Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, June 11, 2024 | **7:30 PM** | **Council Chambers and Virtual**

1. Call to Order

The meeting was called to order at 7:30 PM by Alderperson John Quigley

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Excused	
Pamela Gantz	Alderperson	Present	
Amy Chandik Kundinger	Alderperson	Present	
Devin Perock	Alderperson	Present	
John Quigley	Alderperson	Present	

Also present was City Administrator Larry Delo, Finance Director/Treasurer Pamela Manley, Development Services Director Dan Lindstrom, Public Works Director Scott Thoresen, Fire Chief Al Matzke (remote).

2. Approval of minutes from May 14, 2024 Regular Meeting of the Finance Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance and Personnel Committee. §6-3(f) DPMC

None

4. Consideration and Acceptance of donation from Capital Credit Union for Technical Rescue Equipment for Fire Department in the amount of $5,700.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Pamela Gantz, Alderperson
SECONDER:	John Quigley, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

5. Consideration and Possible Action on Interstate 41 Sign Design Proposals.*

Alderperson Kundinger had a question on this agenda item. She made mention that there were multiple proposals in multiple price points for this sign proposal. The recommendation is coming in to go with the higher proposal, and she just wanted to know if we have put more consideration into the other proposals.

Public Works Director Thoresen responded that we solicited 7 companies but only received 4 proposals back. 2 companies didn't meet the criteria and were not considered any further. Jones Signs and Elevate 97 were two of the ones considered. Staff felt Elevate 97 provided a better sign style and quality. We did reference checks on them and came back with high reviews. Even though their proposal is the highest, we feel that they are the best fit for this job. The proposal was $8,890 charged to TID 15. If Council approves, we'd like to move forward with the firm and get a design that the City feels comfortable doing. It is either to repair the existing sign or come up with a proposal for a new one. We would then budget accordingly for the 2025 budget to either repair or replace.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Quigley, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

6. Consideration and Possible Action on Development Agreement Terms with Valley Cabinet INC, for a manufacturing expansion at 1840 S BROADWAY ST (ED-F0101) in the East Industrial Park. *

   Development Services Director Dan Lindstrom was present to speak about this agenda item. This item is the next step in the process for Valley Cabinet. We amended TID #10 to include Valley Cabinet. It will be an 80,000 square foot expansion of their production and office space. This is for a PAYGO TIF request. All of the details are in the packet. Overall value standpoint is a 7% assessed value of the project, which is below what we are normally at for first projects because the life of the TID. Proposed terms are in the packet for the committee. The groundbreaking was today (June 11, 2024). In order for us to meet the requirements to review the analysis of their total submittal proposals, once the project is done, we will need to do a summary expense report. Alderperson Quigley asked how many employees they currently have. Development Services Director Lindstrom mentioned that they are sitting at roughly 300 right now, and it will be expanded over time. Small revision to the terms **There was an error in the packet, the Anticipated Annual Tax Revenue is $83,600 and the Anticipated Annual Tax Increment is $79, 100.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

7. Consideration and Possible Action on Development Agreement Terms with Crosspoint Church Inc for a relocated and expanded landscape supply business (New Land LLC dba Green Bay Nursery) at 2108 & 2118 Lawrence Dr. located in TID No. 15.*

   Development Services Director Dan Lindstrom spoke on this agenda item. It is for Crosspoint Church Inc. has created and is partnering with New Land LLC/ Green Bay Nursery. They are proposing to relocate to De Pere and expand their landscape supply business located in TID 15. They are proposing to transition a residential property to a commercial property. Just the sale in the transition from a residential property to a commercial property increased the value significantly. They are requesting a $110,000 up front cash grant. Current assessed value of $473,500. They will need to submit an expense report before receiving any funds.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

8. Consideration and Possible Action on 2024-2025 Property Tax Bill Preparation Agreement with Brown County.*

Finance Director/Treasurer Pamela Manley is present to speak on this agenda item. This is an agreement that the City would have signed the last couple of years as we did tax collection. The only change this year is that we removed personal property. The City Attorney recommended we update this with some revisions the last couple of years. If okay with the Committee, we will sign the agreement as long as there are no substitutive changes in the future. Option A approval.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Quigley, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

9. Consideration and Possible Action on an Agreement with Finance System of Green Bay, Inc.*

Finance Director/Treasurer Pamela Manley is here to talk on this item. Last year it was approved to use State debt collection for collections. The downside of using the State debt collection is that we need personal information from the person (i.e. drivers license number, social security number, etc). In this case, we have delinquent personal property that we've been unable to collect over the last few years. Municipalities are required to try and collect for the personal property, while the County takes the Real Estate collections. We can only go back 5 years. We still have over $7,000 of principal that we are trying to collect. We've used Finance Systems of Green Bay, Inc in the past, but updated the agreement since it was outdated.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Pamela Gantz, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

10. Consideration and Possible Action on increasing the Donation acceptance threshold requiring Committee and Council approval.*

Director Manley spoke on this item as well. Through staff discussions, the small amounts of donations amounts and having to come back to get approval each time slows down our process of approving the donations and then being able to do what we want with the money. We are requesting to increase the threshold to just over $1,000 ($1,001) and limit the number of times we have to come to the committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

11. Consideration and Possible Action on approval of Preliminary 2024 Borrowing.*

    Finance Director/Treasurer Manley talked on the preliminary 2024 borrowing. There is a list of projects that we request to be borrowed for in the 2024 budget. As the year progresses, there are some things we end up not being able to do, and some things that come in under budget.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

12. Consideration and Possible Action on the creation of an Ordinance regarding the refund of certain overpayments to the City of De Pere.*

    Director Manley spoke on this agenda item. This stemmed from Parks & Rec. when they switched over to their new system. There were a lot of accounts that had overpayment. When the Finance Department reviewed them, many of them are under $10 and many years old. We are proposing that instead of cutting checks back to people, to approve the policy to only refund to people who overpaid $10 (unless specifically requested) within 3 years of when the overpayment occurred. We had the Legal Department research the threshold amount and they came back with $10 max for a refund amount.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

13. Consideration and Possible Action on the City of De Pere Investment and Cash Detail, April 2024.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

14. Future agenda items.

    None

15. Adjournment

    Alderperson Quigley made a motion to adjourn
    Alderperson Perock seconded the motion.

The meeting was adjourned at 7:52 pm.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk’s office at 339-4050 by Noon, the previous day so that arrangements can be made.

***Items with an asterisk require City Council approval.**

Agenda Sent To:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

Respectfully submitted,
Amy Darnick