Historic Preservation Commission

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

Special Meeting

Final Minutes

Monday, July 21, 2014 **5:00 PM** **De Pere City Hall Council Chambers**

Call to Order

The meeting was called to order at 5:00 PM by Commissioner Mary Jane Herber

Attendee Name	Title	Status	Arrived
Sue Sands	Commissioner	Excused	
Scott Crevier	Alderperson	Excused	
Mike Fleck	Commissioner	Present	
Gene Hackbarth	Commissioner	Present	
Mary Jane Herber	Commissioner	Present	
Brian Netzel	Commissioner	Present	
Adam Turriff	Commissioner	Present	

Also present: Mayor Mike Walsh, City Administrator Larry Delo, and City Planner Ken Pabich.

2. Discussion of workflow process.

Mayor Walsh outlined the purpose of the meeting. Several issues have been identified regarding work flow in our office and within the Commission as a whole. City staff also want to document procedures. As the department head in charge of the Historic Preservation Commission, Ken Pabich addressed the following six items:

1. Agenda Preparation

Larry Delo stated that the agendas for all City boards are prepared by the respective department head, with the exception of this one. The city needs to get this board operating in the same way because there has been some conflict in the past on agenda items. Therefore, City Planning Director Ken Pabich is responsible for the physical preparation of the monthly agenda. He will work in conjunction with support staff to prepare the agenda. The department head will meet with the board chair to discuss and clarify agenda items in advance of the meeting. Discussion item for tonight is to determine whether any board member is allowed to submit an item, or if requests should be funneled through one person. Discussion followed on the two options for submitting agenda items. In either scenario, the chair would see the draft agenda before it is finalized. The group agreed that agenda items should be funneled through the chair.

2. Agenda Timeline

There has been a city-wide initiative to complete meeting agendas in a more timely manner. The goal is to publish/mail agendas the Wednesday before a Monday meeting. The city has established a schedule for all boards to prevent late submissions, and is requesting a deadline of the end of the day Monday for agenda items to be included. Mary Jane Herber stated that a deadline of noon on Tuesday would work for her schedule. Larry recommended that if all members could receive agenda packets via e-mail it would aid in meeting the publishing

deadline. Based on the adoption of e-mail delivery of the agenda packet, the group decided that a deadline of noon on the Tuesday before the meeting was acceptable.

3. Agenda Items

Every agenda item needs to have corresponding information attached or a brief summary of what the item is about as part of the agenda. If a member of the community is viewing the agenda online, they expect to see accompanying content.

4. Authorization of Expenses

City staff would like to document the procedure for handling expenses that occur from the Commission budget. If the board has voted to authorize a purchase, then the department head approves the invoice when it is received. Larry stated that the city has recently established new thresholds for purchasing: for items under $5,000, the department head or his designee has authorization if it has been budgeted. For purchases between $5,000 and $10,000, the Finance Director or his designee must authorize. Items over $10,000 must be approved by the City Administrator. City Council must authorize signed contracts and bids. If there is a contract, this board would make a recommendation to Council to approve the contract. The city attorney would then create a resolution for Council to authorize. If the Commission needs to request additional funds beyond what was budgeted, then the request must be submitted to the Finance Committee.

5. Communications

There is currently no formal process in place for handling communications. City staff is requesting guidance on how to handle inquiries from the public. Possible suggestions include e-mail or a "Communications" agenda item. After discussion, the board decided that for items requiring immediate attention, an e-mail to the entire group is appropriate. Other items will be placed on the next month's agenda.

6. Meeting/Seating Arrangements

When the Commission began holding their meetings at City Hall, members requested separate seating arrangements from the Council bench, because they had a concern about the appearance of sitting above meeting attendees. Larry stated that the Commission has not typically had members of the public in attendance, and when all seven board members are present, there is not sufficient equipment for the current arrangement. City staff does not feel it is prudent to spend additional funds for more equipment to mirror what is already set up on the Council bench. The bench also provides better camera angles and sound quality.

Adjournment

The meeting was adjourned at 6:00 PM.

Respectfully submitted,
Carey Danen