Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, February 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 7:30 PM on February 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, Fire Chief Alan Matzke, Police Chief Derek Beiderwieden, Economic and Planning Director Kimberly Flom, City Attorney Judith Schmidt-Lehman, Finance Director Joseph Zegers, Video Production and Marketing Coordinator Kevin Clark and Members of the Public.

2. Approval of Minutes of the January 10, 2017 Regular Meeting of the Finance/Personnel Committee.

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

3. Police Department Overtime Report for January 2017

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

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

Fire Chief Matzke provided handouts to Committee members showing activity of LifeQuest billing and the phase-out of EMS Medical Billing. Chief Matzke indicated that LifeQuest has been requested to review data for six months and present to the full Council at the April 18 meeting as to how the department fits in the marketplace, provide comparison to other customers and provide metrics to measure effectiveness of department billing. Chief Matzke further explained that the handouts show that money is still coming in on the EMS billings even after the LifeQuest takeover. Aging Detail on another handout shows where the amounts currently fall in the billing cycles. Alderperson Crevier asked about LifeQuest write-offs and adjustments, and Chief Matzke explained that those items won't show on LifeQuest reports until the billings are worked for a period of months and there is due diligence to collect the accounts. Write-offs currently occur after collection efforts are exhausted, not earlier than 180 days. Alderperson Crevier further asked about the Adjustments category on the EMS handout, and Chief Matzke explained that those amounts relate to Medicare compliance, value and payment. The difference billed above the Medicare amount becomes the adjustment and the payer mix each month determines the adjustments made. LifeQuest is expected to report on the payer mix demographics and six months of Department data in April.

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

5. Developer's Agreement Terms with CMR, LLC for property located at the southeast corner of Red Maple Rd and American Blvd (Parcels WD-L479-3, WD-L-179-4, WD-L-179-5-1) *

Alderperson Crevier asked for an explanation of the bullet points in the Memo of the terms of the TID incentive regarding the requirement of high quality building architecture and landscaping and whether this would be different for another part of the City. Economic & Planning Director Flom explained that the zoning code dictates the approved material in the industrial park, which is focused primarily on the front of a building. This particular property is on a corner, and also expected to be a corner of the southern bridge expansion, so the developer was requested to consider expanding the approved material onto the sides of the building as well, for a pleasant look from an architectural standpoint, and this request is one of the reasons the TID incentive is being pursued. Economic & Planning Director Flom further advised that in other parts of the City, for a project with the same high visibility from the street, City staff would likely still request compliance above the code requirements for materials used. Alderperson Crevier further asked about number of jobs expected from this project, and Economic & Planning Director Flom advised she would review the Battle House file related to this development and have that information available for the Common Council Meeting.

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. Developer's Agreement Terms with Gaming Machine Supply, Inc. For Property Located On The West Side Of American Blvd., just south of American Court (Parcel WD-1379) *

Alderperson Crevier asked about the spaces currently being leased and the future use of those properties, to which Economic & Planning Director Flom indicated that Gaming Machine Supply (GMS) is moving from leasing two separate spaces, to taking an ownership role in a property, and her assumption is that their current leased properties would be marketed toward other potential tenants by the owners of those properties.

Mayor Walsh made a Motion to open the meeting, which was seconded by Alderperson Crevier. Upon vote, Motion was carried unanimously.

John Michaud spoke on behalf of GMS and advised that one of the company's current leased buildings has recently been sold, and the new owner is actively leasing it out. The other building utilized by GMS on Honey Court has been a rental property for years, and Mr. Michaud believes the owner will continue the building as a rental property.

Mayor Walsh made a Motion to go back to regular order, which was seconded by Alderperson Donovan. Upon vote, Motion was carried unanimously.

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

7. Main and Lawrence Redevelopment Area/Roundabout and Proposed TID #13 Consultant Agreement *

Economic & Planning Director Flom provided a summary and advised that an analysis done in 2011 indicates that traffic issues are expected by 2020, with potential back-ups to highway ramps, unless some improvements are made to the Main and Lawrence intersection. City staff has worked diligently in partnership with the Wisconsin DOT to determine whether a roundabout is feasible in this area. The roundabout will serve to address traffic safety concerns and also open up potential redevelopment in that area. She further indicated that from a timing perspective now is a good time to pursue construction and the City can pursue forming a TID district to help fund some of the infrastructure for the roundabout. Quotes were received from three consultants to assist with TID formation. The goal date for construction and completion is 2018. Economic & Planning Director Flom requested follow-up information from two of the consultants and will be reviewing the supplemental information provided. Both Economic & Planning Director Flom and City Attorney Judith Schmidt-Lehman indicated that it is requested that the Committee approve moving the item forward to council, with a consultant recommendation to be made at the common council meeting.

Aldeperson Crevier asked whether there is a point whether the City would have too many TIDs. Economic and Planning Director Flom explained 12% of the City's total assessed value can be in TID by state statute and the City is currently just under 7%. Staff has been in contact with surrounding property owners regarding this project. Further discussion was had about the roundabout location, the driveway entrances of impacted businesses and confirmation that no parking spaces would be lost in the Park and Ride located off Lawrence Drive.

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

8. Consider Videography Agreement With Definitely De Pere and St. Norbert College*

Alderperson Crevier asked for clarification that the intent of the Agreement is to promote the downtown and not for promotion of either Definitely De Pere or St. Norbert College, specifically. Video Production and Marketing Coordinator Clark indicated that the City was approached by Definitely De Pere to provide some promotional footage for marketing purposes to grow the businesses downtown, and that there are clips of St.

Norbert College included in the video. City Administrator Delo clarified that St. Norbert College is located within the Definitely De Pere District, and when Definitely De Pere does promotional material, the college is included in that material. City Attorney Judith Schmidt-Lehman advised that the purpose of the Agreement is to protect intellectual property of each entity for the material that each provided, and Video Production and Marking Coordinator Clark added that each entity submitted material which was combined to make a separate video, but each entity is still retaining ownership rights to its contribution. In response to Alderperson Donovan's question, it was confirmed that the Agreement does give the City the right to edit the video.

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

9. Recommendation to approve Service Agreements (Flex, HRA and COBRA) with Employee Benefit Corporation (EBC)*.

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

10. Public Comment and announcements.

None.

11. Future agenda items.

Alderperson Crevier asked about future activity on the County billing for property tax collection item, which was referred back to staff at the council level. City Administrator Delo advised that he is not aware of any new information from the County, and Finance Director Zegers concurred. City Attorney Schmidt-Lehman clarified that since this item was referred back to staff at the council level, it would go back to council for an update.

12. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:03 PM.

Respectfully submitted,
Angela Zills