



# Finance/Personnel Committee

## Regular Meeting

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

### Minutes

Tuesday, June 13, 2017

7:30 PM

De Pere City Hall Council Chambers

Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on June 13, 2017, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin.

| Attendee Name    | Title    | Status  | Arrived |
|------------------|----------|---------|---------|
| Scott Crevier    | Alderman | Present |         |
| Ryan Jennings    | Alderman | Present |         |
| Larry Lueck      | Alderman | Excused |         |
| Casey Nelson     | Alderman | Present |         |
| Michael J. Walsh | Mayor    | Present |         |

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Fire Chief Alan Matzke, Finance Director Joe Zegers, Economic Development and Planning Director Kimberly Flom, Public Works Director Scott Thoresen, Human Resource Director Shannon Metzler, Marty Malloy of M3 Insurance, Scott Sternhagen of Schenck S.C. and Members of the Public.

2. Approval of Minutes of the May 9, 2017 Regular Meeting of the Finance/Personnel Committee.

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                   |
| <b>MOVER:</b>    | Michael J. Walsh, Mayor                                      |
| <b>SECONDER:</b> | Ryan Jennings, Alderman                                      |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh |
| <b>EXCUSED:</b>  | Larry Lueck                                                  |

3. Police Overtime Report for May 2017

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                   |
| <b>MOVER:</b>    | Scott Crevier, Alderman                                      |
| <b>SECONDER:</b> | Casey Nelson, Alderman                                       |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh |
| <b>EXCUSED:</b>  | Larry Lueck                                                  |

4. Fire Department Overtime and LifeQuest Billing Report for May, 2017.

Alderman Jennings commented that the report indicated no dispatch errors for last month, which is notable due to the number of fire and EMS runs being over 200.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                   |
| <b>MOVER:</b>    | Casey Nelson, Alderman                                       |
| <b>SECONDER:</b> | Ryan Jennings, Alderman                                      |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh |
| <b>EXCUSED:</b>  | Larry Lueck                                                  |

5. Consider donations for utility terrain vehicle and trailer for the Fire Department.\*

Alderman Crevier asked about what it means to retroactively buy a vehicle. Chief Matzke advised that the intent of the fundraising was to utilize this vehicle for medical treatment for special events. Funds were raised last fall and the UTV was purchased and

recently utilized for Celebrate De Pere and Cellcom Marathon. Administrator Delo clarified that while it had been approved for the Fire Department to solicit donations, the donations received had not been accepted. By policy, any donation \$250 or above should have gone to the Common Council for approval and equipment purchased once accepted.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                   |
| <b>MOVER:</b>    | Ryan Jennings, Alderperson                                   |
| <b>SECONDER:</b> | Casey Nelson, Alderperson                                    |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh |
| <b>EXCUSED:</b>  | Larry Lueck                                                  |

6. Consideration of Revolving Loan Fund documents for Battle House GB, LLC. (Southeast corner of Red Maple Road and American Boulevard).

Alderperson Crevier moved, seconded by Alderperson Jennings, to open the meeting. Upon vote, motion carried unanimously. Craig and Deidre Knapp spoke on behalf of Battlehouse GB, LLC. In response to Alderperson Crevier's question regarding the use of GB in De Pere, Craig Knapp indicated that only the Battle House logo is being used on the building. The Knapps indicated the process is slower than anticipated and questioned the wetland issue being addressed after the property sale. City Attorney Schmidt-Lehman advised that while the property sale is not part of this agenda item, the sale agreement indicates that the City would not be conducting a wetland delineation study. Craig Knapp thanked the City for the assistance with this project and expressed excitement for the location; they are working within marketing parameters of other locations of the business, and while GB will be utilized in their web address, it will not be on the building. The Mayor expressed that he is aware of buzz for the business and believes the market is awaiting the opening. Craig Knapp also shared that Warrior Jungle (a business being opened by their oldest son at the same location) will be on television on July 17 for American Ninja Warrior. Mayor Walsh made a motion to go back to regular order, which was seconded by Alderperson Crevier. Upon vote, motion carried unanimously.

Alderperson Jennings asked about the full time equivalent (FTE) employee requirements of the loan, and Economic Development and Planning Director Flom clarified that while both Brown County and the City of De Pere have given economic development loans for the overall project (Battle House/Warrior Jungle), the City's loan is for Battle House only, and requires three FTE positions; Brown County's loan does have a similar provision. Alderperson Nelson asked about the change in interest rate, and Economic Development and Planning Director Flom explained that the interest percentage was matched for consistency with the County's loan, due to other recent projects involving both City and County loans being handled similarly.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                   |
| <b>MOVER:</b>    | Michael J. Walsh, Mayor                                      |
| <b>SECONDER:</b> | Casey Nelson, Alderperson                                    |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh |
| <b>EXCUSED:</b>  | Larry Lueck                                                  |

7. Recommendation to approve Bay Area Workforce Development Work Experience Program Agreement\*

Alderson Crevier asked about Bay Area Workforce Development (BAWD) Work Experience Program funding, which Human Resources Director Metzler advised is funded from federal dollars. Alderson Nelson asked about recruitments, and HR Director Metzler advised that approval is being requested for an Agreement with BAWD to implement the program and a candidate has already expressed interest in working for City's Water Department. The candidate could work for the remainder of summer (up to 200 hours) for that department. Upon approval of the Agreement, the City could advise BAWD of its employment needs going forward and matching candidates would be offered. The program would function at no cost to the City.

Alderson Jennings asked if the program is similar to an internship, and Human Resources Director Metzler advised it is similar, but the City will not pay wages. Each candidate accepted by the City will be handled individually as to their skill level and experience. The Mayor commented that he believes this is a worthy program for the City to contribute to the work experience of youth and young adults and commends whoever started it.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                   |
| <b>MOVER:</b>    | Michael J. Walsh, Mayor                                      |
| <b>SECONDER:</b> | Ryan Jennings, Alderson                                      |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh |
| <b>EXCUSED:</b>  | Larry Lueck                                                  |

8. Recommendation to Bind Fuel Storage Tank Liability Insurance with Crum and Forster\*

Alderson Nelson asked for an overview of non-insurance and Marty Malloy of M3, who handles the City's property and liability insurance, explained that the City would be self-insuring for any loss if insurance is not purchased, due to the financial responsibility required for the tanks by the State of Wisconsin. Alderson Crevier questioned why this item is being handled by HR, and Administrator Delo explained that for a number of years HR has primarily managed the liability insurance in connection with the Clerk's office. HR Director Metzler explained that our current carrier will no longer insure the tanks; other options were explored and coverage was declined by most carriers, based simply on the age of the tanks. There is a cost increase to go with the new carrier, but that would provide time to analyze other options once coverage is bound for the next policy year. Further discussion followed in regard to some of the alternative options set forth in the Memo and the present condition of the City tanks; Administrator Delo advised that a review of the options would occur, but time is needed to complete an evaluation to make the best decision moving forward, and there isn't sufficient time for a full analysis prior to the current coverage lapsing.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                   |
| <b>MOVER:</b>    | Scott Crevier, Alderson                                      |
| <b>SECONDER:</b> | Ryan Jennings, Alderson                                      |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh |
| <b>EXCUSED:</b>  | Larry Lueck                                                  |

## 9. Consider Policy on Donor Acknowledgement on Vehicles and Equipment \*

Mayor Walsh made a motion to approve, which was seconded by Alderperson Jennings, and a discussion followed. Administrator Delo indicated that the proposal was drafted by the City Attorney as a base starting point to implement a donor acknowledgement policy for equipment donations. The policy is being implemented in connection with a trailer Aurora BayCare has offered to donate to the Fire Department. Further discussion occurred regarding partial versus complete donations, naming rights for equipment, private sector donations, a minimum cost threshold amount for acknowledgements on donated equipment, De Pere TV sponsorship acknowledgments and appropriate verbiage to be placed on City equipment.

Following discussion, Alderperson Crevier moved to amend the motion, seconded by Alderperson Jennings, for the City Attorney to make an addition to the policy that the donor's name be placed on the equipment with three or four acceptable verbiage suggestions, such as "donated by," "generously donated by" or "sponsored by" that the donor could choose from. Discussion followed the Motion, and Chief Matzke added that Aurora does provide medical direction, supplies and education for the Department, City Attorney Schmidt-Lehman clarified that Aurora provides this assistance under a service contract. Upon vote, motion approved unanimously as amended.

In response to the Mayor's request for discussion on the motion as amended, Alderperson Jennings commented that he supports the motion as he feels donor acknowledgement would promote more donors.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                   |
| <b>MOVER:</b>    | Scott Crevier, Alderperson                                   |
| <b>SECONDER:</b> | Ryan Jennings, Alderperson                                   |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh |
| <b>EXCUSED:</b>  | Larry Lueck                                                  |

## 10. Presentation of 2016 Preliminary Audit Management Letter. \*

Finance Director Joseph Zegers and Scott Sternhagen from Schenck presented the 2016 Preliminary Management Communications Letter. Mr. Sternhagen reviewed the letter with the Committee to summarize its content and to provide an overview of City's fund balances, adjustments made by the City as a result of the 2015 audit and suggestions/recommendations for improvements to the City's efficiency. Alderpersons' questions were answered, and Administrator Delo provided additional background information to assist the Committee in analyzing some of the data contained in the audit letter. Finance Director Zegers advised the Committee that approval of the letter was being sought to bring the item forward to Council.

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|------------------|--------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                   |
| <b>MOVER:</b>    | Michael J. Walsh, Mayor                                      |
| <b>SECONDER:</b> | Scott Crevier, Alderperson                                   |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh |
| <b>EXCUSED:</b>  | Larry Lueck                                                  |

## 11. Consideration of Request of Mindy Millar for Deferment of Sidewalk Repair Expenses \*

City Attorney Schmidt-Lehman provided the federal poverty guidelines to the Committee members, and Alderperson Jennings asked whether those guidelines included alimony or

child support; City Attorney Schmidt-Lehman indicated she would conduct research to provide a response at the Council meeting. In response to Alderperson Crevier, City Attorney Schmidt-Lehman explained the recent revision made to the ordinance and that reviewing documentation for an ability to pay is a new process under the revision.

Mayor Walsh made a motion, seconded by Alderperson Crevier, to open the meeting. Upon vote, motion approved unanimously. Mindy Millar spoke on her own behalf regarding her home ownership and circumstances surrounding her request for deferment.

Mayor Walsh made a motion to return to regular order, which was seconded by Alderperson Crevier.

Mayor Walsh made a motion to approve and send to the Common Council, seconded by Alderperson Jennings.

Discussion followed with Alderperson Crevier inquiring about other options for assistance, to which City Attorney Schmidt-Lehman advised that this is a request for deferral of the cost of the repairs, not a forgiveness of the debt.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                   |
| <b>MOVER:</b>    | Michael J. Walsh, Mayor                                      |
| <b>SECONDER:</b> | Ryan Jennings, Alderperson                                   |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh |
| <b>EXCUSED:</b>  | Larry Lueck                                                  |

12. Public Comment and announcements.

Steve Grossklaus, a consultant with Country Visions Cooperative, spoke on behalf of the Cenex Station at 1221 Grant Street. He urged the City to consider a local cooperative as an option in the future discussions regarding the City's fuel storage tanks. He indicated that a cooperative is a cost-effective option to consider and is located down the road from the municipal offices.

Alderperson Jennings announced that the farmer's market is starting this week Thursday and invited everyone to attend.

13. Future agenda items.

None.

14. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Jennings, the Finance/Personnel Committee unanimously adjourned at 9:02 PM.

Respectfully submitted,  
Angela Zills