Finance/Personnel Committee

DE PERE

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

Regular Meeting

Minutes

Tuesday, June 9, 2020 **7:30 PM**

1. Call to Order. Mayor Boyd called the Regular Meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, June 9, 2020, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Mike Eserkaln	Alderperson	Absent	
Amy Chandik Kundinger	Alderperson	Remote	
Casey Nelson	Alderperson	Remote	
Kelly Ruh	Alderperson	Remote	

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Finance Director Joe Zegers, Public Works Director Scott Thoresen, Fire Chief Alan Matzke, Police Chief Derek Beiderwieden, Development Services Director Daniel Lindstrom, Human Resources Director Shannon Metzler, Human Resources Generalist Tracy Hood and members of the public.

2. Approval of the Minutes of the May 12, 2020 Regular Meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

3. Consideration and Approval of the May 2020 Police Overtime Report.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

4. Fire Department Overtime and LifeQuest Services Billing Reports for May, 2020.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

5. Consideration and acceptance of donation from D & B Klika, Inc. to Fire Department.*

Alderperson Chandik Kundinger mentioned that this Committee has chatted a few times regarding the acceptance of donations, and while it is important to express gratitude, she suggests consideration of grouping donations together, perhaps quarterly, for acceptance in order to expedite efficiency of meeting Agendas. Administrator Delo advised that the current process was put in place by the Council, with donations of $250 or more being individually recognized, and that staff is okay with any change or grouping as directed by the Council. He further confirmed that this item would be added to a future Finance Agenda for discussion. Mayor Boyd shared for viewers that this item concerns a $300 donation to the Fire Department. Alderperson Nelson added that part of the earlier discussions included whether the requirement is cumbersome for donations to go to both Finance and Council. Mayor Boyd indicated this would be discussed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Kelly Ruh, Alderperson
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

6. Consideration and acceptance of bath tissue and paper towel supply donation from Bedford Paper to the Fire Department.*

Mayor Boyd stated this donation is for bath tissue and paper towel supplies, with a retail value of $300.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

7. Consideration and acceptance of donation from Cabinet Connection, LLC to the Fire Department.*

The Mayor announced that the accepted donation of $500 would be placed in the Fire Department donation account.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Kelly Ruh, Alderperson
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

8. Approval of a $1,000 Donation to Police Department from Country Financial.*

Mayor Boyd announced that the Police Department plans to earmark this donation for the K-9 fund.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

9. Redevelopment Agreement Terms with Cobblestone Hotel regarding the redevelopment of Parcels WD-287, WD-286, WD-283, and WD-284 at the southeast corner of the intersection of Main Avenue and S. Fifth Street for a commercial redevelopment.

Development Services Director Dan Lindstrom provided an overview and history of this potential development, which initially considered the Nicolet Square area on Main Avenue, and has since shifted further to the west as a bookend to the downtown area. A feasibility study indicated support for an upper mid-scale 60-70 room hotel serving downtown amenities. DSD Lindstrom shared development terms and obligations of the parties which include: easements to facilitate redevelopment of an adjoining alley; Cobblestone would development its own urban-model hotel and chophouse restaurant on this site with a build-phase in 2021, consistent with site plan requirements; total project costs of $8,000,000, with a guaranteed assessed value of $5,000,000; City to provide a grant of $800,000 after Certificate of Occupancy (16% of guaranteed assessed value); City will reconstruct the alley as part of #TID 9 and identify temporary parking for those users during reconstruction; City will also apply for a Community Development Investment grant in July which, if awarded, will pass to developer through an Agreement drafted at a later date.

In response to Mayor Boyd, DSD Lindstrom did confirm that as a result of the reconstruction work and easements to be obtained in the alley, there would be an overall increase of approximately 80 public parking spaces. Alderperson Nelson asked about the feasibility study and whether the City was reimbursed for the cost of the study, to which Administrator Delo indicated that the feasibility study wasn't tied to this specific hotel. While it was initiated by a request from Cobblestone, due to its franchise structure, the company could not complete the study on its own. DSD Lindstrom also added that the study has been shared with two additional hotels looking at De Pere, so it has been a worthwhile investment.

Discussion followed between Ald. Nelson and DSD Lindstrom regarding the $3,000,000 noted for cash grants as part of the TID #9 Project Plan does encompass all cash grant project costs for the TID, but that amount is a rough estimate at the time of TID creation, and can be adjusted to make the TID profitable in the long run.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

10. Consideration and possible action to approve a five year farm lease to be established with New Horizons Dairy LLC for undeveloped City owned land on the west side of De Pere.*

In response to Alderperson Nelson, Development Services Director Dan Lindstrom explained that the price per acre is different for this Lease due to it being an extension of a previous lease, and is lower primarily because the leased property has dwindled in acreage and is therefore difficult to lease. In addition, it would be challenging to find another lessee willing to service this property at a larger amount per acre.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

11. Consideration and possible action to approve a five year farm lease to be established with Triple Z Farm LLC for undeveloped City owned land on the east side of De Pere.*

In response to Alderperson Nelson's question on the bidding process, Development Services Director Dan Lindstrom indicated that there has been a larger bidding process in the past, although this cycle hasn't gone to that level. Administrator Delo added that when proposals have been sought, it is rare to receive more than two, sometimes there are none. Due to the difficulty in recent years receiving proposals, leases have been solicited. Administrator Delo also indicated that this property is under consideration for a rather large project that staff is confident will go forward, so it wasn't advisable to request proposals if a significant part of the property would be removed for development.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Kelly Ruh, Alderperson
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

12. Funding request for the additional cleaning due to Covid-19.*

In response to Alderperson Kundinger, Administrator Delo explained that the City is using current contractors and expanding on services provided, with the ability to adjust services on a month-to-month basis dependent upon need. He added that costs through October will be submitted for reimbursement under the Cares Act funding and then the remainder of year would be paid from the City's budget, unless additional funding becomes available.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

13. Consideration and Possible Action on Approval of Dr. Zemple to Serve as Emergency Medical Service Medical Director.*

In response to Alderperson Chandik Kundinger, a discussion occurred on whether this item was addressed previously, and Chief Matzke advised that the subject of Dr. Stroman's retirement had come up, but he has since announced that his retirement will begin at the end of this month. Chief mentioned the exceptional level of service provided to the City for seven years by Dr. Stroman, and that Dr. Zemple is willing to step in under the current contract parameters to continue the level of service the City is accustomed to.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

14. Recommendation from the City Administrator to suspend the collection of medical insurance premiums for one month.*

In response to Alderperson Nelson, Administrator Delo explained that a number of changes over the last several years have impacted usage and efficiency of the plan; employees making better choices in addition to former retirees dropping off the plan have made significant impact. The fund balance was approximately 1.9 million in 2019 and is at 2.2 million in 2020; $700,000 is the suggested amount for the fund balance, and it is getting too high at this time. Staff is recommending a premium suspension for the month of July and is considering another reduction in premium for 2021 in addition to considering another premium holiday later this year. Alderperson Nelson added that this is a bonus for the vast majority of employees who participate in the health plan, in place of the pay for performance bonuses which were earlier suspended, and he gives kudos to those monitoring the health plan. Mayor Boyd indicated his agreement.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

15. Review and possible action on City of De Pere Investments and Cash Detail for April 2020.

Finance Director Zegers detailed the handouts in the packet for April 2020, indicating $240,000+ investment earnings; there is room for decline and still be consistent with the budget, although things are moving along very well. The LGIP fund decreased due to accounts payable, payroll and $600,000 to Brown County, the school districts and NWTC for the tax credit. May is looking positive as well for investments, which is great news considering the last couple of months. Alderperson Nelson thanked Finance Director Zegers for the snapshot and confirmed that in September of 2019, the former Revolving Loan Fund dollars were moved and earmarked to a money market to increase income investment potential.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	James Boyd, Amy Chandik Kundinger, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

16. Future agenda items.

The Mayor mentioned the earlier request regarding donations, but nothing further was suggested.

17. Adjournment.

Upon Motion of Mayor Boyd, seconded by Alderperson Chandik Kundinger, the Finance/Personnel Committee unanimously adjourned at 8:09 p.m.

Respectfully submitted,
Angela Zills