Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, June 12, 2018 **7:30 PM** **De Pere City Hall Council Chambers**

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, June 12, 2018, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

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

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Video Production and Marketing Coordinator Kevin Clark, Development Services Director Kimberly Flom, Finance Director Joe Zegers, Police Chief Derek Beiderwieden and Fire Chief Alan Matzke.

2. Approval of the Minutes of the May 8, 2018, Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment and announcements.

None.

4. Fire Department Overtime and LifeQuest Services Billing Reports for May, 2018.

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

5. Approval of Police Overtime for May 2018.

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

6. Consider revised Emergency Medical Service Medical Director Agreement for Fire Department. *

Alderperson Crevier asked for an explanation of the key differences, to which Chief Matzke advised that no service terms have changed; this is a change in responsible party from BayCare Clinic to BayCare Aurora, who will now be supporting Dr. Stroman for City's medical direction services. Alderperson Nelson asked if there is any backup for Dr. Stroman, and Chief Matzke indicated that backup is provided by Dr. Stroman's physician partners who are looking to expand in community and pre-hospital care services. In response to Alderperson Nelson's question on replenishing supplies, Chief Matzke advised that medications used en route to a hospital are replenished by that hospital and billed to the City. Other medications and supplies are replenished through Aurora because of this relationship, and Aurora is able to provide those items at a very competitive rate and work as a storehouse to allow the City to buy in a low quantity, which avoids bulk purchasing and the expiration of items, minimizing waste and managing costs. Alderperson Nelson thanked Aurora and Dr. Stroman for providing this service to the City.

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

7. Consider emergency repair to VFW Pool boiler.*

Alderperson Jennings asked about receipt of the needed part and was advised by the Director of Parks, Recreation & Forestry, Marty Kosobucki, that the part was anticipated today (June 12), but should be in tomorrow. The pool is operational, but the temperature is cooler. He further advised the Committee that another issue discovered with the mechanical panel is currently being fixed also, with the pool scheduled to reopen tomorrow, June 13.

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

8. Approval of $715 donation from Nicolet Bank to Police Department.*

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

9. Consider Videography Agreement between the City of De Pere and the Central Brown County Water Authority (CBCWA) for a historical documentary video created for the CBCWA.*

   In response to Alderperson Crevier's question, Kevin Clark, Video Production and Marking Coordinator, advised that the intent of this project is to create a single video, approximately 20 minutes in length.

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

10. Request for Commercial Plan Review Delegation and Proposed Fee Schedule *

    Alderperson Nelson asked why the state is back-logged which Administrator Delo confirmed is due to a lack of staff. Development Services Director (DSD) Flom advised that the fees will be set the same as the state is currently charging, and a discussion followed regarding the size of a 50,000 cubic feet building. Alderperson Jennings asked about staff capacity to perform extra inspections and approvals to which DSD Flom advised the City will be strategic in its reviews and will start with smaller projects in an effort to keep projects moving. A discussion followed regarding the City possibly spot-checking other contractors who obtain certification to relieve some of the work. DSD Flom advised that smaller permits aren't always followed up, but the permit ensures the proposed work meets code and informs property owners. Alderperson Crevier asked whether fees are based on square feet or cubic feet, and DSD Flom advised that the fee structure comes from the state and the intent is to mirror what state charges. Administrator Delo added that square feet is better for projects within the City due the way plans are submitted and that cubic feet is being used as a measurement by the state as to when a municipality can or cannot perform the inspection.

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

11. Sale and Purchase Agreement Terms with CMR, LLC for property located at 1512-1536 American Court (Parcel WD-1626). *

    Alderperson Nelson asked about how the percentages are negotiated to which Development Services Director (DSD) Flom advised that after interest is expressed in a property in writing, a discussion occurs regarding the building project, the estimated guaranteed assessed value, and the project is run through the TID model. Further, the incentive also depends upon the economic time, with the goal being that the City ultimately gains more increment over the life of the project than is given out. This project is a new business, and TID #11 has length left in it. Administrator Delo added that other factors include how many jobs are being added, a business filling a void in the community or bringing in higher paying positions. Alderperson Jennings asked about eligibility for a revolving loan fund, and DSD Flom confirmed that this is an eligible project, similar to Battlehouse, where the Developer will own the building and lease to a tenant (climbing facility business).

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

12. Consideration of Proposed Redevelopment of 428 N. Superior Street (Irwin School) and hiring Robert W. Baird & Co for consulting work on creating TID #14 for such redevelopment *

Alderperson Nelson asked about the TID limit to which Development Services Director (DSD) Flom advised that the City is just over 10 percent, and this project would result in only a small increase, and the City would still be well within the range. She further added that TID #6 will be expiring soon and TID #5 shortly thereafter.

Alderperson Crevier asked if it is correct that TID #14 would be backdated to Jan 1, and DSD Flom advised that if a Council resolution is passed prior to the end of September and paperwork is submitted to the state in October, the TID creation is backdated to the preceding January 1. In addition, DSD Flom explained that TID #13 creation was done by Baird, and since quotes were recently obtained approximately a year ago, quotes were not again obtained for TID #14 work; Baird also provided proforma pro bono work to help the City understand the project. Alderperson Jennings confirmed that this project will retain the school building and add additional buildings to it, and DSD Flom added that Milwaukee View has experience with these types of projects and proposes to convert the school building into 6-8 condos and create 10-12 additional townhomes. This incentive is a higher percentage than industrial park property, as it is too small to qualify for HUD financing and historical tax credits were also not an option. Alderperson Jennings asked about the incentive amount, and DSD Flom advised that the incentive will be 33 to 38 percent, as downtown projects are more complicated, but there will still be some negotiation on the proposed final assessed value. Alderperson Crevier asked about timing, and DSD Flom advised that Baird will begin work on TID formation and staff would start working with Developer for terms of an Agreement and zoning approvals to run parallel, with construction starting this fall. Alderperson Nelson confirmed that 38 percent would be the highest incentive amount. Administrator Delo added that the goal of this project is to make the site viable again and to save the building; the incentive amount is higher to make it work for this developer to save the building.

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

13. Approval of Preliminary 2018 Borrowing*

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

14. Future agenda items.

    None.

15. Update on the Status of Collective Bargaining with Police and Fire Unions.

    Mayor Walsh made a motion, seconded by Alderperson Jennings, to go into closed session at 8:02 PM. Upon roll call vote, motion carried unanimously.

    Mayor Walsh moved to reconvene in open session, seconded by Alderperson Jennings, at 8:20 PM. Upon roll call vote, motion carried unanimously.

RESULT:	**NO ACTION**

16. Adjournment.

    Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:21 PM.

Respectfully submitted,
Angela Zills