



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, January 12, 2021

7:30 PM

1. Call to Order. The regular meeting of the Finance/Personnel Committee was called to order at 7:30 PM by Mayor James Boyd.

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

Also Present (Remote): City Administrator Lawrence Delo, Development Services Director Daniel Lindstrom, City Attorney Judith Schmidt-Lehman, Finance Director-Treasurer Joe Zegers, Fire Chief Alan Matzke, Police Chief Derek Beiderwieden, City Clerk Carey Danen and Carol Karls of Howard Immel, Inc.

2. Approval of the Minutes of the December 8, 2020 Regular Meeting of the Finance/Personnel Committee.

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

3. Consideration of and Possible Action on Fire Department Overtime and LifeQuest Services Billing Reports for December, 2020.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Kelly Ruh, Aldersperson
AYES:	Boyd, Eserkaln, Kundingner, Nelson, Ruh

4. Consideration and Possible Action on the December 2020 Police Overtime Report.

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

5. Consideration and Possible Action on Donation from De Pere Christian Outreach to Police Department K-9 Fund.*

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

6. Consideration of and Possible Action on a Proposed new Police Emergency Hotel Voucher Program.*

Alderson Nelson thanked the Police Department for developing this proposal for those who find themselves in an undesirable situation. Mayor Boyd indicated he concurs and that the Chief should be commended as well. Chief Beiderwieden indicated he will pass those comments along to the officer who brought forward the suggestion.

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

7. Consideration and possible action on proposed 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.*

Development Services Director Lindstrom provided an overview/summary of this item and proposed development terms for a sale agreement in the East De Pere Business Park for a large development. In November of 2020, this Committee reviewed Planning Option documents for two parcels, for which Developer selected a site for a large 350,000 to 400,000 square foot manufacturing and warehouse facility with a \$10,000,000 guaranteed value.

A map in the agenda packet shows the parcel boundary, which includes full parcels and split parcels that total approximately 30 acres, set for current expansion and future expansion. The City would hold a buy-back option of the Rockland Road area; an overlapping TID would need to be created, since TID #10 doesn't have enough remaining life to facilitate the size of this development. DSD Lindstrom further indicated that the TID creation will be discussed at a future meeting, but a map was included for reference only, showing how two TIDs could work together. The grant incentives proposed are 17% of the guaranteed assessed value and will be in the form of cash grant payments and a land grant. The timeline of the Developer is for site acquisition in the first part of 2021, with occupancy in the first quarter of 2022 and full value by 2023. Land acreage changes would be adjusted by the grant terms.

DSD Lindstrom then shared a concept map for the extension of Commerce Drive, minimizing impact to wetlands and explained that the applicant is proposing to relocate two facilities into one facility, maintaining current jobs, as well as creating some new ones. He further advised that the Developer points are itemized in the agenda packet and gave a brief overview of the City obligations.

In response to Alderson Nelson's question on wetland permitting and the effect of City obligations for the extension of Commerce Drive if that becomes an issue, DSD Lindstrom indicated that a wetland delineation study has been completed and timing would be the issue. The City needs to create an extension point to access sites and find a way to create a segment; depending on permitting, a gravel base may be placed first and then concrete placed into 2022.

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

8. Consideration of and Possible Action on Extension of the Agreement for Revaluation and Statutory Assessor Services with Accurate Appraisal.*

Following the Motion to Approve, City Attorney Judith Schmidt-Lehman advised the Committee that there's a one year or two year extension being proposed for this item.

Upon further discussion, Mayor Boyd indicated he is okay with the two year extension. Alderperson Nelson indicated he is more in favor of one year and then sending out a Request for Proposals (RFP) to potentially save money and be more competitive. City Clerk Carey Danen indicated that for the one year extension, an RFP would need to be issued this spring with an award decision in July or August, as the assessor work begins in September for the market revaluation.

Mayor Boyd then amended his Motion to clarify his intent to approve the one year extension, seconded by Alderperson Nelson.

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

9. Recommendation and Possible Action on the 2020-2024 Auditing Services Contract.*

Mayor Boyd made a Motion to approve the staff recommendation of CLA, seconded by Alderperson Chandik Kunding.

Alderperson Ruh suggested that Wipfli also be invited to submit a proposal the next time the governmental auditing item is put out for bids.

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

10. Review and possible action on City of De Pere Investments and Cash Detail for November 2020.

Finance Director-Treasurer Zegers advised that page 47 of the packet is the Cash and Investment Summary for November, which indicates \$3.3 million of cash and \$18.2 million in investments for a total of \$21.5 million as of November 30.

The summary on pages 48 and 49 shows similarities for November 2020 as compared to 2019, which is cyclical and getting back to end of year balances. Interest of approximately \$360,000 has been earned and will be about \$393,000 annually, if things stay roughly the same for December, which is lower than the budgeted amount of \$525,000. It is anticipated that the general fund is close to revenue and expenses equaling out for the year, depending upon how the carry-over items from last year will relate to this year and the stadium tax items recorded in the general fund; next month's

reporting will include more detail on where general fund will shake out, although he expects approximately \$200,000 plus or minus—either revenue over expenditures or revenue under expenditures.

In November, there was a decrease of \$4.4 million due to accounts payable, payroll of \$3.5 million and debt service reductions of \$2.1 million, offset by state shared revenue coming in. In December, the investment account will increase due to tax collection deposits of \$6 million, offset by transfers for accounts payable and payroll.

Mayor Boyd made a Motion to accept the report and to place it on file, seconded by Alderperson Eserkaln.

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

11. Future agenda items.

Alderperson Chandik Kunding asked if the visual for the financial item could be incorporated as a shared view going forward on future agendas, to which Finance Director-Treasurer Zegers indicated could be done.

12. Adjournment.

Upon Motion of Mayor Boyd, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 7:58 PM.

Respectfully submitted,
Angela Zills