Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, May 13, 2025 **7:30 PM** **335 S. Broadway, De Pere, WI 54115**

I. Call to Order

1. Roll Call

Present: Pamela Gantz, John Quigley, Devin Perock, Amy Kundinger
Absent:
Excused: James Boyd

Also present:

City Administrator, Kim Flom
Finance Director, Pam Manley
Parks Director, Marty Kosobucki
Public Works Director, Scott Thoreson
Community and Economic Development Specialist, Quasan Shaw
Development Services Director, Dan Lindstrom
Administrative Assistant, Amy Darnick
City Attorney, Joanne Bungert is attending virtual

2. Election of the Vice Chair of the Finance/Personnel Committee.

Alderperson Kundinger is nominated by Alderperson Gantz to be VP Chair of the Finance Committee.

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

3. Approval of the Minutes of the April 8, 2025 Regular Meeting of the Finance/Personnel Committee.

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

4. 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

5. Informational Update on the First Floor Remodel Project.

Finance Director Pam Manley was present to give an update.

$300,000 was what we previously budgeted for in our capital for 1st floor remodel. We are already getting estimates and doing drawings and the price tag is currently coming in over that. Included in that price adjustment, there have been a few additional items have been added because of a security component and ADA requirements. The security team said we should implement changes for security while we are doing the regular remodel.

We'd be looking at 2 counters with bank teller kind of windows. There will be a closed secured door also. Once we get the pricing in, they will bring it to the F/P committee and see if they approve it.

We are also going to set up a mothers room. That would be the primary use for that room, but there will be other options to use for it.

There are thing we planned on bonding for this year that we won't do anymore. She thinks we will still be within the general amount in total.

Aldperson Kundinger is wanting to clarify if these are additional things or just things costing more. Manley said that it is additional costs and the additional things that we've added, that really should be done while we do the remodel.

Aldperson Quigley asked if this is the first time the remodel has happened since the building has been built. This is really the first major overall besides adding cubicles.

Manager Flom stated that the need is here for remodeling because our staff is growing as well and we need adequate space for new hires to be placed.

Alderperson Gantz asked when we will receive the new bid information. It will probably be the July Finance meeting once we get the new information in, then it will proceed to Council after the Finance Committee.

6. Consideration and Possible Action on Award of Contract 25-16 Interstate Highway 41 City Sign Replacement.*

Development Services Director Dan Lindstrom was present to talk about this agenda item.
This is the next step in the process of the Hwy 41 sign replacement.

Earlier this year, staff put out bids for the replacement costs. Estimated costs were around $115,000 funded via TID. The designer of the sign (Elevate 97) came in with the lowest bid of $101,555. Staff is recommending approval for Elevate 97 on sign replacement. It will be paid by TID 15.

RESULT:	**Passed**
MOVER:	Devin Perock

SECONDER:	Pamela Gantz
AYES:	Pamela Gantz, John Quigley, Devin Perock, Amy Kundinger
NAYS:	None

7. Consideration and Possible Action on the Purchase of a New Chipper for the Parks Department with Funding to be Included in the 2025 Borrowing Schedule. *

Parks Director Marty Kosobucki is present to speak on this item.

Forestry division uses the chipper during the course of the year a lot. One was purchased in 2019, then an error code would occur within a year of purchase. Since 2020, we've had it back in for maintenance 10+ times.

We are looking to purchase a new chipper. We can't wait for them to continue to keep trying to fix it, instead to purchase new.

Alderperson Gantz asked how much it costs each time it needs repair. Kosobucki mentioned that it is still under warranty so we've had to pay very little. It is more about needing to have this equipment.

Alderperson Quigley mentioned that the plan is to continue to have the original one looked at and hopefully fixed, as well as purchase the new one. If the original one comes back fixed, then we could either sell it with a good return or keep for extra use.

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

8. Consideration and Possible Action for Proposed Development Agreement Terms with Phoenix of De Pere, LLC for a 168-unit Multifamily Development located on the North Side of Employers Blvd (WD-364-D-502-2, WD-364-D-502, and portion of WD-D0031).*

Development Director Dan Lindstrom was present to speak on this item.

This came to the Committee back in 2024 as the Preserve Development for a mixed ownership, condos/townhomes/apartment. The Developer found that the project wasn't feasible, which included a lot of infrastructure projects. Developer came back to the table, wants to provide more housing to the City. This is the first 2 phases of a 4-phase project. North of Employee Blvd. Phase 1 would build (2) 42 unit buildings, phase 2 would build 42 more, including a pool and clubouse. Phase 3 & 4 would be two additional buildings each time, containing 42 units similar to phase 1.

Staff is waiting on a revised concept layout. They are working on some underground utilities. This would offer a solution to some of our housing crisis.

Based off of their net operating income, the future value of the 4 buildings would assess at $26 million. Income-based approach, which would mean roughly a $400,000 base value. We are using a 6.75% cap rate. This is an income generation project is because the building is the project that is making money. Rate of return and rate of cost are on the lower end of the market averages. We did the whole analysis without our financing, and found the project has an internal rate of return of 8%, which will require the "but for" or stress test.

They will have to meet performance generations from an income-generation standpoint. The developer obligations are laid out in the information packet.

The City obligations are as follows: Street and stormwater infrastructure, Amend TID 15, incentives developer project cost reimbursement grant & Annual or "PAYGO" Project Grant Municipal Revenue Obligation (MRO).

Subject to City Attorney changes if needed. Timing on when this would go to council, hoping this would go as soon as possible.

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

9. Consideration and Possible Action for Proposed Purchase/Sale Agreement Option Terms with Ehlinger Properties LLC for a 4.3 acre portion of Parcel WD-L492-B-5 for Future Business Relocation and Expansion.*

Community and Economic Development Specialist Quasan Shaw is present to speak on this agenda item.

We have been meeting with John Ehlinger - located in the village of Ashwaubenon. They reached out to us, looking for a space to expand in the Village of Ashwaubenon, but didn't have any suitable land. Working with them on some sites for a little more than 6 months. Settled on this one on American Blvd. This site is roughly 9 acres. Possibly looking at splitting up the parcel. The portion that they are looking at is 4.3 acre, looking to build 40,000 square feet. A value of $3.1 million. They'd like to do a 3-year planning option, but can do a 30-month option instead. Calls for $40,000 an acre, but was increased to $60,000 by the council. We have been working with them for a while and are grandfathering them in at the $40,000 an acre, roughly $172,000 for their lot.

They started leasing out another warehouse space so they could advance purchase some certain things. They would like to build as soon as they can. 30 month max, but would like to get shovels in the ground sooner.

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

10. Consideration and Possible Action for Environmental Services for 100 Block S. Broadway St. BRRTS Site Investigation.*

Community and Economic Development Specialist Quasan Shaw was present to talk on this item.

Doing some environmental cleanup for the 100 block of Broadway St. This is in continuation with the Wi DNR. They are requesting 2 cross section diagrams for this to close out the project. Cedar Corp has reached out to us to request a small contract to put that together for roughly $2,500 for them to complete the drawings to satisfy the DNR requirements.

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

11. Investment Summary.

Motion to receive and put this information on file.

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

12. Future agenda items.

None

13. Adjournment.

Alderperson Quigley made a motion to adjourn. Alderperson Kundinger seconded. Meeting adjourned at 8:15 pm. Upon vote, motion carried unanimously.

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

Respectfully submitted,
Amy Darnick