Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, April 14, 2020 **7:30 PM**

1. Call to Order. Mayor Walsh called the Regular Meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, April 14, 2020, 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	
Amy Chandik Kundinger	Alderperson	Present	
Casey Nelson	Alderperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Attorney Judith Schmidt-Lehman, City Administrator Lawrence Delo, Finance Director-Treasurer Joe Zegers, Human Resources Director Shannon Metzler, Video Production/IT Support Specialist Kevin Clark, Development Services Director Daniel J. Lindstrom, Fire Chief Alan Matzke, Police Chief Derek Beiderwieden, Tina Quigley of Definitely De Pere, Mark Nysted of Keller, Inc., Ann Song of Song Industries, David Wagner of Tailwaggers Doggy Daycare, Thomas Wood of Sit and Stay Pet Resort, Karl Schmidt of Belmark inc. and Members of the Public.

2. Approval of the Minutes of the March 10, 2020 Regular Meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

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

   In response to Ald. Kundinger, Chief Beiderwieden explained that the supervisor school training was conducted in March, but all other training was canceled for the remainder of the month and for April. He added that a new officer was hired two months ago and a new officer is anticipated to start yet this month.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

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

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

5. Consideration and possible action regarding the request from Definitely De Pere to assist in funding the Downtown De Pere COVID-19 Small Business Relief Grant Fund.*

Development Services Director Dan Lindstrom provided a brief overview of this request and advised that Tina Quigley of Definitely De Pere was available to provide additional detail and answer questions. He explained this request is for the City to assist in seed funding for a COVID-relief grant fund program. Definitely De Pere has been quickly planning fundraising efforts and is seeking matching funds from City to offer a grant program separate from the City's loan fund program, with more information on the Memo included in the Agenda packet. Mayor Walsh moved to open the meeting at 7:38 PM, seconded by Ald. Crevier. Upon vote, motion carried unanimously. Tina Quigley of Definitely De Pere thanked the Committee for considering the proposal and provided highlights. The purpose of the program is to help support local business facing significant hardship due to the COVID-19 pandemic. The program would continue to support the community and economy by retaining existing businesses and attracting new business when economy rebounds. The financing goal is 40-50 thousand, with an equal match from City. The intent is to gap-fill and to serve as an emergency funding source, while a business is waiting for larger loans to come through. An online survey for impact was submitted to 240 small businesses, with about 70 businesses responding within a cross-section of the District. She further highlighted significant survey results with the full findings listed in her Memo in the packet; that 60% of businesses are at risk of closing. Mayor Walsh indicated that the City has assisted businesses to help to weather the storm for by allocating $500,000 for a micro-loan program. He verified that $400,000 remains in the former revolving loan fund after the micro-loan funds are exhausted. DSD Lindstrom indicated that discussions of various options were held last July for use of those remaining funds, but no final decisions had been made. He added that 25 applications have been received for micro-loans requesting $140,000 thus far, and he is seeing continued interest daily. Ald. Nelson asked for feedback on the SBA loan program, and whether there has been success with that, to which Tina advised a number of virtual meetings have occurred on that topic, with businesses taking advantage of the Paycheck Protection Program (PPP) loan, helping them rehire staff and keep them on payroll, a forgivable loan if used for the purpose intended (25% for other expenses and 75% to payroll). Ald. Nelson indicated that $2,500 will have an impact, but believes that $5,000 would be more beneficial to protect the loss of businesses unique to De Pere. Discussion followed on whether there would be an option to tier based upon need (Ald. Chandik Kundinger) and whether the program could expand to include any other businesses that are not directly downtown. Tina believed the funding would need to stay within the boundary of District and Definitely De Pere is a Main Street and Business Improvement District, which the Mayor confirmed. The Chamber would handle requests outside of downtown. Tina added the initial draft proposal was prepared as stop gap emergency funding to assist with long term funding sources, but concern has arisen for businesses receiving grant and still closing and making seeking longer term funding a requirement, rather than expectation. In response to Ald. Crevier, Tina advised that of the 71 survey responses received, most were restaurants and retail, rather than service-based business, which are less at risk. She further advised that the grant of $2,500 would be intended for those in the greatest need and are also viable to survive the crisis. She shared research from other communities that Racine determined it best for more businesses to get assistance, rather than less receiving a higher amount and has a forgivable loan through HUD funding, Appleton has a strict $1,000 rent relief program and La Crosse is giving grants of 5,000 for every 10 employees, up to $25,000 maximum, with Fond du Lac also having a grant program and Kenosha a forgivable loan program. Discussion continued on Ald. Crevier's analysis of viability of the proposal, typical rent payments, the requirement of obtaining other funding vs. seeking funding and adjusting grants based on weighted criteria. Tina indicated that $1,000 is pretty realistic for a month's rent in the downtown, and that rent relief does support the building and ensure that the property continues to be taken care of, and that many property owners are doing their share to provide rent relief to businesses. In response to Ald. Chandik Kundinger, Tina advised that they have quietly launched a fundraising campaign and raised $6,200 from individual support, and the Board will help lead the fundraising effort and by creating a "De Pere Strong" tee-shirt campaign. In response to Ald. Nelson, DSD Lindstrom explained there are many ways to structure forgivable funding and provided a few options based upon measuring used. Ald. Nelson suggested his preference of keeping it simple. Mayor Walsh moved to go back to regular order 8:13 PM, seconded by Ald. Crevier, which was approved by unanimous vote. Mayor Walsh made a Motion to approve the request, with longer term funding being required, rather than requested, seconded by Ald. Nelson. Ald. Jennings indicated that he will abstain from voting on this item. Upon further discussion, Ald. Nelson expressed concern of being on the timeframe of federal programs to get money disbursed if funding must be secured before receiving grant funds, to which Mayor Walsh advised he added the requirement as Tina supported it to be added. DSD Lindstrom asked for a couple clarifications by the Committee if funding is a match of a certain dollar amount range or a hard amount to be recommended by the Committee and also whether the City's Micro-loan Program could qualify as another funding source; with the City's loans closing in approximately a week and whether a business can obtain both the micro-loan as well as a grant. Mayor Walsh clarified that he is agreeable to a match fund up to $50,000, with the fund coming from the Revolving Loan fund, and confirmed that all Committee members are in agreement. DSD Lindstrom just clarified that the former Revolving Loan fund is now known as a locally funded fund. Ald. Crevier asked about helping businesses beyond the downtown businesses. DSD Lindstrom responded that the loan program was drafted under Mayor Proclamation, and staff was not comfortable with a grant program without seeking approval of this Committee or the Council; staff would be willing to look at proposing a grant program outside of the proclamation, but that request should come from the Council. Ald. Chandik Kundinger would be willing to take a request to the De Pere Chamber for businesses outside of downtown. The Mayor indicated that staff could look into it, but it is not on this Agenda, so it cannot be discussed at this meeting. In response to Ald Crevier, DSD Lindstrom indicated the only discussions that have been had with the Chamber involved advertising of the City's loan program. Ald. Crevier commented that he would recommend City support to help other businesses through the Chamber as well, if that request came along. In response to Mayor Walsh, Ald. Chandik Kundinger confirmed that she is on the Chamber Board, and she expects this item to on their next agenda, and she is willing to propose an Agenda item for next Finance meeting. Ald. Crevier confirmed the maximum grant of $2,500, and the Mayor added that with the $100,000, 40 businesses would receive grants, if given the max of $2,500. Ald. Nelson added he would be in favor in allowing business to use both the micro-loan funding, as well as the grant program. Mayor confirmed that the intent was to be able to use both funding sources.

RESULT:	**ADOPTED AS AMENDED [4 TO 0]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Scott Crevier, Amy Chandik Kundinger, Casey Nelson, Michael J. Walsh
ABSTAIN:	Ryan Jennings

6. Consideration and possible action regarding proposed Purchase/Sale Agreement Terms from Keller Inc, on behalf of Belmark Inc., MASK LLC, Song Industries, Inc. and Bowman Commercial Holdings, LLC for Parcel ED – 344-102-5 and Redevelopment of Parcel 344-101-5 -8 in the east business park.*

   In response to Ald. Crevier, Mayor Walsh indicated that Commerce Drive would be extended south to the boundary of Song Industries and the City would do that work. Development Services Director Lindstrom gave a presentation and overview of this item, which involves two developments: Belmark and Song industries working together to find a new location for Song to accommodate Belmark's expansion. Keller (on behalf of Belmark) will build a new facility and administer a like kind-exchange to move Song from one facility to another to allow Belmark's redevelopment to occur. Song may take up to only half of the new parcel, so staff is reviewing preservation of an outlot for future right-of-way extension. Belmark would then expand on Song's former parcel, and the two proposals as part of one project would serve as a holistic approach for increment for the remaining life of the TID. DSD Lindstrom then reviewed the Project Information Assumption Summary points listed in the Memo. Mayor Walsh moved to open meeting at 8:36 PM, seconded by Ald. Crevier; Motion carried by unanimous vote. Karl Schmidt of Belmark expressed appreciation that Song is willing to discuss relocation, with the hassle and disruption to their business, and allowing Belmark to grow here in the community. Mark Nysted from Keller indicated he was on the phone and available for questions. Mayor Walsh moved to return to regular order at 8:38 PM, seconded by Ald. Crevier; Motion carried by unanimous vote.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

7. Consideration and possible action regarding proposed Purchase/Sale Agreement terms with Thomas Wood for ED-2313-1 and Portion of ED2314in the east industrial park.*

   Development Services Director Lindstrom advised that Thomas Wood, part-owner of Sit and Stay, is looking to create a limited state-of-the-art training facility in Northeast Wisconsin and in discussions to accommodate other potential future developments, staff proposed this project on a portion of an inner lot more appropriate for a smaller building, with the final boundary line determined after future discussion to support the proposed open air building. The project incentive proposes $35,000 land rebate, with Payment in Lieu of Taxes if the assessed value falls below $300,000. Mayor Walsh moved to open the meeting at 8:43 PM, seconded by Ald. Jennings; Motion approved by unanimous vote. Tom Wood introduced himself as the owner of Sit and Stay, just north of this proposed location, and expressed a willingness to answer questions. Ald. Crevier asked about the comparison of the two facilities, to which Mr. Wood explained that this is a training facility separate from boarding and grooming. The training portion of his business has grown and the expansion will cater to every type of training for dogs in a year-long enclosed facility and specialize in long-term stay training. Mayor Walsh moved to return to regular order at 8:47 PM, seconded by Ald. Crevier; Motion approved by unanimous vote.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

8. Consideration and possible action regarding proposed Purchase/Sale Agreement terms with Dave R Wagner for a project located at WD-Ll79-8 in the west business park.*

Development Services Director Lindstrom explained this item is a proposal for Tailwaggers to move to a more permanent location, once their current lease is up. The development would require a text amendment to the current zoning code, but this would be a permitted use for this location under the proposed zoning code rewrite currently being worked on by staff. This offers a TID incentive of 10%, with the project incentive option detailed in the Memo in the Agenda packet.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

9. Consideration and Possible Action to Add Teledoc (Telemedicine platform) Services to City's Medical Plan.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

10. Review and possible action on City of De Pere Investments and Cash Detail for February 2020.

Mayor Walsh made a Motion to approve the report and to place on file, seconded by Ald. Crevier.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

11. Future agenda items.

Ald. Crevier expressed thanks to those he has served and thanked Mayor Walsh for his steady leadership. He has never known De Pere without Mayor Walsh, and thanked the City employees who are the backbone of the City. He encourages others in the City to contribute to the community. Mayor Walsh thanked Ald. Crevier for his comments.

Ald. Chandik Kundinger asked about a future agenda item for a Chamber relief program, and it was discussed that the Chamber should be contacted first.

Mayor Walsh then thanked Alds. Jennings and Crevier for their dedication and service to the community. He has enjoyed his entire time here and echoes Ald. Crevier's comments regarding City employees. He is thankful to, and appreciates, the citizens served.

Ald. Nelson thanked the Mayor for his service to the City and to Ald. Jennings and Crevier also. Ald. Jennings added his thanks to all and to the Mayor for his leadership and to the staff. Ald. Chandik Kundinger wished lucked to all three leaving the Committee and expressed her gratitude.

12. Adjournment.

    Upon Motion of Mayor Walsh, seconded by Ald. Crevier, the Finance/Personnel Committee unanimously adjourned at 9:00 p.m.

Respectfully submitted,
Angela Zills