Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, January 10, 2023	7:30 PM	Council Chambers and Virtual

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

Attendee Name	Title	Status	Arrived
Devin Perock	Alderperson	Present	
Pamela Gantz	Alderperson	Present	
James Boyd	Mayor	Present	
Amy Chandik Kundinger	Alderperson	Present	
John Quigley	Alderperson	Present	

Also Present: City Administrator Lawrence Delo, Development Services Director Daniel Lindstrom, City Attorney Anthony Wachewicz, Finance-Director Treasurer Joe Zegers, Fire Chief Alan Matzke and Police Chief Jeremy Muraski (remote).

2. Approval of the Minutes of the December 13, 2022, Regular Meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee §6-3(f) DPMC.

   None.

4. Fire Department Overtime and LifeQuest Billing Reports for December, 2022.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

5. Consideration and Possible Action on the December 2022 Police Overtime Report.

   Chief Muraski explained that police overtime is higher due to an officer on light duty and two officers that are currently in training but anticipated to graduate in February.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

6. Consideration and Possible Action on Acceptance of $18,546 donation from Greater Green Bay Community Foundation Inc. to Police for use with the K-9 Unit. *

   In response to Mayor Boyd's inquiry as to the status of the K-9 account, Chief Muraski advised the Committee that the account is close to allowing the department to expand the

K-9 unit and have a second dog, and there is also enough reserve to replace Kurt when he retires. The current donation is part of the Bark 'n Blue Foundation; the Greater Green Bay Community Foundation routinely makes this donation on a rotating basis to local communities.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

7. Consideration and Possible Action for Repair or Reconstruction of the Interstate-41 Sign.*

Development Services Director, Daniel Lindstrom, advised the Committee that several of the alderpersons have requested staff to look into the Highway 41 sign as it has had some issues in Fall of last year. Staff investigated the status and potential repairs, as well as the option of adding a new sign more in line with City's branding standards. There is a wide discrepancy in cost: $14,000-$15,000 for repair, which includes mechanisms unique to that sign; to use the existing base and do something new on top, the cost could range from $165,000-$230,000. Staff did reach out to the original manufacturer for design assistance and is looking for guidance from this Committee. Funding options include: Tax Increment District #15, possibly from a development project, unassigned reserves, ARPA (American Rescue Plan Act) or a combination thereof. Administrator Delo confirmed with City Attorney, Tony Wachewicz, that if the higher cost option was chosen, it would require that the project be bid.

Mayor Boyd expressed his preference to go with a new sign. Alderperson Quigley indicated he is leaning toward the smaller figure, as he has concerns regarding the cost of replacement given that the current sign has lasted for only 6 years of service. Alderperson Perock advised he is also leaning toward option A (maintenance only). Alderperson Chandik Kundinger indicated that she would like the cost to be budgeted; she appreciates the idea of using the pillar foundation but is not seeing this as an immediate need.

DSD Lindstrom advised that one other option could be to have the existing sign ground lit; it would require working with the adjoining property owner to light with rental equipment, and the alderpersons indicated that they liked that suggestion. Administrator Delo added that perhaps some lighting could also be mounted on top to cast some light down as well, as it would be hard to light the entire sign from the ground. Alderperson Gantz indicated that it is pricey to have a new one, as it is not a necessity. Administrator Delo added that the project could be bid to see what the prices actually come in at and then a decision could be made as to which action should be taken, as bids could be rejected if too high. In the interim, ground lighting could be tried. It was agreed more options should be considered.

In response to Alderperson Chandik Kundinger, DSD Lindstrom explained that the sign is completely custom, which is why it is so difficult to fix.

The Mayor suggested doing some patchwork in the interim and putting the project out for bids and then making a decision. He confirmed that bids would come back to this Committee for review.

In response to DSD Lindstrom's comments regarding bids getting too far into the design, Administrator Delo advised that potential bidders could be given general parameters and build the design costs into the bid.

No further action was taken on this item.

RESULT:	**NO ACTION**

8. Consideration and Possible Action for an Amendment to the Agreement with Cedar Corporation for Phase 2 Environmental Assessment for the S 100 Block of Broadway (Perrot Square Parking Structure).*

Development Services Director Lindstrom advised that $25,000 has been spent so far in Phase II environmental assessments at this property. This proposal is for the next phase to limit the area of impact, trading off test samples to do less soil remediation. Cedar Corporation will conduct 11 additional soil borings to comply with Wisconsin Department of Natural Resources requirements. A report is expected in approximately six months, in anticipation of redeveloping that block.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

9. Consideration and Possible Action for a Professional Services Agreement with MSA for WEDC – Community Development Investment (CDI) Grant Application, Management, and Reporting Services.*

Development Services Director Lindstrom advised the Committee that the scope of this item is twofold. MSA currently serves as the City's consultant for grant identification and solicitation. This item would utilize their expertise, with fees from TID #9 funds for grant reporting and closeout for the Cobblestone Hotel. It would also allow for MSA to complete the grant application in July, early in the time frame of the funding cycle, for development of the former Shopko site; the fiscal year for distribution of grants starts July 1. The monitoring of the grant process management would occur only if the city is awarded the grant.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

10. Discussion Regarding the use of the Affordable Housing Funding from the Extension of TID No. 6.

Development Services Director Lindstrom advised the Committee that he will provide a high-level overview of example programs contained in the agenda packet memo proposed to use funds collected from the state upon TID termination. The city can craft a program that is the most beneficial to the community.

-Housing Action Plan - $50,000 ($40,000 roll-over from 2022 budget and $10,000 from Affordable Housing Extension); this program would identify actions the city can take to increase housing supply, bolster the diversity of housing options and increase affordability and stability for residents.

-Affordable Housing Stock Improvement Loan Program - (for certain income level to be determined) using assessed value to determine if a property is eligible. The maximum amount of any loan would be $10,000 or 50% of the total improvement costs for owner-occupied single or two-family units, to be paid back in full at the end of the loan term. DSD Lindstrom does have past experience creating this program for communities around the state.

-Deeper Roots Down Payment Assistance - forgivable loan in the amount of $5,000 for buyers below 80% of area median income or for the purchase of a home in a targeted area if above 80%, but below 120% (payable if the home is transferred before the loan period is completed but reduces over the term of the loan); partnering companies could provide seed funding.

-Look up De Pere - Upper Story Housing Activation - forgivable loans to reactivate and renovate units in the downtown for housing. This program would need to be structured in a way to balance the lost rent while keeping rental rates affordable. TIF funds could be used for this program, as well as Affordable Housing Extension funds.

-Habitat for Humanity Rock the Block - in partnership with Greater Green Bay Habitat for Humanity ("Habitat"), a specific block or segment is identified to make a sizable impact in a short amount of time (with corporate match donations) to complete 20-30 projects in a 2-3 block stretch. DSD Lindstrom suggests that if this program is selected, one segment should be chosen on both sides of river. This would be a turn-key program in that it is organized and managed by Habitat. Habitat does provide the manpower, secures funding and works with homeowners. In answer to Alderperson Quigley, DSD Lindstrom advised that one community per year is chosen to participate in this program. Mayor Boyd indicated this is an impressive program.

-Lot Purchase Program - city would buy lots and reserve for affordability requirements; lots would be purchased in a new subdivision and sold at a reduced price to a non-profit for development of affordable housing.

-Affordable Housing in Multi-Family TIF Developments - incentives to include affordable housing in multi-family or mixed-use developments; funding can be utilized to make up lost revenue from the market rate gap and to use funds to bridge the gap from the reduction of assessed value from full market value or the city could be a lead developer on a site. The program could follow WHEDA Section 42 guidelines and could contract with WHEDA for monitoring.

Discussion followed, and in response to the Mayor, DSD Lindstrom advised that one or more programs could be selected. Alderperson Chandik Kundinger appreciates the extraordinary amount of work put into these options but feels $1.9 million may be too thin to do them all. Alderperson Quigley commented on improving housing stock in an older neighborhood.

Administrator Delo advised the Committee regarding a county program funded by the state's Community Development Block Grant program that is paid back when a house sells, but the requirements are more stringent in that the roof, siding and windows all must be replaced; it is difficult if homeowners do not meet income requirements or do not want to do all the repairs at once. This is the only program the county has for housing improvements or down payment assistance.

In response to Mayor Boyd, DSD Lindstrom indicated that the Rock the Block option is the most turn-key program. The loan programs are the most difficult to offer and the most challenging to monitor; he prefers forgivable loans versus grants. Administrator Delo added that it is necessary to consider what is the interest in mind for the community and what end result is sought, such as getting people into apartments, new home ownership or modifying existing homes.

DSD Lindstrom further explained that the Housing Authority is funded through HUD and must comply with federal requirements.

The alderpersons expressed support of DSD Lindstrom's suggestion of putting out a community survey for feedback. Alderperson Perock indicated a need for more senior housing.

Further discussion followed on the survey and a percentage allocation structure for feedback. In response to Alderperson Chandik Kundinger's question on whether this item will come back before this Committee, DSD Lindstrom indicated he will bring this back for general discussion as he would prefer the filter of the Finance/Personnel Committee and he explained the action strategy in response to Alderperson Quigley. Administrator Delo advised that no funding is available for a statistically sound survey; it would cost approximately $10,000 and 6-12 weeks to complete. The information provided from the community would be informational only and not statistically sound.

RESULT:	**DISCUSSED**

11. Review and possible action on City of De Pere Investments and Cash Detail report for Nov. 2022.

Finance Director Treasurer Zegers reviewed the monthly summary ending November 30, 2022, which reports $33 million in total cash and investments, with $3.1 million in total cash (with decreases of $340,000 in city checking and $140,000 in health checking from the previous month).

Investments for this period are down $1 million, with the bulk in the Local Government Investment Pool, due to receipt of shared revenues of $1.2 million and interest of $50,000, offset by $1.5 million and $816,00 for accounts payable and payroll. Investments total approximately $30 million, with $33.2 million as of November 30. The investment return decreased $238,000, which is up $80,000 in depreciation.

December reflects $100,000 in appreciation, and he reminded the Committee that the City does get back its initial principal on investments.

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

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	John Quigley, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

12. Future agenda items.

None.

Administrator Delo did clarify with Finance Director-Treasurer Zegers that due to tax collection activities, the evaluation of other banking services (a future agenda requested at a recent Common Council meeting) is planned to come before this Committee in March.

13. Adjournment.

Mayor Boyd made a Motion to adjourn the meeting at 8:26 PM, seconded by Alderperson Gantz. Motion carried by unanimous vote.

***Items with an asterisk require City Council approval.**

Respectfully submitted,
Angela Zills