



Finance/Personnel Committee

Regular Meeting

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

Minutes

Tuesday, March 12, 2024

7:30 PM

Council Chambers and Virtual

1. Call to Order

The meeting was called to order at 7:30 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
Devin Perock	Aldersperson	Present	
Pamela Gantz	Aldersperson	Present	
James Boyd	Mayor	Present	
Amy Chandik Kundinger	Aldersperson	Present	
John Quigley	Aldersperson	Present	

Also present is City Administrator Larry Delo, City Attorney Tony Wachewicz, Fire Chief Al Matzke, Parks Director Marty Kosobucki, Human Resources Director Shannon Metzler, Human Resources Generalist Tracy Hood, Community and Economic Development Specialist Quasan Shaw, Finance Director/Treasurer Pamela Manley, Development Services Director Dan Lindstrom, Police Chief Jeremy Muraski (remote).

2. Approval of minutes from February 13, 2024 Regular Meeting of the Finance Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Aldersperson
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance and Personnel Committee. §6-3(f) DPMC

None

4. Fire Department Overtime and LifeQuest Billing Reports for February, 2024.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Aldersperson
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

5. Consideration and Possible Action on the February 2024 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

6. Consideration and Request to Accept \$1,000 donation from Kwik Trip, Inc. for the Police Training Center. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

7. Consideration and Possible Action to Use Fire Department Donation Account for Boat Work.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

8. Consideration and Request to Accept \$500 Donation from Civic Groups of De Pere for Therapy Dog Stanley.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

9. Consideration and Possible Action on Additional Compensation Employment Agreement for Emotional Support Animal Care. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

10. Recommendation from the Board of Park Commissioners to Add a Forestry Supervisor Position to the Forestry Division, after July 1, 2024.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	John Quigley, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

11. Consideration and Possible Action on 2024 Non-Benefit Eligible Employees Wage Scale.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

12. Amending Sections 2, 3, 4, 5, 6, and 7 of the City of De Pere Employee Policy Manual. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

13. Consideration and Possible Action to Approve Memorandum of Agreement with Wisconsin Voices for Recovery (Board of Regents of the University of Wisconsin System / Department of Family Medicine and Community Health) for Nalox-ZONE boxes (i.e. Narcan). *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pamela Gantz, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

14. Consideration and Possible Action to approve agreement with Clarity Enrollment Solutions for voluntary employee benefits .*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

15. Consideration and Possible Action for a proposed purchase/sale agreement option terms with Jim Cornell Plumbing for a 1.15 acre portion of Parcel ED-2313-1 for future business relocation and expansion.*

Development Director Dan Lindstrom was present to speak. The item before us is for an option on millennium court. Jim Cornell Plumbing is exceeding their capacity and are looking to move into this building, once they can find someone to lease or buy their current building. They have been working with some architects on drawings for it and to make sure their growth needs are put into consideration. They are requesting a 3 year option. Since this is an existing De Pere business, we want to make sure they can stay here and grow their business. It would be office in the front and then storage for their equipment and materials in the back. Staff is recommending approval of the 3 year option based off of the terms in the packet.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

16. Consideration and Possible Action on REVISED Sale and Development Agreement Terms with Smet Properties, LLC for Parcel WD-D0076 on Venture AV in the West Business Park.*

Director Lindstrom was present to talk. The applicant requested from their client to switch from up front cash grant to a PAYGO scenario. That offers a couple things to the City. We no longer have to borrow from the project, we will also pull out the guaranteed tax payment because it is no longer a risk to us to cover our borrowing. We included a slightly higher total impact to the TID as a benefit to them and us of not having to borrow. Net present value of \$375,000. This company was evaluating if they wanted to stay within the region. It will be significant employment growth to the city. It will also be

an immediate retainment of jobs to this region and growth as we go. This site is designed to expand and add more staff.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

17. Consideration and Possible Action to award a contract for appraisal services with Vogels Buckman.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

18. Consideration and Possible Action on 2023 budget items carried forward to 2024.*

Finance Director/Treasurer Pamela Manley is present to speak about the carryover items. On the Police Department training funds, the number should be \$13, 988.96. Then there were a couple Fire Department grant ones that were excluded the first time. Fire grant Act 102 is for training/state money they are getting. The two different amounts are for Act 102 \$6,926.38 and Act 102A \$14,345.92. The first part of the report is your General fund; your donations and grants and a couple expense accounts of things that just didn't get completed in 2023 that we are looking to carry over. The second part of the report is the Capital Funds. We borrowed in 2023 and just haven't had a chance to complete the project yet.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

19. Consideration and Possible Action on the City of De Pere Investments and Cash Detail Report for January, 2024.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

20. Future agenda items.

21. Adjournment

Mayor Boyd made a motion to adjourn the meeting at 7:49 pm. The motion was seconded by Alderperson Kunding.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

***Items with an asterisk require City Council approval.**

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Respectfully submitted,
Amy Darnick