



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, July 13, 2021

7:30 PM

Council Chambers and Virtual

1. Call to Order. Mayor James Boyd called the meeting to order at 7:30 PM in the Council Chambers (City Hall-Second Floor).

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

Also Present (in person): City Administrator Lawrence Delo, Finance Director-Treasurer Joe Zegers, Development Services Director Daniel Lindstrom, and City Attorney Judith Schmidt-Lehman.

2. Approval of the Minutes of the June 8, 2021 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment Period.

Mayor Boyd offered the opportunity for public comment on any item not on the agenda; no one asked to speak.

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

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

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

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

6. Consideration and Possible Action for a \$2,000 Donation to Police from Unison Credit Union for Hotel Voucher Program.*

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

7. Recommendation and Possible Action to Approve Purchase of MyHealics Rewards Platform.*

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

8. Request of Alderperson Hansen to Consider Amending Section 114-6 De Pere Municipal Code Regarding Solicitor Permit Hours.*

Upon further discussion, Alderperson Hansen indicated that there have been quite a few issues, as well as complaints on social media, regarding solicitors making calls early morning and late at night. Some permits have not been renewed to improve that situation, but residents feel that the ending time of 9:00 p.m., as currently allowed by the ordinance, is too late. The amendment proposes a change in end time to 8:00 p.m.

Alderperson Chandik Kunding expressed support and added that it is uncomfortable to open doors after dark.

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

9. Request of Alderperson Hansen to Consider Amending Section 6-1 De Pere Municipal Code Regarding Meeting Dates of the Common Council.*

Mayor Boyd made a Motion to refer this item back to the Law Department to conduct research and poll other communities. City Attorney Schmidt-Lehman explained the intent to bring this item to a Common Council meeting in the near future, and possibly expand beyond just selected dates, as a result of a staff discussion that occurred earlier today.

Alderperson Hansen expressed agreement with this approach.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Quigley, Ruh

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

Finance Director-Treasurer Zegers advised that the attachment for this item was updated earlier this afternoon, making it easier to read. The difference from when this item was last discussed is the addition of \$46,000 for Main/4th traffic signal replacements. FDT Zegers also itemized the list of projects that have been removed (page 37 of the packet) and advised the Committee that the amounts will be rounded up for the initial resolutions, which he hopes to have by the end of the week.

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 May 2021.

Finance Director-Treasurer Zegers advised that the month of May was stagnant; the LGIP (Local Government Investment Pool) decreased about \$850,000 due to accounts payable and payroll of \$1 million, offset by state personal property tax aid deposits of \$150,000; in June, the LGIP account will increase by \$1.3 million for the receipt of ARPA (American Rescue Plan Act) funds on 6/25, and receipt of the remaining half is anticipated in June 2022.

Administrator Delo advised the Committee that the \$402,000 that the City submitted to the Routes to Recovery program is being held up by FEMA, and staff plans to enlist the assistance of Representative Mike Gallagher to investigate the delay since no other communities have been held up. He wanted to make the Committee aware, but advised there is no financial trouble for the City due to sufficient reserves; however, the situation is frustrating.

Mayor Boyd confirmed that the City's submission was eligible and that no detail or response has been received on status.

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

12. Consideration and Possible Action Regarding the Required Policies for the Community Development Block Grant (CDBG) Special Projects Affordable Housing Conversion Grant Application.*

Following the Motion, Development Services Director Lindstrom advised that this item relates to the CDBG grant application for 525 North 10th Street and is being discussed for specific policies that need to be in place for the City to be an eligible recipient of the grant. A public hearing is proposed for August 3, and the packet contains a memo from the consultant outlining the policies: the Public Participation Plan that identifies the grant process and program oversight; the creation of a new advisory board/committee structured similar to other city committees, including a member of low-to-moderate income (LMI); a Residential Anti-Displacement and Relocation Assistance Plan (whereby if the City facilitates or assists in a development, it would provide relocation assistance to LMI individuals); and a Civil Rights demonstration policy. The City's Fair Housing ordinance exceeds the requirements of the DOA, but the other items would need to be addressed.

Alderperson Quigley asked about the proposed ordinance creating the advisory board (page 50) and the mention of hiring policies being repealed, to which City Attorney Schmidt-Lehman indicated that the ordinances are old and when drafting this ordinance she took the opportunity to reorganize the chapter. She further indicated that section (10-12) is being repealed because it does not impact current operations and added that she will provide a memo with detail on this prior to the council meeting.

Following the vote, Attorney Schmidt-Lehman clarified that the requirement for the use of force policy relates to federal law from 1974.

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

13. Consideration and possible action regarding proposed Purchase/Sale Agreement Terms with Belmark Inc., MASK LLC for an approximately 6.4 acre piece of property in the East Business Park.*

Development Services Director Lindstrom advised the Committee, that after discussions with the applicant, it is requested that this item be held over in order to conduct due diligence.

Mayor Boyd made a Motion to table this item; seconded by Alderperson Quigley.

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

14. Consideration and Possible Action Regarding the Annual Tax Increment District (TID) Summaries in the City of De Pere.*

Development Services Director Lindstrom indicated he has prepared multiple slides for each TID and will go through each one quickly, but with adequate detail. He provided a summary of the type of each TID, important dates, a statement of changes, changes from 2019 to 2020, remaining development opportunities and staff recommendations, summarizing some high points for each TID.

West Side TIDs:

TID #5 was terminated and closed earlier this year and TID #6 was extended; dollars that were transferred from #6 to #5 to ensure closure are recommended to be transferred back to make TID #6 whole.

TID #6 was extended for affordable housing.

TID #8 is a mixed use TID overlapped by #15 and needs to work through its timeframe. Mayor Boyd confirmed that the City won't be penalized for an error in the report; DSD Lindstrom indicated that this is a state error or an assessor error that is corrected in the reporting. TID spending shall be monitored to ensure it is closed timely.

TID #9 is a mixed use TID which terminates in 2039. A standard extension of three years is available if more time is needed for a TID without appropriate time or funds to complete it. Staff will monitor that projects can be supported by the TID. Pay-go development incentives can be utilized to reduce risk.

TID #11 is a mixed use TID overlaid on a portion of TID #6 (created in 2015, with a termination date of 2035) that has shown good growth over a five-year period and is expected to continue. There are similar recommendations moving forward and need to make sure that borrowing for the southern bridge project is delineated enough in the TID plan to utilize the funds as an approvable project. Administrator Delo added on TID #11 regarding the southern bridge corridor and the availability of funding from the TIDs

within a half mile of it, that if funding ultimately comes from another source, then these TIDS can then become donor TIDs that can assist other TIDs such as #9 and there may be changes down the road.

TID #12 overlaps a portion of TID #6 which has had minimal growth over the last five years, although quite a few projects are expected, with \$98 million of increment projected by the end of life of the TID. Donations can be made to under-performing TIDs.

TID #13 is a mixed use TID that terminates in 2037. It has shown \$3 million in growth and projects are still available in this TID. Resources could be saved for the ability of a larger project. The TID could also use the standard extension if there is a deficit.

TID #15 was created last year and could be a powerhouse for the City for future growth, with the potential for \$8-9 million of surplus; it is in a similar position as TID #12.

East side TIDs:

TID #7 is a rehabilitation/conservation TID that terminates in 2033; an extension of three years will be likely; redevelopment opportunities remain. TIDs cannot donate from west side to east since there are two Joint Review Boards. Facade grant funding may be adjusted.

TID #10 is a post-2004 industrial TID; it is projected to have a \$2.6 million deficit at its end as it has over-borrowed. Staff will monitor and look for additional revenue sources. Administrator Delo added there is an option to set up donor TIDs over time.

TID #14 is a single-use blight TID that has lost value to date, but the guaranteed revenue is known. This TID is expected to have \$500,000 in surplus at termination, which is consistent with staff's recommended amount.

TID #16 is a rehabilitation/conservation TID that has been delayed progress due to COVID and construction costs. Staff recommends consideration to close the TID and reopen it when the project occurs to ensure the TID has enough years to pay off any debt.

TID #17 is an industrial TID that has been created, but not yet certified by the state, so the City could close and recreate when another project comes or recruit projects to seed fund TID #10.

Further discussion occurred among the Mayor, Administrator Delo and Development Services Director Lindstrom regarding a recent veto of personal property revenue streams by Governor Evers. Administrator Delo indicated the Governor left the revenue in the budget to keep whole, but is asking the Legislature to correct it and bring it back again. Development Services Director Lindstrom indicated that existing TIDs shouldn't be impacted but new TIDs will be.

No action was taken on this item as it was intended for discussion purposes only.

RESULT:	NO ACTION
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15. Future agenda items.
None.

16. Adjournment.

Mayor Boyd made a Motion to adjourn, seconded by Alderperson Ruh. Upon unanimous vote, the meeting adjourned at 8:38 PM.

Respectfully submitted,
Angela Zills