



Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, March 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, March 12, 2019, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderman	Present	
Ryan Jennings	Alderman	Present	
Larry Lueck	Alderman	Present	
Casey Nelson	Alderman	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, Finance Director Joe Zegers, Park & Recreation Director Marty Kosobucki and Dan Doro.

2. Approval of the Minutes of the February 12, 2019 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderman
SECONDER:	Michael J. Walsh, Mayor
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

3. Public Comment and Announcements.

No announcements were made. Mayor Walsh offered the audience the opportunity to speak on an item other than those on the Agenda; no one came forward. The Mayor wished Joe Zegers (Finance Director) a happy birthday.

4. Fire Department Overtime and LifeQuest Services Billing Report for February, 2019.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Alderman
SECONDER:	Casey Nelson, Alderman
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

5. Approval of February 2019 Police Overtime.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Ryan Jennings, Alderman
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

6. Consider donation from VVA 224 to the Fire Department.*
Chief Matzke advised the Committee that VVA stands for Vietnam Veterans Association.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

7. Consideration to Accept Walmart Donation to Police Department.*

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

8. Consideration to Accept BayCare Clinic Foundation Donation to Police Department.*

Chief Beiderwieden advised the Committee that his Memo contained an error and the correct donation amount is 1,100, which he will correct before the council meeting. In response to Alderperson Crevier, the Chief advised that he couldn't recall for certain whether the Walmart donation was solicited; the Police Department works with Aurora, and that donation will be used to buy new tourniquets for the officers that are easier to use on oneself, if necessary; and the K-9 donation from Ameriprise was an unsolicited donation from an anonymous donor.

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

9. Consideration to Accept Ameriprise Donation to Police Department.*

Chief Beiderwieden clarified that although this donation was paid by Ameriprise, it was on behalf of an anonymous (client) donor. Alderperson Jennings thanked all of the donors who submitted donations approved at tonight's meeting.

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

10. Review revisions to Municipal Code Chapter 62 - Electrical Code.*

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

11. Recommendation from the Board of Park Commissioners to Approve Bid for Asbestos Inspection and Removal.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

12. Recommendation from the Board of Park Commissioners to Approve Additional Funding for the Surfacing at VFW Playground.*

In response to Alderperson Crevier, Parks, Recreation & Forestry Director Marty Kosobucki explained that equipment for this playground was purchased outright for a volunteer install, and a larger playground is possible as a result of better pricing, which allowed for a greater amount of playground equipment to be purchased. The timing details are still being worked on, with an anticipated volunteer install in July.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Larry Lueck, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

13. Recommendation from the Board of Park Commissioners to approve department ran Beer Garden where all net proceeds shall be deposited into a Park Fund established exclusively for park improvements.*

In response to Alderperson Crevier's question about whether this event will raise money for the park fund, Parks, Recreation & Forestry Director Marty Kosobucki explained that the proposed budget in the packet was drafted conservatively, as a worst case scenario, with the expectation that the event would grow over time. A discussion followed, which clarified that the event is scheduled for a five-hour window, which justifies the shift hours listed for workers, and that music is scheduled for only three of the five hours.

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

14. Future agenda items.

None.

15. Consideration of Claim for Tax Refund Filed by Dan Doro - Parcel WD-726-M-20 (741 Morning Glory Lane).*

Mayor Walsh indicated he would not entertain a Motion to go into closed session as Mr. Doro appeared to present his claim to the Committee. Dan Doro introduced himself and indicated he owns the property at 741 Morning Glory Lane. He explained he has been trying to work with City staff and Accurate Appraisal over the last five to six months to correct an error in first floor square footage which was discovered when he was trying to list the property for sale. He believes he has overpaid taxes for the past 12 or 13 years for an assessment of 1,800 square feet, which should have been 1,200. He was looking for answers but did not go to open book to contest the error. City Attorney, Judith Schmidt-Lehman, detailed her memo to the Committee at the request of Mayor Walsh, which explains that a square footage error does constitute a palpable error, but only for the year in which the tax is due, and a valid unlawful tax claim must be filed prior to January 31 of the year the tax is due, although the Common Council in the past has allowed claims to go back one additional year. Accurate admits the square footage was listed incorrectly, but the burden is on the taxpayer to find errors or attend open book to contest errors, and revaluation notices are sent out to property owners. A discussion followed about how property owners would discover errors, that a link for property look-up is not noted in the letter, the difficulty of analyzing the information for property owners and how they could

be made more aware. Administrator Delo advised is unaware of a way that square footage could be added to the tax bill and also provide the link to Accurate. Finance Director Zegers added he was not sure if that information would fit in the allotted space on the tax bill. Adm. Delo further advised that there is a link to Accurate Appraisal on the City's website. Mr. Doro added that he spoke to Bill at Accurate, who indicated the mistake existed for 12-13 years. Alderperson Jennings asked if Accurate was requested to confirm how long the mistake existed, to which Attorney Schmidt-Lehman responded that she had not, as the statute only allows a claim for one year. Alderperson Jennings indicated that he would not have a problem going back more than a year. Mr. Doro expressed his frustration at not being able to talk to someone and get answers.

Mayor Walsh made a Motion to go into closed session at 7:57 p.m., which was seconded by Alderperson Crevier. Upon roll call vote, motion carried unanimously.

Mayor Walsh made a Motion to go back to regular order at 8:23 p.m., which was seconded by Alderperson. Jennings. Upon roll call vote, motion carried unanimously.

Mayor Walsh made a Motion to make a recommendation that the Council allow the claim for reimbursement for a refund for the years 2017 and 2018 due to taxing property that doesn't exist, which was seconded by Alderperson Crevier. Mr. Doro was advised of the next council meeting on March 19, and that he would be sent a copy of the Agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

16. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Jennings, the Finance/Personnel Committee unanimously adjourned at 8:25 p.m.

Respectfully submitted,
Angela Zills