# Finance/Personnel Committee

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

**Regular Meeting**

**Minutes**

**Tuesday, March 14, 2017** | **7:30 PM** | **De Pere City Hall Council Chambers**

Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:35 PM on March 14, 2017, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin.

| Attendee Name | Title | Status | Arrived |
|---|---|---|---|
| Scott Crevier | Alderperson | Present | |
| Michael Donovan | Alderperson | Present | |
| Larry Lueck | Alderperson | Present | |
| Lisa Rafferty | Alderperson | Excused | |
| Michael J. Walsh | Mayor | Present | |

Also Present: City Administrator Lawrence Delo, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, Economic Development and Planning Director Kimberly Flom, Public Works Director Scott Thoresen, Finance Director Joseph Zegers, Members of New Leaf Market Cooperative, Members of Black Honey Hashery, LLC and Members of the Public.

2. Approval of Minutes of the February 14, 2017 Regular Meeting of the Finance/Personnel Committee.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Michael Donovan, Alderperson |
| **SECONDER:** | Larry Lueck, Alderperson |
| **AYES:** | Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh |
| **EXCUSED:** | Lisa Rafferty |

3. Police Department Overtime Report for February 2017

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Scott Crevier, Alderperson |
| **SECONDER:** | Michael J. Walsh, Mayor |
| **AYES:** | Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh |
| **EXCUSED:** | Lisa Rafferty |

4. Fire Department Overtime and LifeQuest Billing Report for February, 2017.

Fire Chief Matzke advised the Committee that he wished to correct an error that was on the department's overtime report for Staffing Replacement. He clarified that the amount in that category was accurate in total, but that January Staffing Replacement should reflect 34.5 hours and February should reflect 0.00, as all of the overtime was incurred in January due to sick leave. Chief Matzke apologized for the error.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Michael J. Walsh, Mayor |
| **SECONDER:** | Larry Lueck, Alderperson |
| **AYES:** | Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh |
| **EXCUSED:** | Lisa Rafferty |

5. Consider Fire Department's request to change EMS collection agency provider.*

   Alderperson Crevier questioned the meaning of skip tracing referenced in the Addendum, and a discussion followed regarding that term and its meaning. Following discussion, Fire Chief Matzke indicated that the Legal Department had reviewed the Addendum and believes this is a standard term in the collection business.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Larry Lueck, Alderperson |
| **SECONDER:** | Michael Donovan, Alderperson |
| **AYES:** | Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh |
| **EXCUSED:** | Lisa Rafferty |

6. Consideration of Revised Revolving Loan Fund documents for Honey Court Hashery, LLC (1104 Honey Court)

   Alderperson Crevier requested that Economic Development and Planning Director Flom explain the basis for the modification of the loan terms. Economic Development and Planning Director Flom advised that both the Finance/Personnel Committee and the Common Council previously approved the terms of the Revolving Loan Fund for Black Honey Hashery. The applicant has been unsuccessful in securing one of the three terms of collateral required for the loan, specifically, the life insurance guarantee naming the City as beneficiary. Staff has investigated other options to secure the loan, but have been unable to come up with an alternative, so it is requested that the Committee remove that requirement from the loan documents, as there is still adequate collateral for the loan. The project has advanced to the point where the applicant is planning to open for business as early as April or May. Alderperson Crevier questioned whether this item would move forward to Council, and a discussion followed. Following discussion, the Mayor indicated that the reason the Finance/Personnel Committee could approve the modification is because the Common Council already approved the loan agreement and there is only a change being made to it.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Michael J. Walsh, Mayor |
| **SECONDER:** | Michael Donovan, Alderperson |
| **AYES:** | Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh |
| **EXCUSED:** | Lisa Rafferty |

7. New Leaf Cooperative Market project update and request to purchase a portion of Parcel ED-881. *

   Economic Development and Planning Director Kimberly Flom provided a summary of the property acquisition request and advised that the appraisal for Parcel ED-881 came back at $70,000. New Leaf is requesting to purchase approximately 6,000 feet of that property to expand the building it has purchased at 310 North Wisconsin and covert it to a grocery store. Economic Development and Planning Director Flom further indicated that the Cross Easement Agreement has been signed by Shopko representatives and is expected to be signed by the other parties soon. Meetings have also taken place with owners of the neighboring Voyageur Financial Building, and the owners have expressed support of project but do want to understand construction dimensions and staging, along with access elements of the project. Any site plan proposed should ensure adequate access to the private-owned parking stalls of the Voyageur building. A benefit of the project is that the City is gaining grocery store downtown, but the loss of 23 parking stalls is permanent, as stalls would not be replaced elsewhere. Definitely De Pere advised there is resounding support for the project from the property and business owners in the downtown, and the gain of New Leaf business in the area far outweighs the loss of parking spaces. With the loss of parking stalls, there is still a solid ratio for a downtown and parking is just under the standard for commercial retail. Economic Development and Planning Director Flom presented acquisition terms which include a CSM to split the parcel, right-of-way vacation for Wisconsin Street, a Phase I report, closing costs and title insurance for the City. Terms for New Leaf include a complete site plan application submitted to City, verification of all financing in place, a signed construction contract and a closing simultaneously, or right after, the closing for New Leaf's building purchase. After closing, New Leaf would need to take occupancy within 12 months and relocate an existing storm sewer. Economic Development and Planning Director Flom further explained the property reversion process if New Leaf does not comply with their obligations. New Leaf met with Brown County, and their County Revolving Loan is currently in queue; the City Revolving Loan will be brought forward after the County loan is completed. Alderperson Crevier asked about re-obtaining the property, and the condition of the property at the time of the reversion, and Economic Development and Planning Director Flom explained that the property would revert in the condition that it was currently in, but the City Attorney could advise whether provisions could be added to the Purchase Agreement about reversion back to a parking lot. Alderperson Lueck added that he would also prefer to see the property revert as a parking lot, if it were to happen. Alderperson Lueck further asked about parking stall loss and potential impact from Shopko's Garden Center, to which Economic Development and Planning Director Flom responded that while it would temporarily impact parking once New Leaf is a tenant, it would not impact the overall Parking Agreement which is meant to address more permanent parking issues. The Mayor asked about access to the nearby alley and access to the private stalls during construction, and Economic Development and Planning Director Flom indicated that those details are still being addressed, but New Leaf and Voyageur Office are meeting to discuss those issues. The City's goal is to address the construction and staging so that both businesses are successful and there is minimal impact to the Voyageur Office Building.

Mayor Walsh made a Motion to open the meeting, seconded by Alderperson Crevier. Upon vote, Motion carried unanimously. Tracy Flucke, Chairman of Membership and Marketing, spoke on behalf of New Leaf and provided a presentation on New Leaf's progress to date, the community benefits of a coop store, the positive impact on the local economy and New Leaf's promotion process to grow members and membership benefits.

Lynn Walter, President, explained the sources of financing for the project, the current status to date and their proposed timeline for project completion. Alderperson Crevier expressed skepticism about membership growth and timeline goals. Ms. Walter explained that membership campaigns were silent for some time due to the switch from Green Bay site to De Pere site and were held off until a site was in place. Their goal is to complete membership campaigns, and have sufficient members in place, to break ground in September. While the money is necessary to complete the project, membership numbers show community support, and the members will be the customers of the store. The Mayor commented that once the public learns that this project is committed to this community, membership should start to grow.

Alderperson Donovan made a Motion to go back to regular order, seconded by Alderperson Lueck. Upon vote, Motion carried unanimously.

Alderperson Lueck asked for clarification about the revolving loan and Economic Development and Planning Director Flom indicated that once the loan closes, which would not occur until the obligation terms are met, New Leaf would then have 12 months to construct and take occupancy. Alderperson Crevier asked about the details of the grant that was previously applied for, and Economic Development and Planning Director Flom explained the process required for reporting to the State and the obligations involved in securing and utilizing grant funds.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Michael J. Walsh, Mayor |
| **SECONDER:** | Michael Donovan, Alderperson |
| **AYES:** | Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh |
| **EXCUSED:** | Lisa Rafferty |

8. Recommendation to Provide Hourly Stipend for Water Service Worker*

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Larry Lueck, Alderperson |
| **SECONDER:** | Scott Crevier, Alderperson |
| **AYES:** | Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh |
| **EXCUSED:** | Lisa Rafferty |

9. Public Comment and announcements.

None.

10. Future agenda items.

None.

11. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:22 PM.

Respectfully submitted,
Angela Zills