# Finance/Personnel Committee

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

**Regular Meeting**

**Minutes**

**Tuesday, February 9, 2021** | **7:30 PM** | **De Pere City Hall Council Chambers**

1. Call to Order. The meeting was called to order at 7:30 PM by Mayor James Boyd.

| Attendee Name | Title | Status | Arrived |
|---|---|---|---|
| James Boyd | Mayor | Remote | |
| Mike Eserkaln | Alderperson | Remote | |
| Amy Chandik Kundinger | Alderperson | Remote | |
| Casey Nelson | Alderperson | Remote | |
| Kelly Ruh | Alderperson | Remote | |

Also Present (Remote): Alderperson Jonathon Hansen, City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Development Services Director Daniel Lindstrom, Fire Chief Alan Matzke, Human Resources Director Shannon Metzler, Finance Director-Treasurer Joseph Zegers, Human Resources Generalist Tracy Hood, Police Chief Derek Beiderwieden and John Quigley.

2. Approval of the Minutes for the January 12, 2021 Regular Meeting of the Finance/Personnel Committee.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Casey Nelson, Alderperson |
| **SECONDER:** | Kelly Ruh, Alderperson |
| **AYES:** | Boyd, Eserkaln, Kundinger, Nelson, Ruh |

3. Fire Department Overtime and LifeQuest Services Billing Reports for January, 2021.

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

4. Consideration and Approval of the January 2021 Police Overtime Report.

In response to Alderperson Nelson's question about a miscommunication referenced in the staff memo regarding CPR training for nine hours of miscellaneous overtime resulting in three officers being ineligible to take the class, Human Resources Director Metzler advised that three officers who had certifications from out of state were unable to take a refresher course, and rather had to repeat the entire course over, as the class from the Red Cross does not mesh with the American Heart Association's course.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Casey Nelson, Alderperson |
| **SECONDER:** | Kelly Ruh, Alderperson |
| **AYES:** | Boyd, Eserkaln, Kundinger, Nelson, Ruh |

5. Consideration and Possible Action to Approve Budget Amendment for Additional Staffing Positions.*

Administrator Delo advised the Committee of an adjustment to the amount indicated in the memo; staff has been re-evaluating numbers, and the actual amount requested is $133,395, rounded off, which is 75% of the total expenditure, since the positions won't be active until April, or later, this year. The Information Technology Department position will be paid in portions from the general fund and various utilities and the Social Worker position is funded by the general fund.

*Rounded Breakdown of Funding Sources {as provided by Finance Director}*:

*General Fund $112,551; Sewer Utility $4,632; Water Utility $4,632;*
*Storm Water Utility $5,790; Cable Access Fund $5,790 - TOTAL $133,395*

Mayor Boyd made a motion to approve this item in the amount of 133,395, seconded by Alderperson Nelson.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Casey Nelson, Alderperson |
| **AYES:** | Boyd, Eserkaln, Kundinger, Nelson, Ruh |

6. Consideration and Possible Action to Approve IT Department Organizational Change.*

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Casey Nelson, Alderperson |
| **SECONDER:** | James Boyd, Mayor |
| **AYES:** | Boyd, Eserkaln, Kundinger, Nelson, Ruh |

7. Consideration and Possible Approval of Police Request for New Police Social Worker Position.*

Upon further discussion, Alderperson Nelson thanked staff for making this position a priority, and indicated he believes it is going to be beneficial for situations that are uncomfortable for police officers. In response to Alderperson Nelson, Chief Beiderwieden indicated that the police social worker will be doing strictly Police Department work focused on mental health, drug and alcohol issues to help officers do a better job dealing with those situations and various follow-up, and although the position will not cross-over with the Health Department, it will have a visible presence in the community. Mayor Boyd expressed his agreement with Alderperson Nelson and believes this position will be beneficial for the City.

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

8. Consideration and Possible Action to Provide Incentive for Employees and Spouses to receive COVID-19 and Flu Vaccinations.*

In response to Alderperson Ruh, Human Resources Director Metzler explained that the point system for the flu vaccine provides incentives in the cafeteria wellness plan for employees to earn points for gift cards in the amount of $25, $50, or $75 ($150 total for the year) through a wellness program; that program had 33 participants last year. The purpose of this incentive is to reduce the $1.2 million health plan surplus, targeted for employees on the medical plan, with additional proposals coming in the future. So far, 49% of the City's employees have been offered the vaccine, and 70% of those offered have participated. The incentive would be retroactive for employees already vaccinated and would need to be completed by the end of the year for those not currently eligible. In January 2022, the dollars would be awarded to the health reimbursement accounts. Mayor Boyd confirmed that employees would get the money if they've already received the vaccine and indicated he likes the incentive program.

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| **RESULT:** | **ADOPTED [4 TO 1]** |
| **MOVER:** | Casey Nelson, Alderperson |
| **SECONDER:** | James Boyd, Mayor |
| **AYES:** | James Boyd, Mike Eserkaln, Amy Chandik Kundinger, Casey Nelson |
| **NAYS:** | Kelly Ruh |

9. Consideration and Possible Action on Amending § 10-5(a) De Pere Municipal Code Regarding Selection and Tenure of Certain City Officers.*

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Casey Nelson, Alderperson |
| **AYES:** | Boyd, Eserkaln, Kundinger, Nelson, Ruh |

10. Consideration and Possible Action on the Termination of TID No. 5. in the City of De Pere.*

After conferring with City Attorney, Judith Schmidt-Lehman, as to whether it was necessary to have a motion prior to discussion, Mayor Boyd asked for detail on this item, and Development Services Director Lindstrom provided an overview of his memo in the packet which explained that termination of a Tax Increment District (TID) occurs at the maximum life of district, or earlier if the tax collected exceeds the approved project costs; if the TID value does not increase as expected, the municipality must pay off debts. At closure, surplus revenue is returned to the overlying taxing jurisdictions. TID No. 5 was created in 1996 on the west side of downtown and has a maximum life of 2023 and can terminate early. TID No. 5 is overlapped by TID No. 9, which runs until 2039. If Council adopts a resolution by April 15, TID No. 5 would close in 2021, if adopted after April 15 that would create another year of increment. DSD Lindstrom shared an Analysis Impact chart with the Committee which anticipates a possible levy increase of $111,000 with closure.

Mayor Boyd confirmed the upcoming TID education next week; he then made a motion to terminate TID No. 5 based on the staff recommendation: *(1) Prepare and submit the termination resolution to the Common Council for approval and submittal to the State and (2) Complete the final audit of TID No. 5 within 12 months of the termination resolution. {Provided by Development Services Director}*

Upon further discussion, Alderperson Eserkaln confirmed with DSD Lindstrom that the 12 months for the final audit is expected to calculate from April 15, as the plan is to terminate by that date.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Casey Nelson, Alderperson |
| **AYES:** | Boyd, Eserkaln, Kundinger, Nelson, Ruh |

11. Consideration and Possible Action on the extension of TID No. 6 for One-Year for the Creation of Affordable Housing Programs and a Housing Stock Improvement Program.*

Development Services Director Lindstrom provided an overview on this item and explained that the state added the affordable housing extension in 2009 as a means to encourage affordable housing, and municipalities may extend the life a TID for up to one year for that reason and terminate the TID after that. A city must use 75% of the tax increment benefit affordable housing and 25% on housing stock renewal programs community-wide. Final document details are not needed at the time of the resolution, just the general plan direction. DSD Lindstrom then highlighted the structure and allocation recommendations for the $2 million established for the fund: affordable housing units as part of new development (Add Up De Pere; initial recommendation of 40% - $780,000); upper level housing (Look Up De Pere; initial recommendation of 10% - $195,000); zero-interest loan program paid in five years from award of the loan or upon sale of home (maximum of $10,000).

TID No. 6 must close or extend by March 1, 2021 of this year and DSD Lindstrom recommends exercising an extension for the affordable housing resolution.

Alderperson Nelson commended the recognition of an ability to make housing affordable, and this is better than what he expected. He is excited about the opportunity and the ability to give back to the community and impact the need for more affordable housing.

Mayor Boyd made a motion to approve staff recommendation as presented: *(1) Prepare and submit the affordable housing extensions resolution to the Common Council for approval and submittal to the state prior to March 3, 2021. The resolution shall include any recommendations and changes from the Finance and Personnel Committee and (2) prepare final program documents for review by the Finance and Personnel Committee, RDA, Plan Commission, and other committees prior to final Common Council approval. {Provided by the Development Services Director}.*

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

12. Consideration and Possible Action on the Termination of TID No. 6. in the City of De Pere.*

Development Services Director Lindstrom advised that he brought this item forward, in connection with the other TID items on this Agenda, for ease of discussion, although this item may be delayed from council approval due to the extension for the housing program. The report has been updated to indicate a base value of $7 million, with $93 million of increment value, for $1.94 million of annual value. At the end of the TID life, a levy limit increase of $300,000 is anticipated based upon the numbers at present. DSD Lindstrom clarified that this resolution would be submitted after the April 15 timeframe.

Mayor Boyd made a Motion based on the staff recommendation for termination of TID No. 6: *(1) Prepare and submit the termination resolution to the Common Council for approval after April 15, 2021 and submittal to the State and (2) Complete the final audit of TID No. 6 within 12 months of the termination resolution. {Provided by the Development Services Director}.*

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

13. Consideration and Possible Action on Amending § 54-7(c), De Pere Municipal Code, Regarding Residential Fences.*

In response to Alderperson Nelson's question on what brought this issue forward, City Attorney Judith Schmidt-Lehman advised that the Building Inspection Department was seeking additional clarity in the ordinance for specific types of fences not allowed; the current ordinance is old and general for residential, and what is not allowed is now called out in the ordinance. City Administrator Delo added this will also address neighbor complaints that do arise occasionally from residents regarding types of fencing.

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

14. Consideration and Possible Action Regarding the Downtown Business Recruitment Program.*

Development Services Director Lindstrom advised that the City's next effort for pandemic response is moving from business retention in downtown to business recruitment and is crafting a unique program "Jump Start De Pere" to fill gaps or holes in businesses to add character to downtown. Staff is proposing a program for revitalization of buildings and making the downtown an experienced-based, shopping local destination. The program allocates $100,000 from the former revolving loan fund to be used for expenses to open a business, but not personal expenses; the business must have a planned storefront and be a locally-owned business focused on entertainment, including retail, full and limited service restaurants and the like. Business owners who also own the building would also be encouraged to apply for the façade grant program as well. A committee can review other businesses outside of these categories if it fits program focus; businesses must interface with the committee and present a business plan to obtain funding. The Committee would have discretion to exceed guidelines. Payments would be split by: half after occupancy and the other half after remaining open six months. Levels of business grading or a point-system rubric is being considered, with payments of $5,000, $10,000 or $15,000. The request tonight is to forward this funding program to council with suggested changes of the F/P Committee.

Mayor Boyd advised that brainstorming sessions occurred with staff in an effort to save businesses and encourage new ones and not many communities have the funding from the economic development loan program; the City is in a unique situation to have dollars available.

Discussion followed in response to Alderperson Kundinger regarding promotional efforts for the program and the window for application, to which DSD Lindstrom advised staff is working on the marketing piece and will work with Definitely De Pere, as well as utilize city media and press releases; it is anticipated that the program will be available for an extended period, running until grants funds are depleted.

Administrator Delo added the Committee may also target specific businesses with targeted recruitment.

A discussion followed regarding guidance on the committee to oversee this program and whether Definitely De Pere has an economic development branch that could assist. DSD Lindstrom advised there is a meeting this Friday, but believes Definitely De Pere is focused solely on business retention this year; Administrator Delo brought up that may be a conflict of interest with this program. City Attorney Judith Schmidt-Lehman advised that open meetings implications on the committee must also be considered and meetings could be required to be open. DSD added that there is some potential push back by businesses that haven't been helped with other programs and supporting new businesses to compete with those struggling, so the plan is to keep the committee abreast of those issues. Alderperson Nelson suggested Plan Commission; Mayor Boyd indicated he is fine with that suggestion and Alderpersons Ruh and Chandik Kundinger concurred.

Mayor Boyd and DSD Lindstrom discussed a Motion to recommend the program for approval of the Common Council, with changes of the Finance/Personnel Committee, commencing March 1, 2021, with Plan Commission serving as approving Committee. CA Judith Schmidt-Lehman cautioned that the Motion should list the recommendation of the Finance/Personnel Committee that will move to Council, as it will be turned into a resolution by the Law Department and set out the parameters of the program.

Mayor Boyd made a Motion for approval of the Program with the Plan Commission serving as the Committee, with the criteria of the Development Services Department to be implemented: *Prepare and submit the final program materials and resolution to the Common Council for approval and implementation by March 1, 2021, subject to revising the draft program materials to include (1) the assignment of the Plan Commission as the formal review committee and (2) including a points-based funding allocation as presented by Development Services Department Staff. {Provided by Development Services Director}.*

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Casey Nelson, Alderperson |
| **AYES:** | Boyd, Eserkaln, Kundinger, Nelson, Ruh |

15. Approve $250 sponsorship from the Kress Inn and Bemis Conference Center in support of De Pere TV.*

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Casey Nelson, Alderperson |
| **SECONDER:** | Kelly Ruh, Alderperson |
| **AYES:** | Boyd, Eserkaln, Kundinger, Nelson, Ruh |

16. Review and Possible Action on Amending Resolution #17-27 Regarding Expenditure of Excess Stadium Tax Revenue to Redirect Previously Allocated Funds to Site Preparation Work for the Cultural Foundation, Inc. Redevelopment Project.*

Finance Director-Treasurer Zegers advised that this item is to review and consider an amendment to Resolution #17-27, which allocated $1.3 million of stadium tax revenues, received from stadium renovation excess. He reviewed the allocation amounts from the 2017 resolution, with two actions before this committee concerning items 7 and 8, for redirection of these funds ($300,000/$125,000) for site preparation work for the Cultural Center project.

He then provided an update on the summary report of current the balances for each of project categories of the initial allocation and advised that the city has received an additional amount in 2018, 2019 and 2020 resulting from audits or late reporting and currently has a total of $600,000 remaining. Mayor Boyd expressed thanks for the presentation. In response to Alderperson Chandik Kundinger, Finance Director-Treasurer Zegers confirmed that this is the best option to fund this infrastructure.

Mayor Boyd made a Motion to redirect the previously allocated funds to site prep work for the Cultural Center project.

Upon further discussion, Alderperson Nelson asked where the funds would come from if this request to reallocate would be denied, since the site plan for the Mulva Development has already been approved, to which FD-T Zegers advised it could come from unassigned reserves, but would be hit there and by taking it through this revenue, it is favorable that the City shows it has flexibility to handle an item like this while keeping its financial strength sound from year to year.

Administrator Delo added it would be unlikely that the City's bond rating would change if the City remains within the parameters of the policy (25 to 35 percent), is not creating a hole in the budget and that money is used for a capital project amount. The funding for the other projects was stagnant and those items were not moving forward; the splash pad isn't a priority now that aquatic facilities will be on both sides of the river; bonding doesn't fit for this project due to the nature of it and its status; and the best choice was the funding that was available and the proposed project fit the categories for it.

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

17. Review and possible action on City of De Pere Investments and Cash Detail for December 2020.

Finance Director-Treasurer Zegers provided a summary of the December report: the LGIP account increased $1 million due to first installment tax collection, offset by payment of $5 million for accounts payable and payroll. In January, the LGIP account will increase by $6.25 million due to tax collection of $8.5 million and transportation aids, offset by accounts payable and payroll of $2.4 million.

The Cash and Investment Summary for the end of the year indicates cash of $3.4 million and restricted cash of $212,000 (with one more year left for water revenue bonds), which will be gone by next year at this time; $19 million in investments at end of year (LGIP, Associated, Schwab and Money Market accounts), with a rate of return of .15% on money market and .5% for LGIP. Investment income for the year is $363,000, lower than budgeted. The City is expected to be at about 1% of the total amount for the year (plus or minus) and is in a similar cash position this year as compared to last year.

In response to Alderperson Nelson's question regarding satisfaction with the lower rates of return, compared to trends last year, Finance Director Zegers advised that it is reasonable, and the account representatives can appear before the Finance Committee to give a summary of 2020 and discuss results and projections.

Mayor Boyd made Motion to accept the December 2020 report and place on file.

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| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Casey Nelson, Alderperson |
| **AYES:** | Boyd, Eserkaln, Kundinger, Nelson, Ruh |

18. Future agenda items.

Dan Lindstrom reminded everyone of the upcoming TID training and to sign up. The training will be noticed accordingly, should a quorum of any body be present.

19. Adjournment.

Mayor Body made a Motion to adjourn, seconded by Alderperson Nelson; upon vote, the Finance/Personnel Committee meeting unanimously adjourned at 9:04 PM.

Respectfully submitted,
Angela Zills