Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, February 13, 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	Alderperson	Present	
Pamela Gantz	Alderperson	Present	
James Boyd	Mayor	Present	
Amy Chandik Kundinger	Alderperson	Present	
John Quigley	Alderperson	Present	

Also present was Attorney Anthony Wachewicz, Human Resources Director Shannon Metzler, Finance Director/Treasurer Pamela Manley, Development Services Director Dan Lindstrom, Police Chief Jeremy Muraski (virtual), Fire Chief Al Matzke (virtual).

2. Approval of minutes from January 9, 2024 Regular Meeting of the Finance Personnel Committee

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
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 Services Billing Reports for January, 2024.

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

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

Alderperson Quigley had a question about overtime hours are low but a new hiring process will start come March. He just wanted clarification on that.

Chief Muraski was virtual to answer his question. We posted the new position and will begin interviews after we go through the preliminary review process of their resumes and applications. As of right now, we are 1 short of our normal numbers. This is a vacancy from the promotion of Srgt. Nowak to Captain. There will be 2 positions open. One to fill the existing vacancy and then an additional one to fill the anticipated vacancy this fall.

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

6. Consideration and Possible Action on a 2024 Budget Amendment to add Police Leases.*

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

7. Consideration and Possible Action on a revised purchase/sale and development agreement terms with FBS Investment Group LLC for an expanded manufacturing facility at 2257 American Blvd (WD-1371).*

Development Services Director Dan Lindstrom was present to talk. This location is Bayside Machine. In 2020 the agreement was approved and signed but COVID delayed things. They have expanded and grown, which made them have to lease spaces because timing, price, etc was never right. They would like to bring all of it back under one roof, expand office space, and re-brand their whole building as the headquarters. Looking to do this project in late 2024/early 2025. They were originally granted a site assembly grant from us, and they wanted to switch it to a PAYGO agreement to spread those dollars over time. They want to pay us for the land but we need a revised development agreement. The planning staff is recommending approval of this subject to the terms in the document.

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

8. Consideration and Possible Action on a revised purchase/sale and development agreement terms with GMS, INC for approximately 42,000 square foot (0.96 acre) portion of Parcel WD-1138 for an expansion to Badgerland Supply located adjacent at 1414 BUILDERS CT.*

Development Director Lindstrom is able to speak on this agenda item. This item is for Badgerland Supply. This was the 1st development south of Red Maple Rd that went into the City of De Pere, which also uses our rail line. For them to have to locate to expand is a bit of a challenge. We found a portion of a parcel that they could use, but found out we would need to relocated a storm sewer line on that parcel. From working with Engineering, we found out it would be quite costly to remove it because De Pere is very flat. Staff worked with Economic Development and Planning & Zoning worked with their aesthetics of their building in return to be closer to the lot line and leave the storm sewer where it is. We are trying to reserve as much land is we can, because Infinity Machine is looking to move next door. We asked their contractor to send us 2 quotes (1 for it being built how they want it done and 1 for it being built how the City would like it done). The increase was roughly $200,000. We are proposing the revised terms to be a site assembly grant and a portion of that one to be a project cost reimbursement grant of $40,000.

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

9. Consideration and Possible Action on sale and development agreement terms with Smet Construction Services Corp for Parcel WD-D0076 on Venture AV in the West Business Park.*

Director Lindstrom was present to speak on this agenda item. This was first brought to Finance and Personnel early last year. There was a site selection request from Smet Construction Services Corp regarding a site inquiry. They provided an example site plan to us. New potential value is about $3 million when you take a look at where we are at a dollar per cost per square foot for office space vs. Warehouse space. We are proposing the terms that are in the packet, with their goal to break ground as soon as possible. A site assembly grant of $213,000 and a project cost reimbursement grant. Their preference is an up front to reduce the cost for their client. Smet will own the project and lease it to their client.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

10. Consideration and Possible Action on a revised development agreement with MASK LLC and FLEX LLC (Belmark) for an expanded manufacturing facility located at 600 Heritage Rd (ED-F0096).*

Director Lindstrom is present to speak on this agenda item as well. This agenda item pertains to Belmark expansion. They have an existing agreement with the City from back in 2015 when the corporate headquarters and sky walk was constructed. In that agreement, it included what the project was and included 4 parcels. This is a parcel on it. That agreement states they receive 70% of increment until the TID closes from the new increment growth. We didn't want to have 2 separate development agreements for the same building, so we offered them the same terms of that existing agreement but keeping it in the same agreement. It would then create a project 1 and a project 2, each with certain time lines. The project 2 will be a 20,000 square foot expansion and relocation of some parking. It will create more storage so manufacturing can expand. We are proposing to extend the terms from the 2015 agreement, but to add another project to it.

The Alderpersons were very impressed and thankful for all of the new developments.

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

11. Consideration and Possible Action on Resolution for De Pere Common Council Authorization or Delegation of Payment of Vouchers or Invoices. *

City Attorney Tony Wachewicz was present to discuss. This resolution was brought up last year at the 4th of July meeting where staff was able pay vouchers or invoices in lieu of having the council approval. This delegates to the Finance Department or the City

Administrator to be able to pay these bills. Attorney Wachewicz said this is customary in other municipalities in our area. The Council will still have access to view these electronically.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	John Quigley, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

12. Consideration and Possible Action on a request from Definitely De Pere to waive Invoice #202307 related to the Tour De Pere special event for $1,881.00.*

Development Services Director Lindstrom was present to speak. He said there was a very significant last minute cost that came in, which was a massive detour cost. It was a detour for the day, in order for the bike race to go through some streets. It needed to be privately contracted out. Definitely De Pere has had numerous meetings for this coming years event to make it go smoother, including all of the finances. The route will be changing for this next year and George Street will not be impacted, and as a result, we shouldn't have as much of a detour cost. Broadway and Front Street are the only streets that will be impacted this year.

Alderperson Kundinger mentioned that it is a great event that brings people in to our Downtown and helps boost revenue. It is good knowing it isn't a re-occurring cost and more awareness each year to be a successful event.

Director Lindstrom mentioned that the Tour of America's Dairyland parent company was extremely happy with our turn out, especially being a 1st year event.

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

13. Consideration and Possible Action on the City of De Pere Investments and Cash Detail Report for Dec. 2023.

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

14. Future agenda items.

Alderperson Quigley brought up the discussion we had last month about being able to have virtual meetings if we don't have a lot on the agenda or if the weather is too dangerous for everyone to travel to City Hall. It would also be nice to save people from having to travel back and forth. Staff will be discussing this and will report back.

Mayor Boyd made a motion to adjourn the meeting. Alderperson Gantz seconded it. Adjourned at 8:12 pm.

15. Adjournment

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:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

Respectfully submitted,
Amy Darnick