



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, December 8, 2020

7:30 PM

1. Call to Order. Mayor Boyd called the meeting of the Finance/Personnel Committee to order at 7:30 PM.

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Remote	
Mike Eserkaln	Alderman	Remote	
Amy Chandik Kunding	Alderman	Remote	
Casey Nelson	Alderman	Remote	
Kelly Ruh	Alderman	Remote	

Also Present (Remote): City Administrator Lawrence Delo, Development Services Director Daniel Lindstrom, Recreation Supervisor John McDonald, Assistant Fire Chief Rich Annen, Police Captain Jeremy Muraski, Park, Recreation & Forestry Director Marty Kosobucki, Finance Director-Treasurer Joe Zegers, Human Resources Director Shannon Metzler and Human Resources Generalist Tracy Hood.

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderman
SECONDER:	Amy Chandik Kunding, Alderman
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

3. Fire Department Overtime and LifeQuest Services Billing Reports for November, 2020.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderman
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

4. Consideration and Possible Approval of the November 2020 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderman
SECONDER:	Kelly Ruh, Alderman
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

5. Consideration and Possible Action to Accept Brown County Crime Prevention Funding Board Grant to Police Department.*

Police Captain Muraski advised the Committee that this grant is intended to be used for a portable speed board.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

6. Consideration and Possible Action to Approve Park & Recreation Dept. Organizational Changes.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

7. Consideration and possible action regarding proposed Purchase/Sale Agreement terms with Green Bay Packaging Inc for Parcel WD-L492-2 and parcel WD-L492-B-3 in the west business park (Biotech Way).*

Upon further discussion, Development Services Director Lindstrom provided an overview of this item at the request of Alderperson Chandik Kunding.

He explained that his memo included a map showing the general location of the subject property in the southwestern portion of the city. Green Bay Packaging (GBP), 2275 American Boulevard, is in the planning stages of a 300,000 square foot manufacturing space expansion. Purchase of the requested parcel (a long linear parcel) would provide option for future expansion as well. The area to the south has been acquired and is under private development. This development meets the 10-year requirement of a previous agreement of the parties and an initial concept drawing of a site plan has been provided; the project is slated for site plan approval and construction in 2021.

DSD Lindstrom highlighted four terms which are different from typical sales/development projects:

- a sell-back provision will be negotiated for a portion of the parcel that may not be used for development;
- the City will continue maintenance of the railroad spur on the property, and it will not be removed until development/expansion occurs.
- an easement will remain for dog park access and GBP is aware of this necessity and will design appropriately; and
- GBP has requested a price reduction of the per acre price, which would be tracked as an incentive, and if expansion occurs in 2021 would result in a 3.45% of sale value tax increment incentive.

The City can acquire the property back if GBP elects not to move forward.

Alderperson Nelson clarified that the majority of the planned expansion would be on GBP's already-owned property, to which DSD Lindstrom confirmed would be primarily on current GBP property, with potential to expand on the city parcel. Ald. Nelson added this is an exciting development and a small-ask for GBP, and he is hoping they expand at this location.

Aldersperson Chandik Kunding asked a general question regarding triggering communication to neighboring properties, to which DSD Lindstrom explained that a site plan for expansion is all that is needed here, and the neighboring properties are in the Town of Lawrence. In general, a rezoning circumstance is one that would trigger a communication to neighboring properties.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Aldersperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

8. Consideration and possible action on the 2020 Short Term Note.*

Finance Director-Treasurer Zegers explained that this is an annual item for expenditures that the City could handle under the levy limit; \$250,000 (for 2021), down from that of 2020. A quote is included in the packet from Associated Bank for a Note to be executed at the end of December Note and repaid at the end of February, with interest of \$1,250, included in the debt service fund budget for 2021.

A Resolution including eight items will be presented to the Common Council for approval next week (pages 303-306 of the Executive Budget):
\$100,000 for Information Technology; \$50,000 for CCTV installation; \$14,000 Main/Fourth Traffic Signal Replacement; \$16,000 for Optimist Park Playground; \$25,000 for VFW Park Access Road; \$10,000 for James Street Boat Dock Extension; and \$15,000 for Field Painter replacement.

These are items that do not quite fit within a 10-year note. The City can lower interest by paying the note off within 45-50 days.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Aldersperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

9. Review and possible action on City of De Pere Investments and Cash Detail for October 2020.

Finance Director-Treasurer Zegers advised that as of October 31, the City had total cash of 3.4 million and 22.6 million in investments, for a total of 26 million. Investments earned \$354,000, which projects to \$425,000 annually, trending a little lower in relation to the budget and is due to debt instruments having smaller interest rates than projected. Positive variances in other areas cause 2020 to remain neutral as to fund balance.

The LGIP account for November will decrease by 4.4 million, offset by 2.1 million for receipt of state shared revenue.

Property tax bills are being printed today and will be mailed yet this week.

Mayor Boyd moved to accept the report and to place it on file, seconded by Aldersperson Chandik Kunding.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

10. Future agenda items.

None.

11. Adjournment

Upon Motion of Mayor Boyd, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 8:00 PM.

Respectfully submitted,
Angela Zills