



Finance/Personnel Committee

335 South Broadway
De Pere, WI 54115

<https://www.deperewi.gov/>

Regular Meeting

Minutes

Tuesday, March 9, 2021

7:30 PM

Council Chambers and Virtual

1. Call to Order. The meeting was called to order at 7:30 PM by Mayor James Boyd at the De Pere City Hall Council Chambers, 335 South Broadway Street, Second Floor, De Pere, Wisconsin.

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

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Development Services Director Daniel Lindstrom, Human Resources Director Shannon Metzler, Police Chief Derek Beiderwieden, Finance Director/Treasurer Zegers, Health Director/Officer Deborah Armbruster, Human Resources Generalist Tracy Hood, Aldersperson Dan Carpenter, Carol Karls of Immel Construction, Jason Shanda of M3 and members of the public.

2. Approval of the Minutes of the February 9, 2021 Regular Meeting of the Finance/Personnel Committee.

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

3. Consideration and Approval of the February 2021 Police Overtime Report.

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

4. Fire Department Overtime and LifeQuest Billing Reports for February, 2021.

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

5. Consideration and Possible Action on Health Plan Budget Adjustments.

In response to Mayor Boyd, Human Resources Director Metzler advised that there is currently a 2.3 million dollar surplus in the health fund. It is recommended that the surplus be reduced by 1.1 million so that ideally six months of claims remain in reserves, with the standard being approximately a half million. In July 2020, a premium holiday was given to employees, and a three-month premium holiday is being proposed to reduce the balance with continued monitoring and additional recommendations being made in fall to further reduce reserves. Preliminary numbers support reducing premiums by 15% for 2022, along with a cost-share shift from 15% to 10% for the employee premium

contribution and to 90% for the City contribution (up from 85%) to be more consistent with other public sector entities.

Aldersperson Nelson indicated these suggestions are a good idea and asked whether a stall in utilization due to COVID was taken into consideration, to which HR Director Metzler that staff is working with the broker to remain conservative, making considerations based upon how the plan is trending and then making additional changes. The budget is set for this year, so more aggressive changes can be considered for 2022, without reducing too far, as high-cost claims can flip a plan.

In response to Aldersperson Chadik Kunding's question on comparison premium contributions, HR Director Metzler advised that this can be updated and discussed more in depth in fall when that approval is sought; she believes the contribution percentages range from a 0% contribution up to 15%, which she believes is above average. Jason Shanda of M3 added that 13.1% is the average contribution in public sectors in Northeast Wisconsin.

Mayor Boyd clarified that the three month premium holiday is the item before the Committee as this time.

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

6. Consideration and possible approval of 2021 DPH Consolidated Contract No.47645.*

Mayor Boyd advised the Committee that these items are for approving monies coming in.

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

7. Consideration and possible approval of DPH Contract #43561-4 to the Health Department.*

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

8. Consideration and possible action to accept DPH Contract No.43561-5 to the Health Department.*

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

9. Consideration and possible action to accept DPH Contract No.43561-6.*

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

10. Consideration and Possible Action on Revised Purchase, Sale, and Development Agreement Terms with Howard Immel, Inc. for a proposed development located on Parcels, ED-2382, ED-D43-1, ED-F0083 and Portions of ED-2381, ED-F0080, ED-F0082, and in the East Business Park.*

Mayor Boyd requested that Development Services Director Dan Lindstrom provide an update on this item. In his brief overview, DSD Lindstrom touched on the updated terms for this fast-moving project initially heard by this Committee in January and also highlighted in a memo in the agenda packet, with updated exhibits showing the work completed to date. The project structure has switched to the southern portion of the site and is now impacted by visibility due to the future Southern Bridge Corridor and is under the wetland permitting process; the sale agreement will address the project site as two separate parcels, the development of a 350,000 square foot facility, with room for expansion space; the buy-back portion on the northern portion of the site if no expansion in the 10-year timeframe. He added that large projects and expansions are looked at differently in negotiations for flexibility; this project is acquiring more property than is currently needed. A revised site plan was received today and Engineering is involved regarding Commerce Drive and Profit Place and working with utilities. Preliminary renderings submitted today were shared during the meeting. Mayor Boyd thanked DSD Lindstrom for the information and commented that this is an exciting project; he then made a Motion to approve the revised terms with Immel for the proposed development, seconded by Alderperson Chandik Kunding.

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

11. Consideration and Possible Action Regarding a Third Amendment to the Development Agreement with Irwin School Development, LLC for the Redevelopment of the Former Irwin School Property.*

Development Services Director Lindstrom advised that this item is regarding the development of the former Irwin School, which has undergone a couple of amendments to timelines previously; however, Phase 1 is complete and on the market. This item addresses the condominium plat and deadline extensions for two phases; the Developer has expressed concern regarding a guaranteed assessed value on each unit and the optics of those values on potential buyers and requests that guaranteed annual tax payments replace guaranteed assessed value. Staff is in support of this change to protect the Tax Increment District against mil rate drops.

Alderperson Chandik Kunding confirmed that there is a correlation between selling the townhomes and the progress on Irwin school being stalled, which DSD Lindstrom indicated that the market has not been receptive to townhomes at the original price point

due to the neighborhood, and although there has been recent interest, those sales need to go through before the bank will approve the next phase financing. In response to further questions, DSD Lindstrom explained that the City is protected as incentives have only been given for the first phase thus far, developer is responsible for the taxes if units do not sell and this project has milestone incentives, which are given as the project moves forward. DSD Lindstrom also advised in response to Alderperson Nelson, that a guaranteed unit value is concerning to potential buyers and the proposed amendment protects the City better as well. Alderperson Nelson then made a Motion to approve the Third Amendment, seconded by Alderperson Chandik Kunding.

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

12. Review and possible action on City of De Pere Investments and Cash Detail for January 2021.

Finance Director/Treasurer Zegers provided the details of the Cash and Investment Summary for the period ending January 2021, with total cash at 4.9 million and investments of 25.5 million for a total of approximately 30.5 million, which increased from the month prior due to a net tax collection deposit in January and transportation aids, offset by 2.4 million for accounts payable and payroll; investments decreased by \$8,900 due to a market value decrease from December 31 to January 31. The City is on a ladder program with its investment cycle, buying as investments come due, with newer investments having a lesser percentage interest rate, as the market is not as robust as the first six months of 2020. Schwab is expected to participate in next month's meeting to give an overview of the City's account and expectations for 2021-2022 in relation to the economy, and Associated will give a similar presentation in May if April isn't doable.

Mayor Boyd made a Motion to accept the Cash and Investment Report for January 2021 and to place on file, seconded by Alderperson Nelson. Motion carried by unanimous vote. No further action was taken as this item is intended for discussion purposes.

RESULT:	DISCUSSED
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13. Future agenda items.

Alderperson Nelson mentioned an e-mail from a Biology professor from Lawrence University in Appleton regarding "No Mow May" to help pollinating plants and insects. If appropriate for this Committee as a catch-all, and if timing would work, he believes it would be good to participate for the community as a whole. Administrator Delo indicated that if timing is an issue, the item can skip committee and go forward directly to Council.

14. Adjournment.

Upon Motion of Mayor Boyd, seconded by Alderperson Chandik Kunding, the Finance/Personnel Committee meeting adjourned at 8:11 PM by unanimous vote.

Respectfully submitted,
Angela Zills