding asked whether the use of these funds would impact the percentage to be maintained in unassigned reserves to which Administrator Delo advised that the percentage is currently above the threshold, such that use of these funds would not have negative impact.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Kelly Ruh, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Quigley, Ruh

7. Recommendation and possible action on the 2022-2025 Assessment Services contract.*

City Clerk Carey Danen advised the Committee that the City has used Accurate Appraisal since 2005 and recently went out for bids to evaluate current market prices; of the five requested, two bids were received in response to the Request for Proposals. In the two cost options, each respondent gave service options the other did not and provided annual full market revaluations and a blend model- one year for full value and alternate years of maintenance. Both firms will offer a cost reduction if personal property tax is eliminated. Guidance was requested from this Committee on the preference of full value every year versus a blend.

Administrator Delo asked the Committee to keep in mind that full market revaluation averages a 6 percent increase each year and would increase to 12-16 percent if skipped a year. Full revaluation is being done off the current market and is more accurate on an annual basis. Mayor Boyd added he would like to go with the every-year option as the residents are used to it and it makes sense; Alderpersons Ruh and Quigley expressed agreement.

Alderperson Quigley asked for explanation of the phrase in Associated's Proposal (page 78 of the agenda packet) that the City's assessment does not meet industry standards to which City Clerk Danen indicated she did ask for clarification and was advised that it relates to coefficient of dispersion, that ratio being 14.65 in 2019 and 15.72 in 2020; Associated recommends it should be more in the 10-range. Those figures are for equity

between assessments among properties, so that assessed values are close to 100 percent equity between properties.

Administrator Delo added that staff did follow-up with references, and City Clerk Danen added that the City has a good working relationship with Accurate and the three references for Associated had good things to say; the proposals have a difference of about \$10,000. Alderperson Chandik Kundingner questioned whether the price point difference is worth maintaining the relationship with Accurate. City Clerk Danen indicated that there have been are complaints about responsiveness at times, although people are likely already upset when calling. In response to Ald. Chandik Kundingner's question, Administrator Delo indicated that there is no desire to change from a good product and there is comfort in sticking with what you know; the dollar difference isn't significant between one option or the other, and if the Committee agrees with the full value option, he would recommend sticking with Accurate. City Clerk Danen added that it is a big undertaking to switch for an insignificant cost difference.

Mayor Boyd made a Motion to award the contract to Accurate for full value/annual revaluations; seconded by Alderperson Ruh.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Kelly Ruh, Alderperson
AYES:	Boyd, Eserkaln, Kundingner, Quigley, Ruh

8. Consideration and Possible Action on Amendments to Section 114-5, De Pere Municipal Code, Regarding Registration Requirements for Peddlers, Solicitors and Transient Merchants.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	John Quigley, Alderperson
AYES:	Boyd, Eserkaln, Kundingner, Quigley, Ruh

9. Discussion and possible recommendation regarding use of remaining stadium tax funds.*

Alderperson Hansen presented his proposal to the Committee for use of the remaining \$33,000 in excess Lambeau Field sales tax revenue to install signs with plaques in the five residential historic districts in the City at a cost of \$11,500. He has concerns regarding Alderperson Carpenter's suggestion that the funds be allocated to the mixed-use facility at Voyageur Park as there is a fundraising committee in place for that; he believes that the fundraising committee should complete that task so as not affect future fundraising efforts by sending the message that the City will backfill funding.

He believes that the public is familiar with four of the historic districts, but not the five residential historic districts and signs similar to that located at Walsh Plaza will serve to educate citizens. Costs are anticipated to be \$2,000 per sign, with a 15% contingency, for an \$11,500 conservative estimate. Alderperson Hansen shared a proposed mock-up of the sign and would work with City staff for design and placement. He believes this expenditure is consistent with approved uses of the stadium tax money for economic development/tourism as an extension of tourism and a local attraction to provide citizens and visitors more of an appreciation of the City's history.

Mayor Boyd inquired whether there is grant money available for plaques or signage and whether that avenue can be pursued, to which Alderperson Hansen indicated that Peter Schleinz, the staff liaison for the Historic Preservation Commission did have a conversation regarding grant money and was told that this type of project would be low on the priority list because signs in higher profile areas get more attention and there is currently a backlog of maintenance requests. There is money in the budget for signage for residents on their individual homes, but it cannot cover these signs. Further discussion occurred on working with residents on sign placement and homeowner support, as people may gather near (or on) their yards.

Alderperson Chandik Kunderinger suggested a vetting process for suggestions for use of the remaining funds to look at options concurrently instead of in order of receipt. Administrator Delo advised that the Council can decide how to proceed and take suggestions; the easiest way to vet suggestions is to submit to staff to make a list of preferences for discussion at the budget study session. Alderperson Ruh indicated she loves the idea in order to see what other options are out there and would also be curious if homeowners are receptive to the signs. Alderperson Quigley also agreed with investigating other options out there. Alderperson Chandik Kunderinger would also like to explore other options for check and measure. Administrator Delo recommends discussing further at the study session.

Alderperson Ruh asked whether there is a timeline on use of the funds to which Administrator Delo, Finance Director-Treasurer Zegers and Mayor Boyd concurred there is not. Further discussion occurred regarding a variety of options considered now which allows for commitment to long-term planning.

Administrator Delo indicated a formal timeline could be set on the next Finance Agenda and submission to Council, if set. The study session is just more casual discussion. Alderperson Hansen indicated his appreciation for the discussion and concurs with looking at more ideas and zeroing out the funds all at once. He will also follow-up with Public Works to get more information on location proposals for the signs.

RESULT:	DISCUSSED
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10. Consideration and possible action for approval of preliminary 2021 borrowing.*

Justin Fischer of Baird presented the financing plan, beginning on page 157 of the agenda packet. Nothing has changed on the spreadsheet from July's approval; two initial resolutions are planned, one taxable and one non-taxable, with refinancing included to experience some savings on old debt also. Mr. Fischer provided a quick market update on the municipal bond world, which is at a historic low point for interest on municipal rates and will remain close again this year; the pandemic is keeping interest rates low. He reviewed the 30 year chart on page 158 and the finance plan on page 159 - one option for tax exempt projects and one for private use projects for TID-type projects. The \$6,800,000 note includes refinancing for future savings and funding for 2021 capital improvement projects. The \$3,930,000 note is to fund taxable projects and for cash flow for City's TIDs and has a slightly higher interest rate because it is taxable. The City's rating is anticipated to be reaffirmed with Moody's at the end of the month. Mr. Fischer then reviewed the tentative timeline for completion and the impact of refinancing shown on page 160; Capital Improvement Projects funding on page 161 for capital borrowing and debt service payments. The bar graph shown on page 165 illustrates that the City is

growing; the City's valuation is 2.4 billion and is not near the borrowing capacity limit of 5 percent. The graph is conservative and highlights that the City is in a good position.

Administrator Delo added a reminder that the preliminary resolutions indicate the maximum amount proposed for borrowing; items can be removed, but none can be added.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Kelly Ruh, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Quigley, Ruh

11. Review and possible action on City of De Pere Investments and Cash Detail for June 2021.

Finance Director-Treasurer Zegers presented the June 30, 2021 Cash and Investment Summary on page 172 of the agenda packet. At the end of June, the City had \$2.7 million in cash and \$20.5 million in investments (Local Government Pool, Associated Bank Trust, Charles Schwab and Money Market) and earned \$9,000 in interest and appreciation. July appears to have earnings of \$11,000, indicating that things might be turning around. In June, there was an increase of \$1.3 million from receipt of federal ARPA proceeds; July will increase \$4.8 million with state shared revenue and state tax credit, less payments for payroll. The state tax credit will be turned over to the county as part of the tax settlement process in August and the City will then receive its proportionate share back.

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

12. Future agenda items.
None.

13. Adjournment.

Mayor Boyd made a Motion to adjourn at 8:23 P.M.; seconded by Alderperson Quigley; Motion carried by unanimous vote.

Respectfully submitted,
Angela Zills