

**CITY OF TWO RIVERS CITY COUNCIL  
PERSONNEL AND FINANCE COMMITTEE  
Wednesday, June 20, 2018  
6:00 PM  
3<sup>rd</sup> Floor Committee Room – City Hall**

**Call to Order**

The meeting was called to order by Committee Chairman, Patrick Gagnon at 6:10 PM.

**Roll Call**

Committee Members present: Jack Powalisz and Patrick Gagnon. Absent: Curt Andrews.  
Also present were: Gregory Buckley, City Manager; David Buss, Finance Director; and Bonnie Shimulunas, City Council.

**May 2018 Overtime Report**

The Committee reviewed the May Overtime report. City Manager and Finance Director reported on highlights of the report. The committee had no questions on the report and took no action.

**Update on 2018 Capital Project Financing**

City Manager Buckley that the State Legislature has formed a committee to review the future of the Board of Commissioner of Public Lands State Trust Fund Loan Program, the main source of borrowing for the City over the last five years or so.

City Manager Buckley also reported that the 2018 project list will be reviewed for possible reallocation of the borrowed funds to other projects.

City Manager Buckley also reported the Two Rivers Youth Sports purchased a vacant lot at the corner of Sayer Street and 34<sup>th</sup> Street with the intention of utilizing it for additional parking for Vietnam Veterans Memorial Park.

**Staffing Updates**

City Manager Buckley reported that the Police continue to struggle to get to full staffing levels, in part due to a duty disability case which has left one position vacant.

The City Clerk retirement anticipated for the end of 2018 has now been delayed to the end of 2019. A pay increase for the current City Clerk has been approved by the City Council and a succession plan will be developed for the position.

Committee Members discussed the need for additional Economic Development staff and tasks in that area that are currently covered by the City Manager's Office.

City Manager Buckley reminded the Committee of the year-end retirement of our Fire Chief. Committee discussed succession and the Police and Fire Commission's task of filling that position.

The Committee discussed various possible upcoming retirements. No action was taken.

### **Discuss Status of TID #5, Woodland Industrial Park**

City Manager Buckley gave a short history of the TIF District. The District is now past its expenditure period and approaching the end of its life. City Manager Buckley reported on a provision that allows extending the life of the TIF one year with revenue from the additional year to be used for low to moderate income affordable housing activities. A proposed resolution was submitted to the Committee along with a legal opinion from Quarles & Brady.

The City Manager noted that the draft resolution proposed using the “affordable housing” funds generated by the TID in 2019 (approximately \$82,000) for assisting low-moderate income (LMI) households with replacement of private lead water service laterals. He added that he would like to add the possibility of using a portion of these funds for a “paint-up, fix-up” grant program that would provide grants of up to \$200 or \$300 to help LMI homeowners with small home fix-up projects. Per a suggestion contained in the attorney’s opinion, he suggested limiting eligibility to households with incomes at or below the LMI limits published annually by the WI Department of Administration.

Motion by Powalisz, seconded by Gagnon, to recommend resolution regarding Tax Incremental District #5, after adding some additional language defining “low to moderate income and addressing the fix-up grant program, to the City Council for their consideration at the July 2, 2018 City Council Meeting. Upon a voice vote, motion carried.

### **Discussion of Proposed Development Projects**

City Manager Buckley reviewed the status of the proposed hotel development in the area bounded by 15<sup>th</sup>, 16<sup>th</sup> and Jefferson Streets.

He reported on recent discussions with City legal counsel and the developer, regarding the developer’s proposal that the City assume the developer’s purchase contract for the former Suettinger hardware commercial parcel (14017 16<sup>th</sup> Street) and an adjacent residential parcel (1514 Jefferson Street). He noted the need to ensure compliance with State relocation planning requirements, if the City would be party to the purchase of the 1514 Jefferson Street parcel, as has been proposed by the developer.

Committee members expressed continued support for assisting the project but also recognized the need to meet the proper requirements. Mr. Buckley noted that a development agreement for the project has not been finalized, and the developer’s deadline for closing on the two Suettinger parcels and a third parcel at 1510 Jefferson street is coming up at the end of June. This matter will be on the City Council’s June 25, 2018 agenda.

City Manager Buckley gave an overview of the East Twin Riverfront property and possible City purchase of the property for a Stormwater Pond and possibly other development. Discussion followed. No action was taken.

### **Closed Executive Session**

The Committee did not enter the Closed Session noted on the agenda.

### **Adjournment**

At 7:25PM a motion was made by Councilmember Powalisz, seconded by Councilmember Gagnon, to adjourn. Upon a voice vote, motion carried.



David Buss  
Finance Director