



Finance/Personnel Committee

Regular Meeting

Minutes

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

Tuesday, July 8, 2025

7:30 PM

335 S. Broadway, De Pere, WI 54115

I. Call to Order

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

1. Roll Call

Present: James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunding

2. Approval of the minutes of the Minutes of the June 10, 2025 Regular Meeting of the Finance/Personnel Committee.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Pamela Gantz
SECONDER:	John Quigley
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunding

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. For consideration and possible action on the approval of the 2024 Management Letter and Financial Statements.*

Scott Sternhagen and Elizabeth McMasters from CliftonLarsonAllen LLP presented the management letter and executive audit summary to the Committee. They reported that the audit resulted in an unmodified opinion, which is the highest mark the City can get. The City received two findings on internal controls; one of them occurs every year because the auditors prepare the financial statements, which is common with many municipalities. The second finding relates to an adjustment in the way sick leave is recorded in the general fund. The auditors reported that they were able to do an examination report instead of a single audit on the status of the ARPA funds.

Sternhagen and McMasters then provided a summary of the City's governmental fund balances. They reported that the unassigned fund balance had a 14% increase last year. Some of this was due to budget carryover requests, and some was due to Police Department/Fire Department back pay. The auditors then reviewed the City's self-insured medical funds. Finance Director/Treasurer Pam Manley reported that premiums were increased 10% last year, and staff will be proposing another increase this year.

Sternhagen reported that the water utility is spending significantly more than what is coming in through user fees. He recommended that the City must limit spending to what is budgeted for the water utility, and make sure to follow the capital plan. The auditors then answered questions about the ratings process

and remaining ARPA fund obligations.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunding

5. For consideration and possible action on Parameters Resolution for the 2025A G.O. promissory notes.*

Justin Fischer, managing director for Baird, distributed a report to committee members containing an overview of this year's borrowing plan, and provided an update on the current municipal bond market. He explained that there are three different elements to the 2025 borrowing plan: Note A will fund a variety of capital improvement projects; Note B will fund capital improvement projects for the TIDs. Note C will fund the City-owned parking ramp in TID 18. Fischer then reviewed the tentative timeline for the approval, sale, and closing of the borrowings. He noted that the City's outstanding general obligation debt has been going down every year, and that we will still have 49% of our borrowing capacity after the 2025 financings are complete.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunding

6. For consideration and possible action on Parameters Resolution for the 2025B Taxable G.O. promissory notes.*

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	John Quigley
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunding

7. For consideration and possible action on Initial Resolution for G.O. promissory notes.*

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunding

8. For consideration and possible action on Parameters Resolution for the 2025C Note Anticipation notes.*

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunding

9. Cash and Investments Report

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	John Quigley
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunding

10. Future agenda items.

None.

11. Consideration of request by Chad Zeske, agent for Holy Smokes, to appear before the Finance-Personnel Committee regarding the denial of his Cigarette, Tobacco, and Electronic Vaping Device Retail License application.

City Attorney Joanne Bungert explained the hearing process for committee members and the petitioner.

City Clerk Carey Danen swore in petitioner Chad Zeske, who made a statement regarding the circumstances which prompted the denial of his renewal application and answered questions from Assistant City Attorney Eric Erdman. The Clerk then swore in De Pere Police Officer Joe Johnson, who provided witness testimony regarding the results of the background check conducted by his department.

Clerk Danen explained that the Department of Revenue created agent forms for CTV license applications last year, and that 2025 is the first year that her department sent these agent forms to the PD for background checks. Assistant Attorney Erdman then posed follow-up questions to the petitioner.

Eric explained the state statute that it's granted under. States cannot issue a license to anyone convicted of a felony subject to rehabilitation. There are options that the Finance-Personnel Committee has, and the types of documentary evidence that can be considered for rehabilitation. Material circumstances of the crime and the circumstances at the licensed premises and chances for recidivism.

Mayor Boyd moved, seconded by Alderperson Kundinger to enter into closed session at 9:08 PM. Upon vote, motion carried unanimously. Mayor Boyd moved, seconded by Alderperson Quigley to return to open session at 9:30 PM. Upon vote, motion carried unanimously.

Mayor Boyd moved, seconded by Alderperson Gantz to approve the petitioner's appeal, contingent upon submission of documentation confirming successful completion of probation for the felony conviction in 2020.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kundinger

PLEASE TAKE NOTICE that the Finance Personnel Committee may convene in closed session pursuant to Wis. Stat. §19.85(1):

(a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. (b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

The Finance Personnel Committee may then reconvene thereafter in open session pursuant to Wis. Stat. §19.85(2) to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

12. Adjournment.

Mayor Boyd moved, seconded by Alderperson Gantz to adjourn the meeting at 9:32 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Amy Darnick