



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, January 10, 2017

7:30 PM

De Pere City Hall Council Chambers

Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on January 10, 2017, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderman	Present	
Michael Donovan	Alderman	Present	
Larry Lueck	Alderman	Excused	
Lisa Rafferty	Alderman	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, Fire Chief Alan Matzke, Police Chief Derek Beiderwieden, Economic and Planning Director Kimberly Flom, Finance Director Joseph Zegers, City Attorney Judith Schmidt-Lehman, Parks, Recreation & Forestry Director Marty Kosobucki, representatives of New Leaf Market and members of the public.

2. Approval of Minutes of the December 13, 2016 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderman
SECONDER:	Lisa Rafferty, Alderman
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

3. Police Department Overtime Report for December 2016.

Alderman Crevier questioned overtime hours over the last couple years and what amount should be expected for the size of City's police force. Chief Beiderwieden indicated that he hasn't conducted an analysis to any other Department, but explained that the overtime is higher this year, occurring under various different categories, including long-term FMLA and training, as well as categories out of the control of the Department, such as court. If 1,300 hours were in the staffing category only, he might recommend looking at hiring a new officer. Currently, the Department has 35 full time officer slots, with two new officers recently hired, but needing to complete the field training program. A new Traffic Officer position is expected to be filled this spring but will not count toward overtime for staffing. Alderman Crevier further asked about training for the Department and Chief Beiderwieden advised that the Department currently utilizes a cadre of instructors to implement the yearly training plan, with specialized instructors for certain disciplines and core training. Special schools are available for additional training. A Patrol Captain presently leads the training group for the Department.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderman
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

4. Fire Department Overtime and EMS/Lifequest Billing Report for December, 2016.

Alderson Crevier questioned the number of full time firefighters on staff and overtime numbers compared to a year ago. Chief Matzke advised that there are 26 full time firefighters and that overtime is higher as the Department has been plagued with long-term illness and injuries. Staffing replacement is up due to not meeting the minimum staffing requirement, and duty crew is up due to both ambulances being out and re-staffing of the station in case of a potential additional emergency; the Department is currently analyzing that process. Alderson Rafferty questioned EMS payments and whether billing is completed. Chief Matzke explained that EMS has completed billing as of August, and Lifequest is now handling all collections. The transition is still a work in progress, as the transfer was direct from EMS to Lifequest and not directly through the Department. However, there has been good communication with Lifequest and the company is currently reviewing and analyzing the Department's data. Follow-up has also been good thus far, and hopefully, Lifequest will appear before the Committee at some point to give an overview of its assessment and provide recommendations for further benchmarking and better collection results. Mayor Walsh asked about when the information was transferred, to which Chief Matzke advised that the information was transferred very recently at the end of December.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

5. Review of a property appraisal request for Parcel ED-881 for New Leaf Market Cooperative. *

Economic and Planning Director Flom provided a summary of New Leaf plan. In June 2016 a grant was awarded to New Leaf to allow the project to move forward. Since the award of the grant, the initial property New Leaf was interested in changed ownership, and New Leaf has now reached a purchase agreement for a two-story, vacant building at 320 North Wisconsin. Since more space is needed to achieve the Market's long-term goals, the City was approached to acquire some of the parking lot (ED-881). This lot is currently underused for parking and it is believed this would not have a negative impact to downtown if some of the parking was removed. There is currently an Agreement in place, which spells out parking requirements. City staff has proposed a revised Agreement to property owners involved and received favorable response verbally; however, attorneys for parties are currently reviewing. A quote has been received to conduct an appraisal of the market value of the parking lot to be paid from Economic Development/Planning Consulting Budget Funds. Alderson Crevier asked about the support of other downtown businesses and Definitely De Pere. Economic and Planning Director Flom advised that property owners were informally polled at 310 North Wisconsin, Shopko, and the current owner of 320 North Wisconsin, but that Definitely De Pere was not specifically asked about parking. Alderson Rafferty asked about the title company using this lot, to which Economic and Planning Director Flom indicated that the title company primarily utilizes other spaces and will also be retaining the private-owned parking spaces adjacent to their building. Alderson Rafferty further asked about what sort of foot traffic the store would cause and if parking would be adequate for future use. Economic and Planning Director Flom indicated that while the City has not done any market analysis on parking, New Leaf has, but based on the market and planning standards, it is believed that the proposed elimination of the parking spots

would still keep the lot within standards. Alderperson Rafferty indicated she would be interested in the New Leaf Analysis and whether a grocery store would have a higher traffic than other retail. Mayor Walsh commented on a previous business that utilized that space and that there is a history that parking will likely be sufficient for that space.

Mayor Walsh made a Motion to open the meeting, which was seconded by Alderperson Donovan. Upon vote, Motion was carried unanimously.

Tom Dennee spoke on parking on behalf of New Leaf, and indicated that their market analysis required a minimum of 50 parking stalls necessary, preferably 75, and this site affords significantly more than minimum needs. Alderperson Rafferty asked about current membership to which Mr. Dennee indicated there is currently about 880. A membership drive will be initiated again after property purchase is finalized, with membership of 1,500 preferred to start project and goal membership being 2,000. Alderperson Donovan commented that if there was ultimately a problem with parking in that area, it would be a good thing, and the problem could be addressed at that time.

Lynn Walter spoke further on membership figures. Initially New Leaf planned to be in downtown Green Bay, and lost some members when the project moved to De Pere. A major membership drive is on hold until the project is a go and a site obtained. New Leaf is confident that there is enough interest in the community that membership will grow and they have a plan in place to recruit. Alderperson Crevier asked about thoughts of other business owners in the area to which Ms. Walter responded that New Leaf plans to bring traffic into the area, and New Leaf is excited about this location and opportunities coming in De Pere. Feedback from other businesses has been positive as it will help their businesses also. This location fits New Leaf's site criteria and good support has been received from both the City and Definitely De Pere.

Economic and Planning Director Flom concurred with Ms. Walter's comments about support from other local businesses, but staff did not specifically poll on parking loss, but the three businesses most impacted are extremely supportive.

Mayor Walsh made a Motion to go back to regular order, which was seconded by Alderperson Donovan. Upon vote, Motion carried unanimously.

Alderperson Crevier expressed his concern about the specific number of spaces impacted and his concern about the nearby business community being on board with this project. If businesses are supportive, he believes it is a good use of the building.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Michael Donovan, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

6. Brown County Tax Collection Agreement.*

Alderperson Crevier asked for further information on the proposal, other options and the recommendation for approval. Finance Director Zegers provided information regarding Clerk's suggestion to approve and explained history of tax collection process. Brown County has collected for county municipalities for approximately 20 years, and Finance Director Zegers believes there is efficiency to collect at one centralized level, rather than

individual municipalities. The county proposal would take effect in December of 2017 and would have financial impact to the City's 2018 budget. The County Treasurer wants a yes or no response by the end of February to plan for next year.

A discussion was held among City Administrator Delo, the alderpersons, Mayor Walsh and Finance Director Zegers regarding this proposal, whether costs would be greater to the City to opt out rather than paying City's share of the county's charge-back, what action Brown County would take if some municipalities do not agree or if Green Bay opts out, whether the City has other options, can municipalities collect more efficiently individually versus one central location, and the benefits the county already has under the current arrangement. Finance Director Zegers indicated that Brown County has advised that the fee would be \$.85 per tax bill for collection service fees and acknowledged that there is still an offset benefit to the county for processing tax payments even without the collection service fee.

Further discussion was held about why the county has a shortfall at this point and the option of a group of municipalities potentially going on their own for collection. Finance Director Zegers advised that one municipality is opting out at this point. The county is in the process of obtaining a Land Records Management System, which may make the collection process more efficient in the long run, and Finance Director Zegers believes that municipalities that agree to this one-year proposal are waiting to see how the new system impacts collection, rather than opting out at this point.

Aldersperson Crevier asked about school districts being charged for collection. Administrator Delo indicated that a municipality is required to collect for school districts within its boundaries, further explained the tax collection process, and since the proposal is for a one year agreement and security of collection, given that the City doesn't currently have software to collect, the proposed costs may outweigh the investment value the City would get for this first year. At that point, it could be reevaluated for other options.

Finance Director Zegers further advised that political factors, economic factors and new technology for the County could shape the City's decision going forward, clarified that the requested payment is for the first half collection of taxes and that the county is obligated to collect the second half.

RESULT:	ADOPTED [3 TO 1]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Lisa Rafferty, Aldersperson
AYES:	Michael Donovan, Lisa Rafferty, Michael J. Walsh
NAYS:	Scott Crevier
EXCUSED:	Larry Lueck

7. Consideration of Police Department Participation in Brown County Click it or Ticket and Speed Task Force 2017.*

Aldersperson Crevier asked who pays for the grant and Chief Beiderwieden advised that it comes from the State through the Department of Transportation. Aldersperson Crevier further asked how the match portion of the program works and Chief Beiderwieden explained that the match portion is handled through administrative time, vehicle use, mileage costs, etc.

Administrator Delo further clarified that De Pere Police Department, along with other departments who participate in program, can collect on the grant funds until the total amount of \$125,000 is disbursed and that department supplies and labor are used for the 25% requirement for the match; it is not a dollars and cents match.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

8. Consideration of various ordinance updates.*

City Attorney Schmidt-Lehman answered alderpersons questions on the purpose of the ordinance updates and clarified that the purpose is to clean up, update or remove very old language within the ordinances and not to change the purpose or intent or the ordinances overall.

Both City Attorney Schmidt-Lehman and Administrator Delo advised in response to a question from Alderperson Rafferty that agricultural operations should be allowed and authorized pursuant to the City's zoning requirements currently in place.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

9. Approve emergency funding for replacement of unit heaters. *

Alderperson Crevier questioned why Tweet-Garot had been chosen and whether there were other bids. Parks, Recreation & Forestry Director Kosobucki advised that Tweet-Garot currently holds the contract for preventative maintenance, conducts inspections of equipment twice a year, and was the quickest way to address the issue. Staff is pleased with preventative maintenance services provided by Tweet-Garot, as well as the analysis report provided containing a summary of findings and recommendations following each inspection. Due to some equipment being utilized longer, unexpected breakdowns can occur.

Administrator Delo advised that the risk of carbon monoxide necessitated the urgency of the repair, and since Tweet-Garot did the inspection, an emergency repair was authorized for Tweet-Garot to perform the work as the collection of other bids would have delayed the repair and extended the carbon monoxide risk.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

10. Consider Assistant Chief Vacancy for the Fire Department.*

Alderperson Crevier commented on the thorough memo provided by Chief Matzke and asked about open positions, to which Chief Matzke advised that there were none currently in the Department.

Chief Matzke explained that a TSO fills a need of the Department in a non-benefit status, without funding a full time position. The current TSO works 10 hours a week and provides benefit to the Department at a low cost. In order to take on the Interim Assistant Fire Chief position, an additional 30 hours would be paid, which the TSO requested be at a higher rate of \$25/hour. Alderperson Crevier inquired if that rate is a fair wage, to which Chief Matzke advised that the current rate of pay for TSO hours is the same as the paid on-call rate, and a full-time assistant fire chief would pay at a higher rate than the rate being requested.

Alderperson Rafferty asked if the TSO is willing to work 40 hours a week and Chief Matzke confirmed that.

Administrator Delo clarified that the final decision belongs to the Police and Fire Commission for the appointment of an Interim Assistant Fire Chief.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

11. Public Comment and announcements.

None.

12. Future agenda items.

None.

13. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:51 PM.

Respectfully submitted,
Angela Zills