



Finance/Personnel Committee

Regular Meeting

Minutes

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

Tuesday, June 10, 2025

7:30 PM

335 S. Broadway, De Pere, WI 54115

I. Call to Order

1. Roll Call

Also present:

City Manager, Kim Flom

City Attorney, Joanne Bungert

Development Services Director, Dan Lindstrom

Fire Chief, Brett Jansen

Finance Director, Pam Manley

Administrative Assistant, Amy Darnick

2. Approval of the Minutes of the May 13, 2025 Regular Meeting of the Finance/Personnel Committee.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	John Quigley
AYES:	James Boyd, John Quigley, Devin Perock
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/Personnel Committee. §6-3(f) DPMC

None

4. Consideration and Possible Action on the approval of the Non-Renewal of Emergency Medical Services Contract (EMS) with Town of Ledgeview dated January 1, 2012 and the approval of a new proposed Emergency Medical Services Contract (EMS) with the Town of Ledgeview effective January 1, 2026.*

Fire Chief Jansen was present to speak on this agenda item. We have been in contract since 2012 with Ledgeview. Tried to come up with a proposal to find a good per capita rate for Ledgeview, Lawrence and De Pere. We came up with a methodology that is based on cost revenue and population. The proposed draft has a 3-year contract for 2026, 2027, 2028. It would reset after 2028. Still in discussion on the exact terms. We have come to an agreement on pricing, and that will be the pricing moving forward in 2026. Looking for approval for the drafted contract to move forward to council. We have to provide the non-renewal by July 1 for the 180 days that is required in the contract. We would let Ledgeview know we are going to non-renew our 2012 contract, but we will continue discussions to finalize the draft contract for the new EMS contract moving forward that is more equal moving forward for all members of the

communities (Ledgeview, Lawrence and De Pere).

This is a Preliminary draft.

Approved the preliminary terms with Ledgeview and approve the 180 day non-renewal notification.

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

5. Consideration and Possible Action on the approval of the Non-Renewal of Emergency Medical Services (EMS) Contract with Town of Lawrence.*

Fire Chief Jansen was present to speak on this item as well. We have been in contract with Town of Lawrence since 2012. Offering a non-renewal contract ending Dec 31, 2025 for Lawrence since we did the same thing with Town of Ledgeview. Negotiations will continue with the Town of Lawrence. They have been informed there could be a notice coming forward soon, as we want to create equality moving forward. We want to put out the 180-day notice to the town of Lawrence, letting them know we are open in discussion for a new contract. We sent them proposed terms tonight.

Motion to move ahead with notice of 180 days of non-renewal.

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

6. Consideration and Possible Action on Johnson Controls Planned Service Agreement for Fire Alarm and Sprinkler Inspection (Fire Station #2).*

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

7. Consideration and Possible Action on Amendments to De Pere Municipal Code Chapter 54 - Buildings and Construction.*

This is to clean up the Chapter and to remove some congruences and add some clarity between the zoning code and building code.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Devin Perock

AYES:	James Boyd, John Quigley, Devin Perock
NAYS:	None

8. Consideration and Possible Action on the Review of the 30% Design Phase of the Downtown Parking Structure in connection with the Redevelopment of the former Shopko Site.

Development Services Director Dan Lindstrom was present to speak on this item. Our phase is kicking off- Parking ramp is the first big project in that TID. Design and Construction Manager at risk as two different contracts, which are GRAEF and Miron. There are some goals that we wanted for this project: To make sure this project is designed like the other developments that we have in our downtown, blending it into the community. We wanted it to be as future as ready, charging stations, minimal impact on staff, and the possibility of expandability in the future. We are a little bit further than the 30% design. A presentation showing the renderings, conversation pieces on sizing and over all amenities of the parking ramp.

Jason Gross from GRAEF was remote to present the 30% design of the downtown parking facility. Graef is the prime consultant & engineering, Bernersschober is the design architect and Miron is the construction manager. Jason went over some of the features of the parking ramp. It will have 3 levels, 248 parking spaces and approximately 90,700 square feet. It is a precast parking structure with state-of-the art parking equipment. It will also have low maintenance and maximum durability. Construction will be made so it doesn't look like a parking ramp. Want to be good neighbors and not have bright lights to the rest of the neighborhood. Variety of colors and textures on one of the sides that will be facing the rest of the development.

Elevator isn't required per code, but staff recommendation is to include that. We talked about the pre-cast system, wanting a cast cap on top of a pre-cast system, which would be a little more expensive on the front end, but would make it better for maintenance in the long run. We would need to get into a bidding system with a pre-caster, bidding that design part a head of time. Needing Approval of an additional \$15,000 for geotechnical work, the design contract amendment. Would need soil testing, additional information.

As part of the agreements with 550 W. Williams St. building, as well as the hotel project, the computer system is designed to reserve a certain amount of stalls for those buildings. This would allow people who have parking passes to make sure they have spots for them while they are there.

Recommendations:

- Elevator in the design construction
- Hybrid pre-cast system with the cast cap
- Hybrid system with embedded brick
- The design contract amendment in the amount of \$15,000 to GRAEF for geo-technical work

A summer time frame for opening the parking ramp would be Summer of 2026. The work on the parking structure can be done during the winter season since the work is done inside the building.

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

9. Consideration and Possible Action on approval to switch to Commercial Rewards Card.*

Finance Director Pam Manley was present to speak on this item. We currently have credit cards that department heads and some staff members can use. She has been pushing to use these cards. We've had more requests for additional cards and higher limits. They didn't want to add any new users with the current card we have. They showed her a demo of a couple of other cards. She would like to switch to the commercial rewards card. It would be a joint liability card, instead of personal. With this, departments will be able to log in and see a balance and submit receipts. It will help streamline statements.

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

10. Consideration and Possible Action on approval of Preliminary 2025 Borrowing.

Finance Director Pam Manley was present to speak on this item. This is our first look at 2025 borrowing requests. We had approved the amounts for purchase, with some departments receiving goods already, and now we have updated some values. Many cases, we are requesting less, realize that some programs changed on things we wanted to do, or we didn't do them.

Baird will review this list and look at the terms of the notes (10 year/20 year) and look at what is taxable and non-taxable.

Approved preliminary 2025 borrowing.

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

11. Investments Summary

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

12. Future agenda items.

None

13. Adjournment.

Mayor Boyd moved, seconded by Alderperson Quigley to adjourn the meeting at 8:22 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Amy Darnick