



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, November 10, 2020

7:30 PM

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

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

Also Present (Remote): City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Finance Director-Treasurer Joseph Zegers, Police Chief Derek Beiderwieden, Assistant Fire Chief Rich Annen, Development Services Director Daniel Lindstrom, Human Resources Director Shannon Metzler and Tina Quigley of Definitely De Pere.

2. Approval of the Minutes of the October 13, 2020 Regular Meeting of the Finance/Personnel Committee.

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

3. Consideration and Possible Approval of the October 2020 Police Overtime Report.

In response to Aldersperson Nelson regarding the compliance check for On the Rocks, Chief Beiderwieden indicated that this is a local bar on the 400 Block of Main Avenue on the City's west side. A compliance check conducted on October 30 resulted in 51 violations at the bar. He additionally explained that the one hour of non-reimbursable overtime related to a presidential candidate visit was not worth the staff time and effort to seek reimbursement, so it was decided not to pursue.

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

4. Fire Department Overtime and LifeQuest Services Billing Reports for October, 2020.

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

5. Consider donation of two ice dispensing machines from Humana for the Fire Dept.*

In response to Aldersperson Chandik Kunding, Assistant Fire Chief Rich Annen explained that Humana purchased the ice machines about three years ago, had them in storage, and reached out to the Fire Department for interest in use.

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

6. Consideration and possible action regarding the proposed Pandemic Response - Downtown Business Aid Program.*

Development Services Director Dan Lindstrom indicated that this item is the next phase of pandemic response for businesses. The City has made several efforts to date, including a loan program and extending or delaying payments on existing loans. The pandemic has lasted longer than hoped and many businesses can no longer conduct activities outdoors or social distance. The harsh winter months will be the most difficult time for businesses. This program would allocate \$300,000 of funding to maintain downtown businesses to provide approximately 50-60 business with a \$5,000 grant, requiring that the City be advised if a business closes and also be returned a prorated amount. It is not intended to incentivize paying off debts in order to close. The anticipated application window is December 1-18, but may be pulled back a week in order to speed up the process to wrap up before the holidays. DSD Lindstrom then highlighted requirements of the aid package, including having a store front, the ability to demonstrate a negative hardship, having fewer than 20 employees, being a locally owned business (established prior to December 1, 2020) and a business type within certain industry standard codes. More discussions are needed about scoring applications and the rationale behind review, which will be presented at the Council meeting. The results from the Business "Walk and Talk" are included the packet.

In response to Alderperson Chandik Kunding, DSD Lindstrom explained that the risk of the loss of a business would create lost momentum in the downtown and pure loss of synergy, which can expedite the loss of other businesses. From a dollars standpoint, losing a business would be very detrimental to De Pere's vision of being experience-based, rather than a "typical" downtown.

Alderperson Nelson expressed his appreciation for bringing this item forward and to get businesses over the hump; he would like to see a map of the area of businesses this will impact. In further discussion with Ald Nelson, DSD Lindstrom advised that with minimal resources the City has, this program is being focused on the core of downtown; if spread too thin, those funds would only make minimal impact on a larger scale. He reminded the Committee that \$50,000 was previously submitted to the Chamber for a city-wide program. DSD Lindstrom further explained that other grant programs have created negative concerns about businesses taking grant funds and then closing; therefore staff suggests prorating the program to May. He reported an update on the current loan program: that of the two business that have closed, both have repaid the loans; none are going to the very last dime and are operating responsibly by preparing and planning ahead. Discussion followed on survey results and Ald Nelson indicated his appreciation of the information.

Mayor Boyd made a Motion to open the meeting at 7:57 PM, seconded by Alderperson Chandik Kunding; upon vote, Motion carried unanimously. Tina Quigley of Definitely De Pere provided detailed results of the survey conducted of downtown businesses,

which is a good representation of highlighted results, with professional and personal services businesses being the least impacted.

Aldersperson Nelson asked about the number of businesses lost to date, to which Tina Quigley explained that while many have not been lost, four were lost, with COVID being a trigger, but there were also other factors. She added that businesses are hanging on, but now is critical and this is the time to act before an escalation in closures occurs; this is typically the busiest shopping time of the year and businesses rely on this time of year to carry their year. Mayor Boyd added that retail businesses are likely not able to carry the normal amount of inventory without help. Tina Quigley added that buying for spring and summer has also been a challenge to project, but businesses are committed to stay in business and the main concern is keeping doors open. DSD Lindstrom added that it is positive that businesses have been gained in the downtown and desiring to be here; three have been added since the pandemic and it is a very positive reflection on the community character.

Mayor moved to return regular session at 8:07 PM, seconded by Aldersperson Chandik Kunding; upon vote, Motion carried unanimously.

Upon further discussion, Aldersperson Eserkaln asked about the timeline to which DSD Lindstrom indicated he is assuming this item to move to the Common Council next week, and an application being prepared similar to the loan application. If the window is shortened, it would not be before Thanksgiving; he is expecting to adjust by a few days, not being too narrow on either the Thanksgiving or Christmas holidays.

The Mayor thanked staff for the effort in putting together this program and indicated that until there is a handle on COVID, this is a dire time. The City is trying to help businesses have confidence to get over the hump and to show the City does care; those efforts will continue.

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

7. Consideration and possible action regarding a planning option request for Parcel WD-D0077 (West Industrial Park) and 26 acres adjacent to Profit Place (East Industrial park).*

Development Services Director Daniel Lindstrom advised the Committee that this item is a little different from other options, and the terms are highlighted on pages 1-2 of his memo. Two sites are being considered by Immel Construction (on behalf of their client) to conduct background due diligence to solidify a location with 24-26 acres in early 2021 for a 300,000 to 350,000 square foot manufacturing facility and potential headquarters. The two parcels are WD-D0077 and a lot in the East Park on Profit Place and future Commerce Drive. Two short, limited-term options are being requested of 90 days at about \$3,200 per option, which is a typical rate per acre. Similar to other options, the option amount would be applied to the sale price if either site is chosen. A representative of Immel could not be available for tonight's meeting and the represented business is not able to be disclosed at this time.

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

8. Review and possible action on City of De Pere Investments and Cash Detail for Sept. 2020.

Finance Director-Treasurer Zegers presented the September report indicating the City's cash and investment balance of 18.3 million - 3.3 million in cash and 15 million in investments. In October, the LGIP investment account will increase by 7.7 million due to 2020 note proceeds. The interest yields are moving downward toward the end of the year.

Alderperson Nelson asked about earnings on investments as it appeared that the City was above projections and to get a sense for what changed, whether it is market conditions or retiring higher yield instruments, and FDT Zegers explained that both those factors impact returns; the market condition is such that bonds are down, and the timing of when investments are maturing, as well as the interest rate at that time, also has an effect. Schwab has timed ladders throughout the course of the year for investments, to smooth out swings of increase or decrease.

Mayor Boyd moved to receive the report and to place on file.

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

9. Discuss Bargaining Strategy for Successor Collective Bargaining Agreement with the De Pere Police Benevolent Association*

The Finance/Personnel Committee went into closed session at 8:25 PM.

Mayor Boyd made a Motion to return to regular order at 8:30 PM, seconded by Alderperson Nelson.

RESULT:	NO ACTION
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10. Future agenda items.
None.
11. Adjournment.

Upon Motion of Mayor Boyd, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 8:31 PM.

Respectfully submitted,
Angela Zills