



Finance/Personnel Committee

Regular Meeting

Minutes

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

Tuesday, September 9, 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, Casey Nelson, Devin Perock

Absent:

Excused:

Also present: City Manager Kimberly Flom, City Attorney Joanne Bungert, Finance Director Pam Manley, Health Department Director Chrystal Woller, Development Services Director Dan Lindstrom, and Administrative Assistant Amy Darnick.

2. Approval of the Minutes of the August 12, 2025 Regular Meeting of the Finance/Personnel Committee.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, 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 and Personnel Committee. §6-3(f) DPMC

None

4. Consideration and Possible Action on Approval of the Paramedic Reimbursement Program.* (Held over from the August 12, 2025 meeting).

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

Hold until October 14

5. Consideration and Possible Action on grant funds awarded to De Pere Health Department through the WI DPH Consolidated Contract #155015 and #15580 in the amount of \$28,856.*

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

6. Consideration and Possible Action on the Consent to Sublease for Colocation at the City of De Pere Tower Site located at 400 Lewis Street. *

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

7. Consideration and Possible Action on Redevelopment Agreement Terms with Ninth Street Development LLC for the Redevelopment of 114 S Ninth Street into a Multi-Tenant Commercial Development (Parcel WD-D0200-4).*

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

Development Services Director Dan Lindstrom was present to speak on this agenda item. Development term sheet review for a rental commercial tenant space on 9th street. We have been working with the land owner on what to do with this property. This went through a couple of different revisions. Since that time, we have adopted a new zoning code which has changed how they implemented their plans for this site.

In the packet, you'll have a multi-tenant space that is trying to use the shape of the lot that is currently there. Changes from the previous developer on a cost perspective. All the additions/changes that the code is requiring are causing the \$350,000 gap. Staff has reviewed their development proforma and has run our own numbers.

11 units in the building, completely commercial. 9% vacancy stabilized, 3% annual lease rate inflation, 3% expense rate inflation. Return on equity 8-9%. Did a proforma review, the purpose is to create new commercial and retail spaces in the Main Ave commercial corridor. The "but for" test is being met.

Staff is recommending approval subject to some conditions.

Developer obligations

\$55,000 annual revenue.

Developer project cost reimbursement grant

Ten year look back provision.

Aldersperson Kundinger wanted to verify this will be a commercial property completely. Director Lindstrom confirmed.

Aldersperson Kundinger also asked if there was a way to get more foot traffic instead of being more car

focused. Director Lindstrom said there is a sidewalk, which will help with some foot traffic.

- 8. Consideration and Possible Action on 2025-2026 Auditing Services Agreement with CliftonLarsonAllen LLP.*

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

Finance Director Pam Manley was present to speak on this agenda item. Realizing we aren't under an agreement for 2026. Looking to see if they can do a 2-year agreement and then we can focus on doing an ERP. Comparing to what we've paid in years past, this might be slightly less than last year.

- 9. Cash and Investments Report.

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

Got a good portion of our state aid in July. We have since transferred some of that out. Accept and place on file.

- 10. 2026 Budget status discussion.

City Manager Kim Flom was present to speak on this item. Anticipating to have the executive budget ready for internal use within the next week. We've had our budget meeting with each department and are now working with Pam Manley, Finance Director, to combine all the requests with the incoming revenue. We are prepping for our Budget work session on October 8.

We were in a pretty high debt load with the bonding we did for the MSC. Something we are looking to towards next year, is making sure we are good with all of our debt payments and planning for our big infrastructure projects coming up. Our departments did a great job pulling their budgets together. Everything is on track.

- 11. Future agenda items.

None.

- 12. Adjournment.

Mayor Boyd moved, seconded by Alderperson Gantz to adjourn the meeting at 7:50 pm. Upon vote, motion carried unanimously.

Respectfully submitted,
Amy Darnick