Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, March 11, 2025	7:30 PM	335 S. Broadway, De Pere, WI 54115

I. Call to Order

1. Roll Call

Present: James Boyd, John Quigley, Devin Perock, Amy Kundinger
Absent:
Excused: Pamela Gantz
Also present:
City Manager Larry Delo, Assistant City Attorney Eric Erdman, Development Services Director Dan Lindstrom, Parks Director Marty Kosobuski, Finance Director Pam Manley, Alderman Hansen, Amy Darnick, Human Resources Director Shannon Metzler-online & Police Chief Jeremy Muraski- online.

2. Approval of the minutes of the February 11, 2025 Regular Meeting of the Finance/Personnel Committee.

RESULT:	**Passed**
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, John Quigley, Devin Perock, Amy Kundinger
NAYS:	None

3. Public Comment on 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. Consideration and Possible Action to Approve Unassigned Reserves to Fund the Ash Tree Replacement Program due to the NEW Tree Grant being put on hold. *

Parks, Recreation & Forestry Director Marty Kosobucki was here to speak on this agenda item.

We had a NEW tree Grant that was partially funded through US Forest Service. We were informed that funding was permanently on hold, which put our grant in a bad spot. At the time, they indicated they weren't going to fund any trees that were planted, and no trees would be funded in the forthcoming future. We received a call late yesterday that if we submitted our information yesterday, we could possibly receive funding for trees that were planted in 2024. We were informed that our information was accepted, and we should receive funding for those trees by the end of next week. NEW did confirm that future funding is permanently on hold. Our dilemma is that we have about 100 tree orders right now, so we need to make a decision if we are notifying the homeowners that we aren't able to honor those tree orders or the city will move forward and pay for the trees. $10,000 for the trees on order. We can cancel the orders if needed.

Motion is to not fund the future trees from the Ash Tree replacement program from unassigned reserves.

RESULT:	**Passed**
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, John Quigley, Devin Perock, Amy Kundinger
NAYS:	None

5. Consideration and Possible Action to Allow Tactical Emergency Medical Services (TEMS) Medics to Utilize Firearms When Deployed on SWAT Team.*

Chief Matzke was present to speak about this item. Jesse Belleau and Del Zuleger were present as well. This was brought in front of the Council and approved in 2022. This is to partner with the Sheriffs department to provide tactical medical providers embedded onto the SWAT team. In 2023 it changed that there are more integrated threats. It is important to embed the medical providers into the SWAT team. Medical providers would be on the team, in case someone were to get injured. Time is so important, the faster the care is provided, the better the outcome will be. If the Medical Team is at an event and the Law Enforcement Officers that were there protecting them were to get wounded, there wouldn't be protection against the medical providers. In 2023, the State of WI changed the law to allow them to carry firearms (when they are on a call with the SWAT Team). We are putting them in the best position to be successful and to not get harmed. When they aren't on the SWAT team anymore, their firearm would go back to the City, since it is owned by the City of De Pere.

Alderperson Kundinger asked if this would only be in certain types of calls. Chief Matzke responded that this is when the SWAT joint team in the County gets activated. They only carry those weapons once that team is activated because then they are under the authority and jurisdiction of the Sheriff.

RESULT:	**APPROVED**
MOVER:	James Boyd
SECONDER:	John Quigley
AYES:	James Boyd, Amy Kundinger, John Quigley, Devin Perock

6. Consideration and Possible Action on request to accept proposal and increase bonding for Fire Department storage shed.*

Chief Matszke was present to speak on this item. This was requested in the 2024 budget, which was a request for a cold storage building. It isn't a shed they will be working out of. Equipment has gotten bigger within the last couple decades, and they would like to make sure to protect their equipment and increase the longevity.
We put this out for proposals, but because the zoning is governmental zoning since it is on the same grounds as our Fire Department any building built in the zoning area must have the same criteria or masonry on the outside and certain types of material used for it. Because of that certain criteria, the building costs were more than we were anticipating. We budgeted $150,000 in the 2024 budget. RJM Construction has come in with the lowest bid. The entire project would be $68,000 short of getting completed.

Larry mentioned that part of this cost would be bonded later this year. We need authorization to bond more money than what was approved in the original proposed budget.

Kundinger has a question on the area for the shed. This would be at station 2, not station 1.

RESULT:	**APPROVED**
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Amy Kundinger, John Quigley, Devin Perock

7. Consideration and Possible Action on revised Sale Option Terms with James C Cornell for a new facility along Millennium CT from Parcel ED-2313-1 to Parcel ED-2311.*

Development Services Director Dan Lindstrom is present to speak on this item. Item request is to relocate an option. Jim Cornell Plumbing is looking to do an expansion or relocation to their existing businesses. They have outgrown their current location. Last year a 3-year option was issued to them as they worked through their planning. Site 1 is the relocated option. Staff is requesting that relocation and request that the option price be the same. The existing conditions will remain the same. Staff recommends approval of this request. The City's obligations are to prepare a CMS and wetland delineation and isolated wetland fill permits.

RESULT:	**APPROVED**
MOVER:	James Boyd
SECONDER:	Amy Kundinger
AYES:	James Boyd, Amy Kundinger, John Quigley, Devin Perock

8. Consideration and Possible Action on revised proposed sale and development agreement terms with BCD Holdings, LLC for a proposed development of Parcels ED-2313-1, ED-2314, ED-2315, and a portion of ED-2311 to develop a 172,000-square-foot multi-phased warehouse and manufacturing facility.*

Development Services Director Dan Lindstrom was present to speak on this agenda item as well. Similar request was made back in December. A small wetland issue arose. We have a proposed concept which has multiple phases. Phase 1 will primarily be a warehouse which will allow Bedford paper to relocate and expand that site. Phase 2 is a future converting line. This project is large, that is why there are extra protections listed in the conditions. Staff has requested they comply with the buffering, the limit the light exposure and the burning requirements. Increased landscaping and buffering. Proposed conditions are for a 120,000-square foot warehouse. Proposed value of $7 million. There won't be any bonding since it is a PAYGO percentage amount and that the land was already purchased.

RESULT:	**APPROVED**
MOVER:	Amy Kundinger
SECONDER:	Devin Perock
AYES:	James Boyd, Amy Kundinger, John Quigley, Devin Perock

9. Discussion and Possible Action on the current balance of Excess Stadium Tax funds.*

Finance Director Pam Manley is present to speak on this item. Alderperson Hansen had a request for an update on these funds. There are still 2 projects that are outstanding that haven't been completed yet. These projects were through Definitely De Pere. They plan to finish these 2 projects in early spring. $634.53 for Public Art initiative and $15,340.94 street scape projects. In addition to those projects, there were a couple of projects that came in under budget. We also continue to get additional funding every year from the State (when people go back and pay their sales tax that they were delinquent on) including the tax and interest. This leaves a total of un-obligated funds of $44,540.07. Director Manley's recommendation would be to use it on something to designate future funds.

City Manager Delo asked Director Manley if there were any restrictions on how the money could be used. Director Manley thought that it might have originally been bookmarked for tourism and economic development.

Alderperson Hansen was present at the meeting. He wanted to bring this forward because the money has been sitting there since he started in 2017. The last big amount was used at Voyageur Park for the playground. He suggests that department heads bring forward some project ideas. Director Manley would like to have it decided on how to move forward and not have to come back each time.

Alderperson Kundinger said how about spending it on Personal Development, Economic Development or seeing best practices at other places.

Manager Delo recommended we go back and look at the restrictions on the funding to begin with.

Director Manley found the restrictions. It states they have to use it for property tax relief, tax levy supported debt relief or economic development.

Alderperson Quigley said that of the funds that have been spent already, a lot of it has gone to playground equipment or public spaces. Could we use it towards the Parks Department?

Manager Delo stated that we could dedicate it towards parks, enhancements to Voyageur park, Riverwalk, etc. You would have to identify them in more detail.

Alderperson Kundinger thinks that it would be a good idea to get recommendations. There are other things that could be used and provide more engagement.

It is recommended that the City Manager incorporate the funds into a budget request on an annual basis as funds are available.

RESULT:	**APPROVED**
MOVER:	Amy Kundinger
SECONDER:	James Boyd
AYES:	James Boyd, Amy Kundinger, John Quigley, Devin Perock

10. Consideration and Possible Action on 2024 budget items carried forward to 2025.*

Finance Director Pam Manley was present to talk. This is a list of the items from 2024 that didn't get completed for the year they were there for. These were in the budget and department heads are requesting funds to be carried over to the 2025 budget and be completed in 2025.

RESULT:	**APPROVED**
MOVER:	James Boyd
SECONDER:	Amy Kundinger
AYES:	James Boyd, Amy Kundinger, John Quigley, Devin Perock

11. Consideration and Possible Action to Reclassify the Part-time Accountant position to Assistant

Finance Director position using unassigned reserves.*

Finance Director Pam Manley was present to speak about this item. We recently had our Accountant resign. We have a part-time position opening. As Director Manley is looking at the Finance department, there is a need for a full-time position. Now is the time to request and transition. This position would help back up the Finance Director in her absence. They would be more of an Accountant. Daily bank recon, tax collection, bank accounts, balance sheet, overseeing AP process, journal entries. This has been requested in the past by the prior Finance Director. She doesn't see the needs being met if we only hire a part-time employee. 50% general funds, 25% sewer, 25% water. This would then be added as a permanent position in the 2026 budget.

Alder Quigley asked what the salary would be coming in part way through the year.
Alder Kundinger said that it would be a smart move to hire a full-time position.

RESULT:	**APPROVED**
MOVER:	Devin Perock
SECONDER:	James Boyd
AYES:	James Boyd, Amy Kundinger, John Quigley, Devin Perock

12. Cash and Investments Report for January 31, 2025.

RESULT:	**APPROVED**
MOVER:	James Boyd
SECONDER:	John Quigley
AYES:	James Boyd, Amy Kundinger, John Quigley, Devin Perock

13. Future agenda items.

Alderperson Kundinger- wanting an update about Front street or Shopko development.

14. Adjournment.

Mayor Boyd moved, seconded by Alderperson Perock to adjourn the meeting at 8:20 PM. Upon vote, motion carried unanimously.

Respectfully Submitted,
Amy Darnick