Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, November 12, 2019 **7:30 PM** **De Pere City Hall Council Chambers**

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, November 12, 2019, at the De Pere City Hall Council Chambers, 335 South Broadway St., De Pere, WI 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderperson	Present	
Ryan Jennings	Alderperson	Present	
Amy Chandik Kundinger	Alderperson	Present	
Casey Nelson	Alderperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, Fire Chief Alan Matzke, City Attorney Judith Schmidt-Lehman, Assistant City Attorney Kristen Johnson, IT Director Steve Massey, Finance Director Joe Zegers, Police Chief Derek Beiderwieden, Development Services Director Kimberly Flom, and Bob Weyers of Commercial Horizons.

2. Approval of the Minutes of the October 8, 2019 Regular Meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

3. Public Comment Period and other announcements.

No announcements were made. Mayor Walsh offered the audience the opportunity to speak on any item not on the Agenda; no one came forward.

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

Alderperson Crevier asked Chief Matzke to explain if a specific reason caused overtime in the EMS Training category to be higher this month, to which Chief indicated the overtime was attributed to well-attended standard monthly training and was nothing extraordinary.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

5. Approval of the October 2019 Police Overtime.

Alderperson Crevier asked Chief Beiderwieden about the spike in overtime for October, which he explained was attributed to mandatory outdoor firearm training at De Pere Sportsmen's Club, resulting in overtime for officers to attend a half-day session. In addition, St. Norbert College hosted training for active threats that was attended in connection with the county and the Fire Department. Alderperson Nelson confirmed with the Chief that although overtime is higher than projected for the year, it is offset by decreased salaries for positions that haven't been filled as of yet. Chief further indicated that overtime does have its own category and should be visible on reports accessible through City's financial transparency software, OpenGov.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

6. Consideration and acceptance of donation from Ogan Restaurant, LLC in the amount of $1,000 to the Fire Department.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

7. Consideration of Approval of Nsight Teleservices Quotation to Change Voice Carrier. *

   In response to Alderperson Crevier, IT Director Massey confirmed that the proposed change in service providers would cover all City-owned buildings. In further discussion with Alderpersons Crevier and Nelson, IT Director Massey explained that analog lines are being used for ancillary items, such as panic buttons and the City Hall elevator, but most lines are digital, and while analog lines will be phased out over time to replace and modernize systems, the upgrades are not easy and the benefit is not significant. IT Director Massey added that retaining the analog elevator phone currently is wise as it is not affected by (and is protected from) digital phone outages.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

8. Consideration and possible action regarding hiring a consultant for a boundary amendment to TID #12. *

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

9. Consideration and possible action regarding hiring a consultant for the creation of TID #15. *

   In response to Alderperson Crevier, Development Services Director Flom explained that the short lifespan remaining for TID #8 limits its ability to earn increment over time; TID #15 would create an overlay tax increment district for new development, as well as permit more time for development of undeveloped properties within TID #8 and allow removal of properties that have already been developed. Alderperson Nelson confirmed with DSD Flom that the consultant, Baird, will analyze TID #15 for financial solvency.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

10. Consideration and possible action regarding hiring a consultant for the creation of TID #16. *

Alderperson Crevier asked whether this TID is intended for just one property, to which Development Services Director Flom indicated that the boundaries had not yet been established but confirmed it is being created to assist 123 North Broadway. The TID boundary could also take into account the Façade Grant Program in terms of whether an expanded boundary would create new assessed value to support the program in that area; this will be explored with Baird, and the boundary may be as small as the parking lot or expanded to include additional properties.

In response to Alderperson Nelson, DSD Flom indicated that the City's current TID percentage is just over 10; there is wiggle room as TIDs #6 and #5 will soon expire; and in her opinion, the City is in a good spot, but the percentage will continue to be monitored to maintain a comfort level.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

11. Consideration and possible action regarding Purchase/Sale Agreement terms for a proposed business expansion at 2257 American Blvd and on a portion of Parcel WD-1138-1. *

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

12. Consideration and possible action regarding Development Agreement Terms for a proposed office development in the Southbridge Business Park (Parcel WD-D0036 and WD-D0035-1-1).

Development Services Director Flom advised the Committee that this is an exciting development for the City in the Southbridge Business Park, near Foth, and is the development that is part of the basis for the creation of TID #15. Commercial Horizons owns most of the property for the development and has City property under option; the terms are laid out in the packet materials and a site plan is scheduled to be reviewed by the Plan Commission at its November meeting. Commercial Horizons may do earth work yet this year and plans to begin construction next year. The building was designed by a local company, Performa, and will add a great presence to the business park.

Mayor Walsh made a Motion to open the meeting at 7:49 PM, seconded by Alderperson Jennings. Bob Weyers of Commercial Horizons introduced himself to the Committee and indicated his group currently owns 35 acres near Southbridge Road. Currently located in Howard, UnitedHealthcare employs 1,300 workers and expressed interest in a new building location, either in Green Bay or the surrounding area. Work is planned to start this winter, with a summer 2021 move-in. Mayor Walsh indicated that this project is certainly a boost for the city and expressed appreciation of the efforts in choosing De Pere. Alderperson Chandik Kundinger confirmed with Mr. Weyers that UnitedHealthcare will be the sole occupant of the building. Mayor Walsh made a Motion to return to regular order at 7:52 PM, seconded by Alderperson Crevier

Upon further discussion, Administrator Delo confirmed, in response to Alderperson Crevier, that this is the property adjacent to the highway near the "De Pere sign." DSD Flom added that an easement will be obtained to allow City access to maintain the sign. Mr. Weyers added that his group is currently working through the lease terms and expects to have those completed within the next week or two.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

13. Request of Alderperson Nelson to Reallocate Certain Stadium Tax Surplus Funds to Construct a Concession Area in Voyageur Park.*

Alderperson Nelson advised the Committee that while he was not part of the Council in 2017 when the stadium tax surplus funds were allocated, he is excited by the idea of an amphitheater or stage at Voyageur Park; however, it seems that the project has stalled, so he is suggesting the reallocation of funds to construct a concession stand in connection with the new bathrooms being built at Voyageur Park, expanding upon the draw of the new playground to make the park even more of a destination.

Upon further discussion, Alderperson Crevier expressed his agreement with Alderperson Nelson, and a discussion followed regarding decisions of the Park Board and the status of the stage/amphitheater project. Administrator Delo indicated that this item, as a financial request to reallocate funding, would need council approval once a recommendation is made; the Park Board has not taken action to indicate that Voyageur Park will never have a stage, it has just not taken any action, although no request has been presented as an alternative. Administrator Delo further suggested that the Finance/Personnel Committee could refer the matter to the Park Board. Alderperson Nelson clarified that his suggestion was intended to start a conversation, and he would like the item to channel through the Park Board.

Alderperson Chandik Kundinger confirmed that this item is a concept as of now and would need further discussion, such as whether the entire amount of allocated funding would be needed, and Alderperson Crevier added that further information is needed as to whether the concession stand requires staffing or vending services. The Mayor suggested referring this matter to the Park Board to discuss at that level; he believes this is a good idea, but it may be difficult to staff and those types of concerns should be vetted at the Park Board.

Alderperson Nelson made motion to refer this matter to the Park Board, seconded by Alderperson Chandik Kundinger.

RESULT:	**ADOPTED AS AMENDED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

14. Consideration and Possible Action on Proposed Changes to Sec. 106-6(a) DPMC Regarding Special Events.*

    City Attorney Schmidt-Lehman advised the Committee that the memo in the packet highlighted proposed changes to the special events ordinance following a recent meeting of City's Special Events Team. In response to Alderperson Nelson, City Attorney Schmidt-Lehman explained that examples of the new "special hazard event" would be marathons and collegiate or professional sporting events. In response to Alderperson Crevier, City Attorney Schmidt-Lehman reviewed and clarified the definition of a special event, which interferes with the usual flow of traffic or use of parks or other public grounds; only events that utilize the City's portion of the fairgrounds require a special event permit and events which are contained to private-owned property are not considered special events. In response to Alderperson Jennings, City Attorney Schmidt-Lehman advised that the proposed new fee structure mirrors that of Green Bay and having alcohol at an event disqualifies it from the low hazard category.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

15. Consideration of proposal from CLA LLP for sewer utility rate study.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

16. Review and possible action on City of De Pere Investments and Cash Detail for September 2019.

    Mayor Walsh made a Motion, seconded by Alderperson Jennings, to accept the report. Upon vote, Motion carried unanimously. No further action was taken on this item as it was for discussion purposes only.

RESULT:	**DISCUSSED**

17. Future agenda items.

    Alderperson Crevier requested a status report of the stadium tax refund projects and funding. Finance Director Zegers will prepare a report to include in a future City Administrator's Friday Memo.

18. Adjournment. Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:07 PM.

Respectfully submitted,
Angela Zills