



# Finance/Personnel Committee

## Regular Meeting

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

### Minutes

Tuesday, January 14, 2020

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. Angela Zills, the Minutes Taker for the Finance/Personnel Committee, called the meeting to order at 7:30 PM on January 14, 2020, at the De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115 and took roll call (noted below). A Motion was then requested for a Chair pro tem to serve in the absence of Mayor Walsh. Alderperson Chandik Kunding made a Motion to nominate Alderperson Crevier to serve as Chair pro tem, seconded by Alderperson Nelson. Upon vote, Motion carried unanimously.

| Attendee Name       | Title       | Status  | Arrived |
|---------------------|-------------|---------|---------|
| Scott Crevier       | Alderperson | Present |         |
| Ryan Jennings       | Alderperson | Late    | 7:33 PM |
| Amy Chandik Kunding | Alderperson | Present |         |
| Casey Nelson        | Alderperson | Present |         |
| Michael J. Walsh    | Mayor       | Excused |         |

Also Present: Fire Chief Alan Matzke, City Administrator Larry Delo, City Attorney Judith Schmidt-Lehman, Finance Director-Treasurer Joe Zegers, Police Chief Derek Beiderwieden and Jason Tadych of TIP, LLC.

2. Approval of the Minutes of the December 10, 2019 Regular Meeting of the Finance/Personnel Committee.

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|------------------|--------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Casey Nelson, Alderperson                        |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderperson                 |
| <b>AYES:</b>     | Scott Crevier, Amy Chandik Kunding, Casey Nelson |
| <b>EXCUSED:</b>  | Ryan Jennings, Michael J. Walsh                  |

3. Public Comment Period and other announcements.

Alderperson Crevier offered the audience the opportunity to make announcements; no one came forward. No individuals were present for public comment.

4. Fire Department Overtime and LifeQuest Services Billing Reports for December, 2019.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Amy Chandik Kunding, Alderperson                 |
| <b>SECONDER:</b> | Casey Nelson, Alderperson                        |
| <b>AYES:</b>     | Scott Crevier, Amy Chandik Kunding, Casey Nelson |
| <b>EXCUSED:</b>  | Ryan Jennings, Michael J. Walsh                  |

5. Approval of the December 2019 Police Overtime Report.

In response to Alderperson Chandik Kunding, Administrator Delo explained that police overtime is not planned to increase by 10% year-after-year, although an increase was planned in this year's budget due to overtime being recently higher than normal due to retirements, vacancies and newer staff not successful in completing the training program.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | Casey Nelson, Alderperson                                       |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderperson                                |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Amy Chandik Kunding, Casey Nelson |
| <b>EXCUSED:</b>  | Michael J. Walsh                                                |

6. Consideration of Donation to the Police Department from De Pere Christian Outreach for \$3,000.\*

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | Amy Chandik Kunding, Alderperson                                |
| <b>SECONDER:</b> | Casey Nelson, Alderperson                                       |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Amy Chandik Kunding, Casey Nelson |
| <b>EXCUSED:</b>  | Michael J. Walsh                                                |

7. Consideration and acceptance of donation from De Pere Christian Outreach Corp in the amount of \$300 to the Fire Department.\*

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | Casey Nelson, Alderperson                                       |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderperson                                |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Amy Chandik Kunding, Casey Nelson |
| <b>EXCUSED:</b>  | Michael J. Walsh                                                |

8. Consideration and acceptance of a donation in the amount of \$4,000 from the William Cuene Memorial Fund to the Fire Department.\*

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | Amy Chandik Kunding, Alderperson                                |
| <b>SECONDER:</b> | Casey Nelson, Alderperson                                       |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Amy Chandik Kunding, Casey Nelson |
| <b>EXCUSED:</b>  | Michael J. Walsh                                                |

9. Consideration and possible action on proposed Purchase/Sale Agreement Terms with Tadych Investment Partners, LLC for a proposed Redevelopment at 123 N. Broadway (Parcel ED-769). \*

City Attorney Judith Schmidt-Lehman advised that this item is before the Committee to approve terms for development of the City-owned parking lot at 123 North Broadway, which the Council received a sneak peek of the proposal a few months ago. TID #16 is in the process of being created to assist in the development of this parcel. Staff did explore the possibility of expanding the TID boundary to allow for additional facade grants to be available, but since this TID is being created for a blighted area, it will require at least 50% of properties to be in a blighted condition, therefore the TID boundary will encompass only this property. City Attorney Schmidt-Lehman then reviewed the development incentive terms which include: a \$126,000 site assembly grant (determined from an appraisal of the property) and 1.1 million in grants to fund project cost reimbursement. Discussions have been had with Developer for grants to be awarded as loans for a period of time to assist with cash flow, with the loans then being forgiven at a later time; the Consultants assisting with TID creation did not have concerns regarding this approach. A \$250,000 Community Development Grant has also been pursued through the state and an award seems promising. In addition, staff proposed to hire

Robert E. Lee & Associates to conclude work on the Phase I site assessment and move forward with Phase II and geotechnical surveys of the site. City Attorney Schmidt-Lehman then confirmed in response to Alderperson Crevier that tonight's action is considering terms the terms of the development and the hiring of Robert E. Lee for the environmental analysis as mentioned in "Other steps/reviews required" in the Memo.

Upon further discussion, Alderperson Nelson confirmed that the TID creation will be before the Plan Commission on January 27 and City Council for the second meeting in February, with a retroactive creation date of January 1, 2020. In response to Alderperson Chandik Kunding, City Attorney Schmidt-Lehman advised that the rendering shown in the packet is the same as the one that the Council saw earlier and additional approvals will follow on the project, i.e., the Plan Commission will approve the site plan and the development agreement will come to Council for approval at a later date. Discussion continued among Alderperson Nelson, City Administrator Delo and City Attorney Schmidt-Lehman regarding the incentive of 30.7%; downtown TIDs generally having higher incentives due to higher costs, small sites and environmental issues; and the same incentive range for similar earlier developments such as 102 North Broadway, Irwin School and the apartments on Main Avenue on the west side of downtown.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | Casey Nelson, Alderperson                                       |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderperson                                |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Amy Chandik Kunding, Casey Nelson |
| <b>EXCUSED:</b>  | Michael J. Walsh                                                |

10. Consideration of 2019 Audit Extension with CLA (CliftonLarsenAllen, LLP).\*

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | Ryan Jennings, Alderperson                                      |
| <b>SECONDER:</b> | Casey Nelson, Alderperson                                       |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Amy Chandik Kunding, Casey Nelson |
| <b>EXCUSED:</b>  | Michael J. Walsh                                                |

11. Consideration of 2020 Budget Amendment Requests.\*

Alderperson Crevier confirmed with Finance Director Zegers that the three amendments requested are: \$40,620 for electronic poll books, \$50,000 for City Hall exterior security cameras and security cameras for Nicolet Alley. In response to Alderperson Crevier, Administrator Delo explained that the poll books would more likely be received for use in the April and November elections as staff was not aware of a primary election being necessary at the time the request was made. Administrator Delo further explained that security cameras would be purchased for the City Hall complex, including the Police Department, Fire Station #1 and City Hall; cameras would be added to the Community Center and Municipal Service Center in Phase II of this project. The cameras can connect to and run through City's existing wiring, per the IT Director.

Administrator Delo explained that the request for cameras in Nicolet Alley is a recent request that was made by an alderperson as a result of vandalism in the alley, and while staff has not yet had an opportunity to investigate how the cameras would be hardwired in the alley and the dollar amount that would be necessary, it may be possible for an estimate to be provided by the next Common Council meeting. He added that similar requests made in the past for security cameras in places such as parks and the Riverwalk

were not installed due to cost. In addition, the easements with property owners adjacent to the alley would need to be revised to include the addition of cameras to their buildings; staff hasn't yet had an opportunity to flesh out options with the property owners and develop an implementation plan. In response to Alderperson Crevier, Administrator Delo explained that the Nicolet Alley portion of this item would move forward as a recommendation from this Committee as to whether cameras are suggested for the alley.

Alderperson Jennings clarified Alderperson Chandik Kunding's Motion to approve, which she explained was with the intent of the dollar amount for the Nicolet Alley cameras being disclosed later. Administrator Delo indicated that the Committee could choose not to take action on that piece, and staff could bring the item back at a later time as a budget amendment. Both Alderpersons Crevier and Jennings indicated their preference to hold off for further investigation regarding cost and how many cameras would be proposed. Alderperson Jennings also expressed concern with the quality of the footage in order to track a suspect and whether cameras could be used only as a deterrent. Alderperson Jennings made a Motion to Amend the earlier Motion to Approve, to refer the Nicolet Alley security camera portion of this item back to staff and move forward with approval of the other two items, which was seconded by Alderperson Crevier. Upon vote, the Motion to Amend was approved unanimously.

In response to Alderperson Crevier, Administrator Delo explained that a budget amendment is needed if the amount comes from unassigned funds, but wasn't adopted at the time of the original budget. Further, staff has not yet had an opportunity to discuss with the alley building owners to determine the possibility of any cost-sharing options.

Upon further discussion, Alderperson Nelson asked if any state funding was available to improve the election process, to which Finance Director Zegers indicated he was not aware of any.

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| <b>RESULT:</b>   | <b>ADOPTED AS AMENDED [UNANIMOUS]</b>                           |
| <b>MOVER:</b>    | Amy Chandik Kunding, Alderperson                                |
| <b>SECONDER:</b> | Ryan Jennings, Alderperson                                      |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Amy Chandik Kunding, Casey Nelson |
| <b>EXCUSED:</b>  | Michael J. Walsh                                                |

12. Review and possible action on City of De Pere Investments and Cash Detail for November 2019.

Finance Director-Treasurer Zegers provided an overview of the monthly Cash and Investment Summary ending November 30, 2019: 2.9 million (cash accounts) and 18.5 million (investments) for a total of nearly 21.8 million. Investments have done well this year with appreciation of over \$600,000, which is one of the positive variances for results to help maintain the unassigned reserve percentage and perhaps pay for the items mentioned in the previous agenda item. November is typically a higher spending month, with the bulk of debt payments due, as well as payroll and capital improvement projects, which will go up slightly in December due to tax collections.

Upon further discussion, Alderperson Jennings mentioned that while the cash account sounds like a large sum of money, it is utilized to support the health plan, some of it is in the water bond restricted account and some is working cash to pay invoices resulting from city council approvals. Finance Director-Treasurer Zegers added that liquidity of

2.5 to 3 million is necessary from month-to-month. In response to Alderperson Nelson, Finance Director-Treasurer Zegers indicated that the unassigned reserves policy looks at the general fund, and the general fund budget is roughly 18 million and variances go to the total general fund and are then designated.

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|------------------|-----------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | Ryan Jennings, Alderperson                                      |
| <b>SECONDER:</b> | Scott Crevier, Alderperson                                      |
| <b>AYES:</b>     | Scott Crevier, Ryan Jennings, Amy Chandik Kunding, Casey Nelson |
| <b>EXCUSED:</b>  | Michael J. Walsh                                                |

13. Future agenda items.

None.

14. Adjournment.

Upon Motion of Alderperson Nelson, seconded by Alderperson Jennings, the Finance/Personnel Committee unanimously adjourned at 7:58 p.m.

Respectfully submitted,  
Angela Zills