



Common Council

Regular Meeting

Final Minutes

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

Tuesday, February 20, 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
Dan Carpenter	Aldersperson	Present	
Pamela Gantz	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Amy Chandik Kundinger	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Devin Perock	Aldersperson	Present	
John Quigley	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
James Boyd	Mayor	Present	

2. Pledge of Allegiance to the Flag.

3. Approval of the minutes of the February 6, 2024 Common Council meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter, Aldersperson
SECONDER:	Dean Raasch, Aldersperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

4. 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 Common Council. §6-3(f) DPMC.

None.

5. Presentation of Police Department Awards.

Mayor Boyd presented a Departmental Citation to Community Service Officer Emberleigh Reed for her handling of a difficult situation with great personal risk. He also presented a Lifesaving Award to citizen Clint Malinski and an Individual Commendation Award to citizen Lacey Welch for their heroic actions in rescuing an individual from a vehicle accident.

6. Recommendation from the Board of Park Commissioners to accept the low bid from Olsen Trailer and Body for a total of \$167,922 with the additional funding of \$72,922 being added to the Capital Project funding for replacing Truck 18. *This item was tabled at the February 6, 2024 Council meeting.*

Aldersperson Hansen moved, seconded by Aldersperson Gantz to approve Option 1 (replacing Truck 18 with a larger vehicle) as recommended by staff. Discussion followed regarding alternative bids, and the possibility of waiting for the 2025 budget.

RESULT:	APPROVED BY ROLL CALL VOTE [5 TO 4]
MOVER:	Jonathon Hansen, Aldersperson
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Pamela Gantz, Jonathon Hansen, Shana Defnet Ledvina, John Quigley, Mayor James Boyd
NAYS:	Dan Carpenter, Amy Chandik Kunding, Devin Perock, Dean Raasch

7. Recommendation from Finance/Personnel Committee to amend the 2024 Capital Projects Budget to add Police leases.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Aldersperson
SECONDER:	John Quigley, Aldersperson
AYES:	Carpenter, Gantz, Hansen, Kunding, Ledvina, Perock, Quigley, Raasch

8. Recommendation from Finance/Personnel Committee to approve request of Definitely De Pere to waive invoice #202307 related to the Tour De Pere special event in the amount of \$1,881.00.

Development Services Director Dan Lindstrom reported that the event planning committee is working with staff on process improvements. Changes to the route will allow them to reduce the expense of barricades. The committee will submit an after-action review in an upcoming Friday Memo to alderspersons.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Devin Perock, Aldersperson
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Carpenter, Gantz, Hansen, Kunding, Ledvina, Perock, Quigley, Raasch

9. Recommendation from the Board of Public Works supporting Village of Ashwaubenon grant application for trail extension on Main Avenue.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Aldersperson
SECONDER:	Dean Raasch, Aldersperson
AYES:	Carpenter, Gantz, Hansen, Kunding, Ledvina, Perock, Quigley, Raasch

10. Recommendation from the Board of Public Works to approve moving forward on establishing new yard waste sites.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

11. Recommendation from the Board of Public Works to maintain City owned lot at 360 Main Avenue for year-round public parking.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

12. Recommendation from the Board of Public Works on award of Contract 24-03 Sewer Lining to Visu-Sewer, Inc. in the amount of \$350,274.00.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

13. Recommendation from the Board of Public Works on Award of Contract 24-05 Sidewalk and Curb Repairs to Highway Landscapers, Inc. in the amount of \$290,990.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

14. Recommendation from the Board of Public Works on Award of Contract 24-13 Crackfilling to Asphalt Seal and Repair, Inc. in the amount of \$121,800.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

15. Recommendation from the License Committee on an application for a premises description change submitted by Oakleys (DBA Oakleys). Premises will change from 310 N. Wisconsin St. Suite C to 614 George St.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Pamela Gantz, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

16. Recommendation from the License Committee on an application for change of agent for Walgreens, 150 S. Wisconsin St.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

17. Resolution #24-06 Authorizing Agreement for Contractor Services Between the City of De Pere and ECS Midwest, LLC. (2024 Soil Borings).

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

18. Resolution #24-07 Authorizing Agreement for Contractor Services Between the City of De Pere and Badger Concrete Lifting, LLC (Mudjacking-Curb & Gutter and Sidewalk).

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

19. Resolution #24-08 Authorizing Agreement for Payment for Relocation and Replacement of Municipal Utility Facilities associated with I41 and Generations Boulevard Interchange.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

20. Resolution #24-09 Authorizing Temporary Limited Easement Donation to Brown County for County Highway GV Project (Parcels WD-D0037-2 and WD-D0035-1).

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

21. Resolution #24-10 Approving Agreement between St. Norbert College and the City of De Pere regarding Garbage and Recycling Collection Services.

RESULT:	ADOPTED [7 TO 0]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley, Raasch
ABSTAIN:	Amy Chandik Kundinger

22. Resolution #24-11 Authorizing Extension of Consulting Services Agreement Between the City of De Pere and Robert E. Lee and Associates, Inc. (2024 Consulting Services).
Alderperson Hansen noted for the record that the city engineer committed to going out for bids next year.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

23. Resolution #24-12 Authorizing Agreement for Contractor Services Between the City of De Pere and Bay Area Testing and Consulting, LLC (2024 Construction Materials Testing).

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	John Quigley, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

24. Resolution #24-13 Approving 2023 General Fund Budget Amendment from Unassigned Reserves.

Finance Director/Treasurer Pam Manley explained that this resolution is a compilation of everything approved in 2023 from unassigned reserves, and is simply a procedural change. Going forward, staff will present budget amendments as they happen throughout the year.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

25. Resolution #24-14 De Pere Common Council Authorization or Delegation of Payment of Vouchers or Invoices.

City Administrator Larry Delo said that staff will publish a list of voucher payments on the City website on a monthly basis. Previous alderpersons had requested the policy of Council authorization for purposes of transparency, because at that time there was no way to publish a record of payments online. Finance Director/Treasurer Pam Manley and City Administrator Larry Delo explained the safeguards that are in place: every invoice is approved by a department head or supervisor before submitting it to the Finance Department; the accounting clerk creates checks and prints the check register, which Director Manley reviews for accuracy; any purchase orders over \$5,000 need the finance director's signature, and anything over \$10,000 needs the city administrator's signature; and auditors also randomly select invoices to verify during the annual audit. This new policy will allow payments to be made on a more timely basis than twice a month.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

26. Resolution #24-15 Approving Housing Stock Improvement Mortgage and Loan and Authorizing Disbursement of Loan to Jared Fink and Abbey Kleinert (120 South Ontario Street - Parcel ED-1097).

Development Services Director Dan Lindstrom reported that these are \$20,000 loans structured with 0% interest for 10 years (five years of deferred payments, and five years of principal payments only). Community and Economic Development Specialist Quasan Shaw is taking on the marketing for this program, and will reach out to the alderpersons to assist in providing information to constituents.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

27. Resolution #24-16 Approving Housing Stock Improvement Mortgage and Loan and Authorizing Disbursement of Loan to Steven and Susan Karner (903 Jordan Road - Parcel ED-663-26).

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

28. Voucher approval.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kunding, Ledvina, Perock, Quigley, Raasch

29. Future agenda items.

Alderperson Kunding requested an update on the Nelson Pavilion project at the next Council meeting.

30. Adjournment.

Alderperson Carpenter moved, seconded by Alderperson Perock to adjourn the meeting at 8:12 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen, City Clerk