Common Council

DE PERE

Regular Meeting

Approved Minutes

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

Tuesday, July 15, 2025	**7:30 PM**	**Council Chambers/Virtual**

I. Call to Order

The meeting was called to order at 7:30PM by Mayor James Boyd.

1. Roll Call

   Present: Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

2. Pledge of Allegiance to the Flag.

3. Approval of the minutes of the June 17, 2025 Common Council meeting.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter
SECONDER:	Devin Perock
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

4. Approval of the minutes of the June 25, 2025 special meeting of the Common Council.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jonathon Hansen
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

5. Public Hearing to Act on a Request for a Zoning Map Amendment at the 1900 block of Ridgeway Drive.

   A. Notice of public hearing.

      The public hearing notice was published in the Press Times on June 27th and July 3rd, 2025.

   B. Recommendation from Plan Commission.
      Development Services Director Dan Lindstrom reviewed the request. Mayor Boyd declared the public hearing open; no one wished to speak so he declared the public hearing closed.

   C. Ordinance #25-08 Approving Zoning Map Amendment from RM-2 Multi-Unit (7+ Units) Residential District with a Planned Development District Overlay to RM-2 Multi-Unit (7+ Units) Residential District (1900 Block Ridgeway Drive; Parcel ED-1164-R-32-2).

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Pamela Gantz
SECONDER:	Jonathon Hansen
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

6. 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

   Alderperson Quigley announced that he has decided to resign his position because he will be moving out of De Pere. Mayor Boyd presented Quigley with a plaque and thanked him for his years of service.

Note: Agenda items #13 and 14 were taken up after public comment.

7. Proclamation for National Night Out August 5, 2025.

8. Recommendation from the Board of Park Commissioners to approve De Pere Youth Hockey Association (DPYH) donation proposal of up to $50,000 for De Pere Ice Center improvements.

   Parks Director Marty Kosobucki reported that if the rink is abandoned within two years and the donation must be refunded, unassigned reserves would be an option for repayment. He also stated that if staff strategizes appropriately, there could also be unspent dollars remaining in the ice arena fund. Staff has not established a timeline for the improvements, but if approved they will schedule a meeting with DPYH and Brown County Ice Management.

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	John Quigley
SECONDER:	Shana Ledvina
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

9. Recommendation from Historic Preservation Commission to approve the final draft of the State Bank of De Pere National Register of Historic Places Registration Form as part of the process to designate 127 N Broadway ST as a historic property on the State Register and National Register of Historic Places (Parcel ED-768).

   Alderperson Hansen thanked property owners Gretchen & Scott Trowbridge for pursuing the designation, and consultant Legacy Architecture for their work on the project. He noted that a few very minor corrections were requested at the June Historic Preservation Commission meeting, and asked staff to add the word "Street" to any references to N Broadway in the document.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jonathon Hansen
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

10. Recommendation from Plan Commission to approve a 10-lot extraterritorial final plat of Grande Ridge Estates Second Addition at 3400 BLK Heritage RD in Ledgeview (Parcels D-2573, D-2574, D-2580).

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter
SECONDER:	Shana Ledvina
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

11. Recommendation from the Finance-Personnel Committee to approve the 2024 Management Letter and Financial Statements.

Elizabeth McMasters from CliftonLarsenAllen LLP (CLA) reviewed the executive summary and financial statements prepared for the audit. She noted that CLA issued a clean/unmodified audit opinion for the City, and explained the two findings in the analysis of the City's internal controls. Discussion followed regarding the medical self-insurance funds and the status of the water utility. A separate Independent Accountants' Report was distributed to council members; it is attached to these minutes as Exhibit A. The auditors did not have to do a single audit for ARPA funds, but were able to do this examination letter instead to review ARPA dollars spent in 2024. Ms. McMasters and staff then answered council members' questions about the aging water infrastructure and the unassigned fund balance.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

12. Recommendation from the License Committee on a Class "B" fermented malt beverage/"Class B" intoxicating liquor license renewal application for El Bistro Taco for the licensing period of July 1, 2025 through June 30, 2026.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

13. Recommendation from the License Committee on a request by Austin Remington-Strombach to appear regarding the denial of his operator license application.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

14. Recommendation from the License Committee on a request by Alfred Nelson to appear regarding the denial of his operator license application.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter

SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

15. Consideration and Possible Action on the De Pere Home Improvement Loan for Kristy Pikus, property owner at 606 N. Clay Street, De Pere WI 54115.

RESULT:	**APPROVED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	James Boyd
SECONDER:	John Quigley
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

16. Staff presentation and periodic update to the Comprehensive Plan Update Process.

    Development Services Director Dan Lindstrom presented the draft of the update to the City's comprehensive plan. He provided an overview of the shift in plan structures, and reviewed the next steps of the process. Lindstrom then fielded questions from council members on the project's steering committee and the West Downtown Master Plan.

17. Resolution #25-73 Authorizing Amendment to AIA Document B101-2017 Standard Form of Agreement with GRAEF-USA, Inc. for Public Parking Structure at 230 N Wisconsin St (ED-875).

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	James Boyd
SECONDER:	Dan Carpenter
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

18. Resolution #25-74 Extending the Life of Tax Incremental District No. 8 for the Purposes of Funding Affordable Housing and Improving Housing Stock in the City of De Pere.

    Development Services Director Dan Lindstrom explained that staff plans to replenish funds in existing housing programs with this extension.

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Jonathon Hansen
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

19. Resolution #25-75 Terminating Tax Incremental Financing District No. 8.

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

20. Resolution #25-76 Terminating Tax Increment District No. 16.

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Dan Carpenter
SECONDER:	Devin Perock
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

21. Resolution #25-77 Authorizing AIA Documents A133-2019 and A201-2017 with Miron Construction for Public Parking Structure at 230 N Wisconsin St (ED-875).

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	John Quigley
SECONDER:	Shana Ledvina
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

22. Resolution #25-78 Authorizing Professional Services Agreement Change Order with Stantec Consulting Services Inc. (2535 Lawrence Drive).

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Dan Carpenter
SECONDER:	James Boyd
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

23. Resolution #25-79 Authorizing Parameters for 2025A G.O. Promissory Notes.

    Baird Managing Director Justin Fischer reviewed the packet he distributed at the meeting, which has been attached to these minutes as Exhibit B. He summarized the three different financings under consideration tonight, and explained the timeline for approval, bond sale, and closing. Fischer reported that the City is in good standing with its Moody's rating and borrowing capacity, and continues to pay down debt while seeing significant growth from development.

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	James Boyd
SECONDER:	Dan Carpenter
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

24. Resolution #25-80 Authorizing Parameters for 2025B Taxable General Obligation Promissory Notes.

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Shana Ledvina
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

25. Resolution #25-81 An Initial Resolution Authorizing General Obligation Promissory Notes.

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	James Boyd
SECONDER:	Devin Perock

AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

26. Resolution #25-82 Providing for the Issuance and Establishing Parameters for the 2025C Note Anticipation notes.

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Devin Perock
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

27. Appointment to the Downtown De Pere Business Improvement District Board.

    Kim Flom - Term to expire: June 30, 2027

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Boyd
SECONDER:	Amy Kundinger
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

28. Reappointments to the Downtown De Pere Business Improvement District Board.

    Mary Boyd and Tom Gavic - Terms to expire: June 30, 2027

    Maya Romboy and Rich Starry - Terms to expire: June 30, 2028

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Amy Kundinger
SECONDER:	Shana Ledvina
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Devin Perock, John Quigley, James Boyd

II. Future Agenda Items

Alderperson Carpenter requested an update on water utility infrastructure, and the progress on its conversion to plastic. This request will go to the Board of Public Works.

Alderperson Hansen noted that his district has a couple of alleys with severe potholes; he asked staff to present the most recent PASER ratings for all alleys in the City at a future Board of Public Works meeting. He would like to see a discussion about how many alleys could be repaired over the next five years with the existing budget, and whether additional funding should be considered.

III. Adjournment

Alderperson Quigley moved, seconded by Mayor Boyd to adjourn the meeting at 8:51 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen, City Clerk

July 15, 2025
Common Council meeting
Exhibit A

ftonLarsonAllen LLP
\connect.com

INDEPENDENT ACCOUNTANTS' REPORT

City Council
City of De Pere, Wisconsin

We have examined the City of De Pere, Wisconsin's (the City) compliance with the compliance requirements "activities allowed or unallowed" and "allowable cost/cost principles" (the specified requirements) as described in Part IV "Requirements for an Alternative Compliance Examination Engagement for Recipients That Would Otherwise be Required to Undergo a Single Audit or Program-Specific Audit as a Result of Receiving Coronavirus State and Local Fiscal Recovery Funds" of the CSLFRF section of the 2024 OMB *Compliance Supplement* (referred to herein as "Requirements for an Alternative CSLFRF Compliance Examination Engagement") during the year ended December 31, 2024. Management of the City is responsible for the City's compliance with the specified requirements. Our responsibility is to express an opinion on the City's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; and in the "Requirements for an Alternative CSLFRF Compliance Examination Engagement." Those standards and requirements require that we plan and perform the examination to obtain reasonable assurance about whether the City complied, in all material respects, with the specified requirement referenced above. An examination involves performing procedures to obtain evidence about whether the City complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the City's compliance with specified requirements.

In our opinion, the City complied, in all material respects, with the specified requirements referenced above during the year ended December 31, 2024.

Other Reporting Required by *Government Auditing Standards.*

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud, and noncompliance with provisions of laws, regulations, contracts, or grant agreements that have a material effect on the City's compliance with the specified requirements and any other instances that warrant the attention of those charged with governance. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on the City's compliance with the specified requirements and not for the purpose of expressing an opinion on the internal control over the specified requirements or on compliance and other matters; accordingly, we express no such opinions. The results of our tests disclosed no matters that are required to be reported under *Government Auditing Standards.*

Intended Purpose

The purposes of this examination report is solely to express an opinion on whether the City complied, in all material respects with the specified requirements referenced above during the year ended December 31, 2024. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Green Bay, Wisconsin
July 8, 2025

July 15, 2025
Common Council meeting
Exhibit B

City of De Pere

City Council Meeting - 2025 Plan of Finance

July 15, 2025

Justin A. Fischer, Managing Director

jfischer@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3827

City of De Pere

City Council Meeting - 2025 Plan of Finance

July 15, 2025

Borrowing/Structure/Purpose

Estimated Size:	$32,135,000	$5,860,000	$7,225,000
Issue:	General Obligation Promissory Notes, Series 2025A (the "Series 2025A Notes")	Taxable General Obligation Promissory Notes, Series 2025B (the "Series 2025B Notes")	Note Anticipation Notes, Series 2025C (the "Series 2025C Notes")
Purpose:	• Fund 2025 CIP o Levy Supported Projects o TID 11 Projects o TID 12 Projects o TID 15 Projects o TID 17 Projects o TID 18 Projects o Water Supported Projects	• Fund 2025 CIP o TID 7 Projects o TID 11 Projects o TID 12 Projects o TID 17 Projects • Capitalized Interest through 2027 (TID 17 Only)	• Fund 2025 CIP o TID 18 (Parking Ramp) • Capitalized Interest through 2027 (TID 18)
Structure:	Matures September 1, 2026 – 2045	Matures September 1, 2026 – 2040	Matures September 1, 2030
First Interest:	March 1, 2026	March 1, 2026	March 1, 2026
Preliminary Call Date:	September 1, 2034 or any date thereafter	September 1, 2034 or any date thereafter	September 1, 2028 or any date thereafter
Estimated Interest Rate:	4.75%	5.75%	4.75%
Not-to-Exceed Interest Rate (Parameter):	*5.00%*	*6.00%*	*5.00%*
Not-to-Exceed Par Amount (Parameter):	*$32,135,000*	*$5,900,000*	*$7,300,000*

City of De Pere

City Council Meeting - 2025 Plan of Finance

July 15, 2025

Tentative Timeline

- Finance/Personnel Committee considers Plan of Finance and Parameters Resolutions for the Notes .... July 8, 2025

- Preparations are made for issuance .... Ongoing
  - ✓ Official Statement
  - ✓ Moody's Rating
  - ✓ Marketing

- City Council considers Finance/Personnel Committee recommendation and adopts Parameters Resolutions .... July 15, 2025

  A Parameters Resolution defines a narrow set of parameters for the issuance of the Series 2025A Notes, Series 2025B Notes, and Series 2025C Notes (collectively, the "Notes"). Provides additional flexibility to lock-in long-term interest rates between Council meeting dates and when timing is optimal.

  - Authority for final sign-off on the sale of the Notes, within designated parameters, is delegated to the Finance Director, or in her absence, the Mayor or City Manager (each an "Authorized Officer").

- Tentative Sale of Notes (target week to finalize terms and interest rates) .... Week of August 11, 2025

  Designated parameters established in Parameters Resolutions are met.

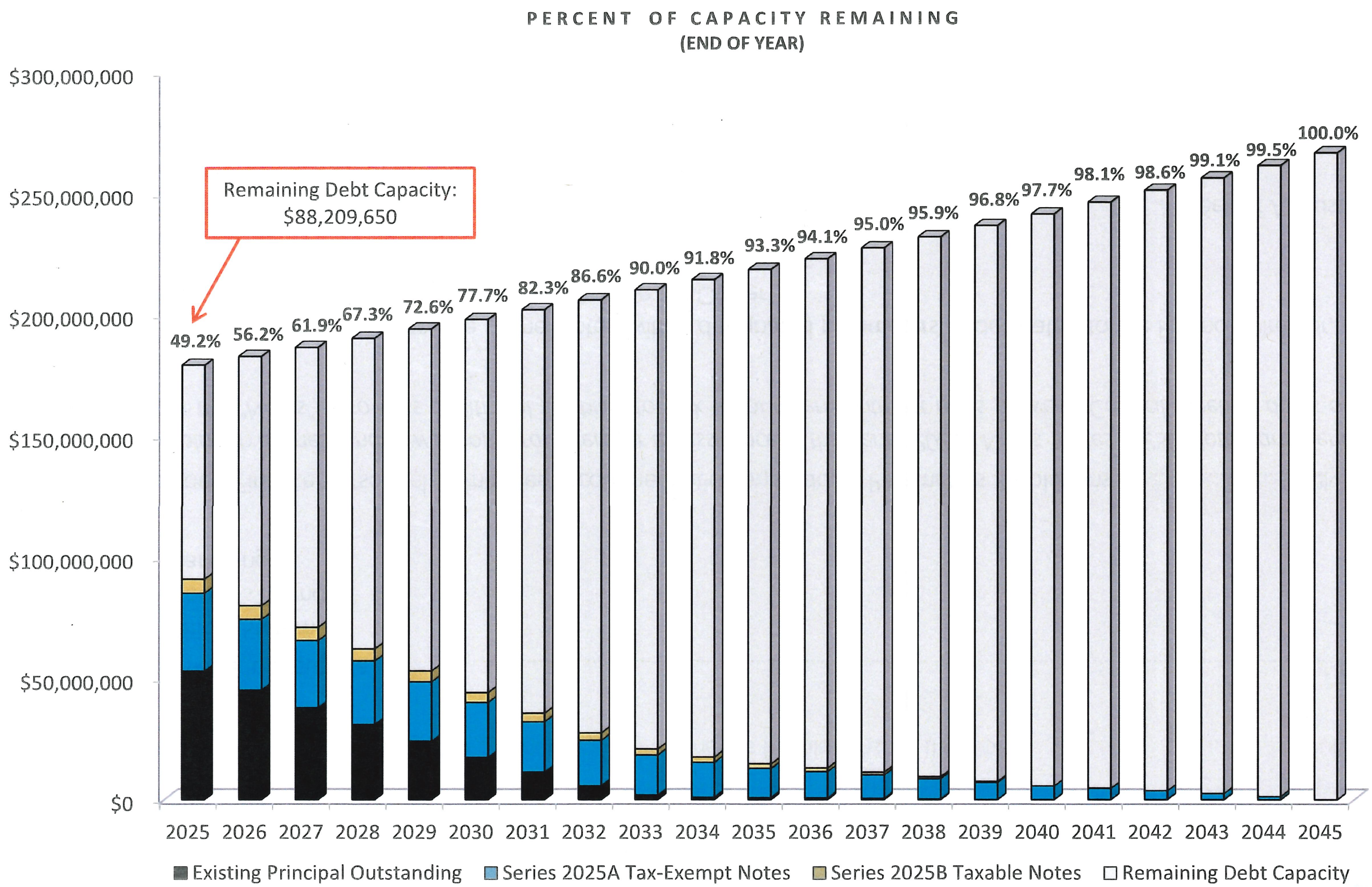
- Closing (funds available) .... September 4, 2025

City of De Pere

City Council Meeting - 2025 Plan of Finance

July 15, 2025

General Obligation Borrowing Capacity (5% of Equalized Valuation)



Note: Future capacity based on the 2024 Equalized Valuation (TID-IN) of $3,584,193,000 with annual growth of 2.00% (beginning in 2026 & annually thereafter).