



Finance/Personnel Committee

Regular Meeting

Minutes

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

Tuesday, August 12, 2025

7:30 PM

335 S. Broadway, De Pere, WI 54115

I. Call to Order

1. Roll Call

Present: James Boyd, Pamela Gantz, Amy Kundinger, Devin Perock

Absent:

Excused:

Also present: City Manager Kim Flom, City Attorney Joanne Bungert, Assistant City Attorney Eric Erdman, Police Chief Jeremy Muraski, City Clerk Carey Danen, Finance Director Pamela Manley, Administrative Assistant Amy Darnick and members of the community.

2. Approval of the Minutes of the July 8, 2025 Regular Meeting of the Finance/Personnel Committee.

RESULT:	Passed
MOVER:	Devin Perock
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, 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 on Police Request to Spend \$10,000 from Unassigned Reserves due to Garage Fire.*

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Devin Perock, Amy Kundinger
NAYS:	None

5. Consideration and Possible Action on Police Department Request for Over Hire.*

Chief Muraski was present to speak about this agenda item. In anticipation for 2 vacancies at the end of this year or early January 2026, the Police Department would like the option or ability to temporarily request an overhire. He would like to get the new officers in and partially trained before those vacancies

actually occur. It takes 16 weeks of field training once they are hired before they step in the door because of background checks, medical assessment etc. They would like this to happen in fall of 2025 or beginning of 2026.

Would like them (for budget reasons) to hire them before the end of the calendar year.

Aldersperson Kunding has a question about budgeting with the hiring consideration. Can we carry monies/rollover within the police department so it isn't a special request each time this happens? Finance Director Manley responded that is not how our budget is currently set up. If this gets approved tonight, we would wait to see if it gets filled, if they end up having an overtime, we'd see what the cost is for the total of this year. Then we'd bring back a resolution for budget amendment for the unassigned reserves to be used for the overtime in the beginning of 2026. Preparing for that backfill for when we have the vacancy.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Amy Kunding
AYES:	James Boyd, Pamela Gantz, Devin Perock, Amy Kunding
NAYS:	None

6. Consideration and Possible Action on Approval of the Paramedic Reimbursement Program.*

Make a motion to hold this agenda item for a future meeting. Staff is working with EMS. Move this to the September 9, 2025 meeting

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	None
NAYS:	None

7. Consideration and Possible Action on Assessor Services Agreement.*

Carey Danen, City Clerk was present to speak on this item. We had a team of city staff that reviewed the 2 proposals. We asked in the RPF to provide 2 options (1- the Annual Interim Market update 2- The alternating blend). Considering the cost differences.

Approve Accurate for the 1-year extension. Then looking the blending for maintenance. Pros and cons of doing the blended or the evaluation every year. We have been doing the full one every year. The difference with the blended, the dollar amount wouldn't go up that second year, but would go up higher on the third year. This option is a stair step option instead of a slow/steady increase.

Aldersperson Gantz asked if we would ever hold a meeting with residents to see what they wanted. Also asked if we could do a survey.

City Manager Flom said that she would like the 1-year extension and have the bigger pool option. There are a lot of considerations on both sides. She thought that we could look into a survey, a very informal poll. She mentioned asking friends and neighbors to get their opinions as well.

Aldersperson Kunding mention that prices are going to continue to rise. We need to continue to show

the value for the investment. Wonderful public facilities/ amenities, school districts, etc. Living in this area, with the services that we get is a good point.

Mayor Boyd mentioned that the interest rates have been high for the last couple of years. Talk to neighbors and friends about input.

Aldersperson Gantz asked how the assessments done. Do they actually go to the property or is it done electronically? Clerk said they are going off of recent sales, they do go out to new construction. They are not going out to every property in the city. It would be a huge undertaking and very costly.

Shanda with Accurate Appraisal said that only about 20% of people will open their doors, so you couldn't get accurate data.

Forward appraisal was also present and said that they will try to get into a certain amount of homes within a certain amount of years. It helps with keeping your records updated.

Any property owner can request someone to come and appraise their home.

Someone can call the appraiser and ask to flag the property to have them come look at the following year.

Just because the appraiser amount goes up doesn't mean that the tax bill will go up. It varies for each property.

Some municipalities can work with their appraiser and give an estimate.

Staff is recommending to go with Accurate with the 1 year interim market update for \$76,800 and publishing an RFP for Assessment services in 2026.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Amy Kunding
AYES:	James Boyd, Pamela Gantz, Devin Perock, Amy Kunding
NAYS:	None

8. Consideration and Possible Action on 2024-2025 Property Tax Bill Preparation Agreement with Brown County.*

Pam Manley was present to speak about the item. Looking to have the county print and send the bills.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Devin Perock, Amy Kunding
NAYS:	None

9. Cash and Investments Report.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz

AYES:	James Boyd, Pamela Gantz, Devin Perock, Amy Kundinger
NAYS:	None

10. 2026 Budget Status Discussion.

City Manager Kim Flom was present to speak on this agenda item.

This week, department directors submit their budget to review on Friday. Looking at where they are at, what they still need this year and what they are needing next year.

Preliminary numbers 1.68 %, .3% higher than last year for construction. A little higher than last year. We will then get a feel for what we can pull together for next year.

October 8 is our budget study session.

We are in a great financial place right now.

11. Future agenda items.

None

12. Consideration of request by Haisan T. Williams, owner of Buddy's Breakfast Burgers, LLC to appear before the Finance-Personnel Committee regarding the denial of his Mobile Food Establishment application.

Attorney Bungert was present. She talked about how the procedure requirements go. Both parties will be able to present evidence and testimony. The committee will be able to ask questions throughout the process. Then the committee will go into closed session to make a decision and then open the meeting back up. Haisan Williams is present.

Attorney Erdman, on behalf of the City will present first. He stated we are here today to talk about the application denial of the mobile food truck establishment that Mr. Williams appealed. Attorney Erdman called Chief Muraski to the stand to talk about the background check process with these types of applications. Police Chief Muraski explained the background process. When they receive an application from the Clerk's Office, they go to a number of resources. Chief reviewed the background history of the applicant. He mentioned that the charges were from a while ago, but recommended a denial of the application. In the case of a mobile vendor, it is hard to be able to follow up on a complaint, since they don't know where they will be doing business on any given day.

Mr. Williams was sworn in by City Clerk, Carey Danen. The conduct was 30 years removed. He believes that the charges he's had in the past have no bearing in relation to his operation of a food truck. He takes care of the finances, customer service, social media, marketing, cash handling, prepping food, etc each day for his food truck. He is trying to do things correctly by applying for the application, trying to add value to the community that they live in by providing food to the community. His goal is to run his business in the City of De Pere.

Aldersperson Kundinger asked if he operates in Green Bay and Mr. Williams responded that he does. Aldersperson Gantz asked where else he holds a license. Mr. Williams responded that he operates in the City of Green Bay, Howard is pending, he has served in Oshkosh. Every place he operates, he checks to see what is required before operating in the town/city.

Mayor Boyd asked if they have a physical location for their business. Mr. Williams said they have a home base at La Catrina in De Pere.

Mr. Williams had numerous character witnesses; 2 were virtual and 2 in-person. All of his witnesses

talked very highly of him and his work ethic and how he is an upstanding citizen and wants to invest in his community.

Attorney Erdman's ending statements. These are difficult decisions. 2 different instances. He has turned it around and done a lot of good. Encouraging us to look at everything before making a decision. Mr. Williams does have the WI food license at a home location already, but is looking for a mobile food truck license.

Mr. Williams had an opportunity to give his closing remarks. He is looking for a place to have his food truck to be able to make a living.

Aldersperson Gantz asked if there was anything on his record within the last 10 years, but there are no criminal convictions.

Mayor Boyd moved, seconded by Aldersperson Gantz to enter into closed session at 9:12 PM. Upon vote, motion carried unanimously. Mayor Boyd moved, seconded by Aldersperson Gantz to return to open session at 9:41 PM. Upon vote, motion carried unanimously.

Mayor Boyd moved, seconded by Aldersperson Perock to approve the petitioner's appeal, contingent upon submission of evidence showing successful completion of probation for the applicable felony conviction.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, Devin Perock, Amy Kundinger
NAYS:	None

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. 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.

13. Consideration and Possible Action on the Findings of Fact and Conclusions of Law to approve the appeal of Chad Zeske, agent for Holy Smokes, as to the denial of his Cigarette, Tobacco and Electronic Vaping Device Retail License Application.

Attorney Bungert was present to speak on this item. The Committee recommended approval of appeal to allow license regarding completion. License was issued. Adopting the written findings of the committee.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, Devin Perock, Amy Kundinger
NAYS:	None

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. 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.

14. Adjournment.

Mayor Boyd moved, seconded by Alderperson Gantz to adjourn the meeting at 9:44 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Amy Darnick