Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, February 13, 2018 | **7:30 PM** | **De Pere City Hall Council Chambers**

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on February 13, 2018, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderperson	Excused	
Ryan Jennings	Alderperson	Present	
Larry Lueck	Alderperson	Present	
Casey Nelson	Alderperson	Excused	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, Fire Chief Alan Matzke, Development Services Director Kimberly Flom, Human Resources Director Shannon Metzler, Police Chief Derek Beiderwieden, City Attorney Judith Schmidt-Lehman, Maintenance Supervisor Tom Blohowiak, Video Production and Marketing Coordinator Kevin Clark, Finance Director Joe Zegers, Representatives of Charles Schwab, Attorney Terry J. Gerbers, Bryan Kaster, Karen Classon, Kyle Johnson and Members of the Public.

2. Approval of the Minutes of the January 9, 2018, Regular Meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

3. Approval of Police Overtime for January 2018.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

4. Fire Department Overtime and LifeQuest Services Billing Reports for January, 2018.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

5. Introduction to Charles Schwab: Drive efficiencies in General Fund investments.

Finance Director Zegers introduced Charles Schwab representatives: David Dudek, Patrick Carrigan and Ron Mark; each spoke and explained how Charles Schwab, due to its size and access to over 200 bond providers and over 250 banks, is able to assist municipalities through drive efficiencies with lower cost general fund investments and no managed account fees, ultimately allowing the City to keep more of its own money. A sample was provided to the Committee members to show products offered and how a portfolio could be tailored to meet the City's needs. Following the presentation, Alderperson Jennings asked about the cost of bonds offered by Charles Schwab and how they get paid, to which the representatives advised that Charles Schwab is a disrupter in the marketplace, a discount brokerage firm whose revenue is obtained from diversified sources. For the services being proposed, there are no management or backend fees to the City. As this presentation was for informational purposes, no action was taken.

RESULT:	**NO ACTION**

6. Consideration of the transfer of the City’s investment account from Dana Investment Advisors to Charles Schwab* (amendment).

Mayor Walsh made a Motion to approve the transfer from Dana Investment to Charles Schwab, which was seconded by Alderperson Lueck. Alderperson Jennings asked about other investment firms who could service the City and whether the service should be put out for bids. Finance Director Zegers advised while there are an infinite number of investment firms, the City is in the lower end of the yield and Charles Schwab offers low-end investments which would realize actual savings to the City, unlike that of other firms. Administrator Delo added that pricing has been obtained from other firms in the past, but this is a different model from what other firms are offering, and the City is also maintaining balanced investments and is retaining its account with Associated. Finance Director Zegers added that the City currently has two managed accounts and a liquid account. Alderperson Jennings confirmed with Finance Director Zegers that staff recommendation would be the same if interest rates were higher.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

7. Consider Fire Department's request to apply for 2018 AFG Grant.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Larry Lueck, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

8. Consider Fire Department's Operational Change.*

Chief Matzke proposed to move a paid on call position to an on staff day position to have additional human resources available to address high volume times with higher efficiency. This change is suggested due to the department services, over time, becoming more medical in nature. Staff will be available for emergencies, as well as daily tasks during lower call volume time, such as inspections, prevention, and equipment maintenance, and the change can be made in a cost-effective manner for the department.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

9. Recommended Changes to Administrative Time for Clerk/Treasurer and Maintenance Supervisor.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

10. Consider Closed Captioning for Channel 4 Programming.*

Video Production and Marketing Coordinator Kevin Clark advised that the video content produced by the City is not in compliance with the Americans with Disabilities Act because it is not closed captioned. A memo provided at the meeting outlines City options for compliance. Video Production and Marketing Coordinator Clark highlighted points in the Memo: live broadcasts and streaming would cease as the City does not have equipment or staff for live closed captioning, content being provided on the TV channel would be provided as an open caption, and meetings would be available on TV channel and online in a delayed manner (1 to 4 business days). Staff is looking at captioning service providers and costs, although there are compatibility issues with City's IQM2 software, and staff is still awaiting a sample file from another company. At this time, the estimate for captioning services is between $7,000 and $17,000. Mayor Walsh clarified that meetings will no longer be live broadcast, and Alderperson Jennings asked about going live and then providing closed captioning at a later time, to which City Attorney Judith Schmidt-Lehman advised that the City would need to provide closed captioning during the live broadcast or have sign language interpreting available, which would comply with ADA, but may be cost prohibitive or may not be readily available. Alderperson Lueck asked about a captioning encoder and transcriptionist, to which Video Production and Marketing Coordinator Clark advised that while he hasn't done exhaustive research on this option, he has seen transcriptionist rates of $60-$100/hour and encoders from $1,500-$6,000. Alderperson Lueck expressed his concern with losing the live broadcast. Alderperson Jennings asked when the City must stop broadcasting, and City Attorney Schmidt-Lehman advised that the ADA requirements have been in place for some time; currently, the City is not providing the service. Administrator Delo added that he has asked about language translation software and hasn't found any, Milwaukee and Madison are not in compliance as of yet, which he suspects is a problem throughout state, and that the City does not want to lose its ability to live broadcast. Alderperson Lueck requested that The League of Wisconsin Municipalities be asked for any suggestions or solutions.

Mayor Walsh made a motion to approve, which was seconded by Alderperson Lueck. Upon discussion, Alderperson Lueck confirmed that the Mayor's motion was to approve the range of $7,000-$17,000 for the cost of captioning services.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

11. Consider Bid Proposals for Cleaning Contracts for City Hall, the Police Department, and the Community Center.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Larry Lueck, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

12. Request to receive direct distribution of property tax credits from the State of Wisconsin.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

13. Request for City-Funded Residential Infrastructure for Pine Ridge Subdivision. Submitted by Keith Garot. *

Development Services Director Kim Flom advised that the City passed a Residential Infrastructure Policy in 2010, which gave developers the opportunity to propose a subdivision, with city-funded infrastructure, with funds being paid back on a lot-by-lot basis as permits are issued. Pine Ridge Subdivision is being proposed on recently annexed property from the Town of Rockland, and a site plan was considered at the February Plan Commission meeting. City-funded infrastructure is a contingency to developer's ability to close on the property. Developer is requesting a waiver of the condition that one-third of the lots be pre-sold. Alderperson Jennings asked about development requiring the need for a park need to which Development Services Director Flom advised that there is a need for a park, but further south of this property, so a fee in lieu of park would be collected, per the recommendation of the Park, Recreation & Forester Director Kosubucki. There is also access to the green space and playground at a nearby school, and Administrator Delo added that the property is adjacent to the Fox River Trail. Mayor Walsh expressed that he would like to err on the side of caution in the event of a market downturn in regard to the one-third presale requirement. Mayor Walsh made a motion to open the meeting, seconded by Alderperson Lueck. Upon vote, motion carried unanimously. Keith Garot, Steve Bieda, Gary Basten spoke on behalf of the project and informed the Committee that their group has approached other communities to finance infrastructure using De Pere's policy as a model. Keith Garot added that the lots could be pre-sold as they did in 2010 but would need to be discounted to be sold. This subdivision is going to be marketed to first-time buyers and home builders at affordable prices and desirable location; there are no lots currently in East De Pere. The City would have a low risk, as the lots not sold after the five year period would be refinanced and the City reimbursed at that time. Mayor Walsh moved to go back to regular order, seconded by Alderperson Jennings. Upon vote, motion carried unanimously. Mayor Walsh asked Development Services Director Flom if staff has a recommendation on the presale of lots, to which she responded staff will leave the decision to the Committee and Council, but clarified that the City's policy allows the deferral period up to three years only. Mayor Walsh made a motion to approve the waiver, with a three-year financing term, which was seconded by Alderperson Jennings.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Ryan Jennings, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

14. Request to acquire and develop 123 N Broadway Lot (Parcel ED-769), submitted by SKB Management Incorporated. *

Development Services Director Flom advised that SKB Management is interested in acquiring and developing the City-owned parking lot at 123 North Broadway between Proof and Poppy Avenue Boutique, currently serving as off-street parking for surrounding buildings, and a letter was presented outlining the mixed-use development project. Development Service Director Flom further advised that this property is located in the secondary zone of the Cultural District Master Plan, and the Committee's options include: approval of the request, denial of the request, opening the property for a Request for Proposals, or postpone action until the Master Plan is complete. This is presently a preliminary proposal for possible development. Alderperson Lueck asked for further explanation of the action requested for this item and whether approval commits a sale of the property, and Development Services Director Flom clarified that the Committee could approve a request to engage in discussions with SKB; staff would then get an appraisal and work with developer to negotiate terms, along with building and concept plans, which terms would then come back to Committee and Council for approval. Mayor Walsh moved to open the meeting, seconded by Alderperson Jennings. Upon vote, motion carried unanimously. Karen Classon and Kyle Johnson of De Leers Construction spoke of SKB's desire to develop this site for an office, retail space, apartments and a fourth floor residence and is inquiring whether the City would ultimately be willing to sell the property for a development. City Attorney Schmidt-Lehman advised that when vacant property is sold, the RFP process is typically used to make the public aware that the property is available for sale and to ultimately select the proposal that is in the best interest of the public. In response to Alderperson Jennings' question, Kyle Johnson did confirm the vision of having this development fit in with the look and feel of the other existing buildings in that area. Mayor Walsh moved to go back to regular order, seconded by Alderperson Lueck. Upon vote, motion carried unanimously. Mayor Walsh indicated that he believes the City would look favorably on this development, and stated the Committee options. Alderperson Lueck commented positively on City growth, and asked about concerns for parking, to which Development Services Director Flom advised that if the property moves toward development, staff would look at parking right away; she would like to see future residential units providing parking, but globally, the City's supply is adequate. Mayor Walsh asked about the cultural study, to which Development Services Director Flom advised the final report is expected in early June. Alderperson Jennings asked about the risk of waiting for completion of the cultural plan, and Development Services Director Flom advised that potentially the developer could find another location and the timing involved with an RFP, but there is a need to make a thoughtful decision in the best interest of the City. Administrator Delo added that the options that Kim has outlined were made aware to Karen Classon. Alderperson Jennings asked whether the RFP and cultural study could happen at the same time to which Administrator Delo clarified if a decision is made, the consultant would be informed for appropriate adjustments to be made to the cultural study. Discussion followed about the RFP process used in the past and options for property that has not been marketed. Administrator Delo added that Karen Classon looked at another site that didn't work and this lot was proposed as a potential option. Alderperson Jennings expressed his opinion to wait for Cultural study to be finalized. Mayor Walsh made a motion to open the property for RFP, seconded by Alderperson Lueck.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

15. Review request to acquire/develop city-owned parking structure, also known as Perrot Square (Parcels ED-796, ED-794, ED-793, ED-788-1) for George Street Station redevelopment, submitted by De Pere Retro, LLC. *

Development Services Director Flom advised that this item is a request for a larger multi-parcel development, on both City-owned and private-owned parcels. The Developer owns one building, has an option on others, and the property is located in a TID district. Mayor Walsh moved to open meeting, seconded by Alderperson Lueck. Upon vote, motion carried unanimously. Bryan Kaster and Attorney Terry Gerbers gave an overview of the development project and shared their intention to get the Committee excited about the proposal, but not to seek approval at this time. Bryan Kaster added that the Cultural District Study will impact this project and is looking to continue discussion and have a decision made after the study is completed. The presentation included information on the present condition of impacted buildings and surrounding area, a parking analysis for private residents as well as public parking, and expressed a desire to make this development a destination for the City, while preserving views. The project is a mixed-use development, including diverse-population residence units and green space. Mayor Walsh moved to go back to regular order, seconded by Alderperson Jennings. Upon vote, motion carried unanimously. Administrator Delo confirmed with Attorney Gerbers the parking incorporated into the development, and advised the Committee of options available for action tonight. Alderperson Jennings made a motion to delay a decision until the cultural study is completed, seconded by Mayor Walsh. Alderperson Lueck added his support for the Motion, with the understanding he is very excited about the project.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

16. Recommendation to hire Duncan Associates for the Rewrite of the City of De Pere Zoning Ordinance in an amount not to exceed $124,800.*

Alderperson Jennings asked about the timeline for completion, to which Development Services Director Flom advised is an 18-month process, with the bulk of the work being done within 12 months; this project is a massive rewrite, with significant content to review.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

17. Consideration of Subsequent OPEB Valuation Contract from Key Benefit Concepts*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

18. Public Comment and announcements.

Mayor Walsh offered anyone in the audience the opportunity to speak; no one came forward.

19. Future agenda items.

None.

20. Discuss collective bargaining strategies for police and fire union contract negotiations and authorize the Human Resources Director, Department representatives and City Attorney to comprise the City's bargaining Teams.*

Mayor Walsh moved, seconded by Alderperson Jennings, to go into closed session. Upon roll call vote, motion carried unanimously.

Mayor Walsh moved, seconded by Alderperson Jennings, to reconvene in open session. Upon roll call vote, motion carried unanimously.

Alderperson Lueck moved, seconded by Alderperson Jennings, that City Attorney Judith Schmidt-Lehman, Human Resources Director Shannon Metzler represent the City's Bargaining Teams, along with Chief Alan Matzke (Fire) and Chief Derek Beiderwieden (Police).

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Larry Lueck, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

21. Adjournment. Upon motion of Mayor Walsh, seconded by Alderperson Lueck, the Finance/Personnel Committee unanimously adjourned at 9:19 PM.

Respectfully submitted,
Angela Zills