



# Finance/Personnel Committee

## Regular Meeting

### Minutes

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

Tuesday, October 14, 2025

7:30 PM

335 S. Broadway, De Pere, WI 54115

#### I. Call to Order

##### 1. Roll Call

Also present was:

City Manager Kim Flom, City Attorney Joanne Bungert, Human Resources Director Shannon Metzler, Human Resources Generalist Tracy Hood, Fire Chief Brett Jansen, Maintenance Supervisor Tom Blohowiak, Development Services Director Dan Lindstrom, Public Works Director Scott Thoresen, Parks, Recreation & Forestry Director Marty Kosobucki, Community and Economic Development Specialist Quasan Shaw, and Administrative Assistant Amy Darnick.

Health Department Director/Officer Chrystal Woller & IT Director Steve Massey are virtual.

##### 2. Approval of the minutes of the September 9, 2025 Regular Meeting of the Finance/Personnel Committee.

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| <b>RESULT:</b>   | <b>Passed</b>   |
| <b>MOVER:</b>    | James Boyd  |
| <b>SECONDER:</b> | Devin Perock  |
| <b>AYES:</b>     | James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | 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 to approve emergency use of unassigned reserves for sanitary sewer line repairs at Legion Pool in the amount of \$15,295.\*

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| <b>RESULT:</b>   | <b>Passed</b>   |
| <b>MOVER:</b>    | Amy Kunding   |
| <b>SECONDER:</b> | Pamela Gantz  |
| <b>AYES:</b>     | James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

##### 5. Consideration and Possible Action to approve funds from unassigned reserves for City Hall generator repairs in the amount of \$16,657.14.\*

Tom Blohowiak is present to speak on this item. We had some panels that were broken and we weren't sure if the insurance company would cover it or not. After not hearing back from them, today we received a check from the insurance company for \$7,728.04. They covered everything besides our

deductible, which was \$2,500. The total we need now is \$8,929.10 + instead of the \$16,657.14 since the insurance company provided the check.

Alderperson Kunding wanted to state that these are reasonable amounts for unassigned reserves. 37%, with these items taken out of unassigned reserves, highly estimated impact was a fractional amount. .3 % roughly. Very minimal.

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| <b>RESULT:</b>   | <b>Passed</b>   |
| <b>MOVER:</b>    | Devin Perock  |
| <b>SECONDER:</b> | Pamela Gantz  |
| <b>AYES:</b>     | James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

6. Consideration and Possible Action to approve a three-year contract with Arctic Wolf in the amount of \$25,500.\*

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| <b>RESULT:</b>   | <b>Passed</b>   |
| <b>MOVER:</b>    | James Boyd  |
| <b>SECONDER:</b> | Devin Perock  |
| <b>AYES:</b>     | James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

7. Consideration and Possible Action on the WI DPH immunization grant awarded to the Health Department in the amount of \$8,310.\*

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| <b>RESULT:</b>   | <b>Passed</b>   |
| <b>MOVER:</b>    | Pamela Gantz  |
| <b>SECONDER:</b> | Casey Nelson  |
| <b>AYES:</b>     | James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

8. Consideration and Possible Action to Amend Sections 2. General Guidelines of Employment, 3. General Policies, 4. Employee Conduct, 6. Compensation, 7. Time Off and Away from Work, 9. Separation from Employment and 10. Expenses and Reimbursements of the City of De Pere Employee Policy Manual.\*

Human Resources Director Shannon Metzler and Human Resources Generalist Tracy Hood were present to speak on this item.

We look at the policies and we are recommending policy changes. The biggest change would be to be able to pay the Battalion chiefs overtime. They will be able to get paid when they are doing training on their day off, or when they would have to work to cover for another employee on a sick or vacation day. Won't be paid time and a half but will be able to be paid straight up.

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| <b>RESULT:</b>   | <b>Passed</b>   |
| <b>MOVER:</b>    | James Boyd  |
| <b>SECONDER:</b> | Devin Perock  |
| <b>AYES:</b>     | James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock |

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| <b>NAYS:</b> | None |
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9. Consideration and Possible Action to approve 2026 Benefit Renewal & Plan Design Changes.\*

Human Resources Director Shannon Metzler & Human Resources Generalist Tracy Hood were present to speak on this agenda item.

We are looking at a 10% plan increase for our health plan. If we compare our premiums from 2016 to 2026, it is only a 3.74% increase over 10 years.

One program that is new is Garner reimbursement plan. We had to look at a new strategy to keep our plan in line with our costs. We would give incentives to our employees to find the best-in-class providers. Garner helps find providers that are the most efficient. In essence, they will cost the plan less in the long run. We would structure our plan by increasing our deductible and co-pay. If the member uses Garner, they will have a reduced deductible up to \$500 a year. The plan would be, if you stay with your current provider, then you will be paying the higher amount.

Alderperson Nelson was asking if there is ability to get into the top quality providers. Shannon said that there should be availability. Garner has assured us that 20% are available providers. They have assured us that they aren't running into those issues. There are still a lot of offerings for each provider.

Bec from M3 was virtual. She stated that all providers are in-network, and they are always accepting new patients in order to be recommended to our members.

We are looking to go back to a previous structure we had with specialty doctors. Members pay deductible and co-insurance for specialty doctor visits.

We shop for stop-loss providers. Self insured up to \$130,000 up to one member, then we are insured for that. Looked at different provider groups and our provider is providing the best coverage.

Prevea isn't going to offer their direct care visits. Bellin will still offer this benefit.

Specialty medication chain. We have 7 members currently on specialty medicine. It will help bring down the cost of their prescriptions.

Dental plans. One is fully ensured and the self-insured one will go up 5%. Very minor changes on the dental side.

Wellness plan, we offer employees a discounted rate for any city-sponsored event (exercise classes, swim lessons, etc). We are looking to expand that slightly with swim pool passes, park and community shelter rentals.

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| <b>RESULT:</b>   | <b>Passed</b>   |
| <b>MOVER:</b>    | James Boyd  |
| <b>SECONDER:</b> | Amy Kunding   |
| <b>AYES:</b>     | James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

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

Fire Chief Jansen was present to speak on this item.

It is a good program to help promote good quality people to apply for these jobs. We've seen a large decline in paramedic applicants. We want to offer a reimbursement program for people that don't have their paramedic yet. They would be able to work, take classes while on duty and come back to finish their shifts. Once they are done with their schooling and pass their paramedic certification, we will reimburse them for their schooling. We would have a ruling that if they left within the 3 years, they would have to reimburse the city for that payment. We get funding assistance from the state of WI and can use it for schooling reimbursement. We have the funding sitting and ready to reimburse these members. This is a good incentive to attract and retain employees.

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| <b>RESULT:</b>   | <b>Passed</b>   |
| <b>MOVER:</b>    | James Boyd  |
| <b>SECONDER:</b> | Pamela Gantz  |
| <b>AYES:</b>     | James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

11. Consideration and Possible Action to approve the Side Letter of Agreement with the De Pere Professional Fire Firefighters Association Regarding Overtime Incentives.\*

Fire Chief Jansen was present to talk on this agenda item.

A year ago, we started a rotation overtime process where the bottom 12 employees at the end would be ordered in if they don't take the overtime. We have 2 ways of overtime: 1. Volunteer for the overtime. 2. If you don't volunteer for the overtime, you are order in (per the rotation). We mandate a certain level of service so we have to have a certain amount of people. We used to have the youngest person ordered in and we've lost some people because of doing it this way. We want to do it a different way with ordering in the bottom 12 and having it go on a rotation. We want to offer an incentive. If they volunteer to take the overtime, they would bump to the bottom of the list. This would allow them to schedule out their overtime in hopes that our order ins could be almost zero. We don't want to put burdens on the employees or their families. Incentivizing them to take the overtime instead of being ordered in.

The contract is settled for the end of 2026. This is a slight change to clarify interpretation on the contract change.

Approve the side letter of agreement regarding overtime incentives.

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| <b>RESULT:</b>   | <b>Passed</b>   |
| <b>MOVER:</b>    | James Boyd  |
| <b>SECONDER:</b> | Pamela Gantz  |
| <b>AYES:</b>     | James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

12. Consideration and Possible Action of a Redevelopment Request for Proposals for Parcel WD-376, generally known as 360 Main Avenue. \*

Development Services Director Dan Lindstrom and Community and Economic Development Specialist Quasan Shaw are both present to speak on this agenda item.

In April 2020, Council authorized City staff to acquire parcel WD-376 (360 Main Ave). The City purchased the parcel in May 2020. In June 2020, the Council also authorized staff to acquire Parcel WD-377 to combine the parcels to create a single redevelopment site. One of the focuses was to get workforce

housing, but after talking with some multi family developers, we felt this would be a very small project and possibly not qualify for the tax credits. Sending the request for proposal back out. Doing mixed-use development. Looking to do a standard RFP for mixed-use development.

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| <b>RESULT:</b>   | <b>Passed</b>   |
| <b>MOVER:</b>    | James Boyd  |
| <b>SECONDER:</b> | Devin Perock  |
| <b>AYES:</b>     | James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

13. Consideration and Possible Action on Sale Agreement Terms with Soft Light Photography LLC for the Purchase of Parcel ED-2384 for the Development of a 7,250 Square Foot Photography Studio for the purchase price of \$59,500. \*

Community and Economic Development Specialist Quasan Shaw & Development Services Director Dan Lindstrom were present to speak on this item.

They were approached by Lisa Petter - realtor. Softlight Photography LLC wants to purchase a parcel to construct a 7,250 square foot studio. Parcel consists of 1.19 acres and has a list price of \$50,000 per acre for total cost of \$59,500. Anticipated construction costs \$1.4 million. Two terms that go along with the sale agreement would be that the property needs to be built out and obtain occupancy within 1 year and the City of De Pere pays brokerage commission of 3%.

Motion by Mayor Boyd- Perock 2nd to open the meeting.

The owner was present at the meeting to introduce himself. He is already taking photos in the area, but just needs a location.

Aldersperson Gantz had a question on what type of photography he does. Newborns, families, seniors, business headshots.

Boyd to go back to regular session- Perock to 2nd

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| <b>RESULT:</b>   | <b>Passed</b>   |
| <b>MOVER:</b>    | James Boyd  |
| <b>SECONDER:</b> | Devin Perock  |
| <b>AYES:</b>     | James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

14. Review and Discussion of the 2024 Annual Tax Increment District (TID) Summaries.

Development Services Director Dan Lindstrom was present to speak on this agenda item. This takes 6 months to accumulate all the information.

Tax Increment is the biggest tool we have in the community from an economic development perspective. It allows us to leverage against future developments to help encourage growth. We look at all of these assumptions. Look at the assessment ratio. Looking to stay at 100%. We will know where we are going then. Looking at the tools provided from the state. Personal property was taken off and severely impacted some of our TIDs. Took reconfiguration of these models.

General Mill rate reduction over time. Pretty significant since 2014. Could potentially see the mill rate drop again. Mill rate is a rate the assessed value is being taxed. 10 years ago our mill rate was \$21 per

1,000 and now it is roughly \$14 per 1,000. Overall tax payer rate, could be paying less. Overall cost of goods and products aren't going down.

State allows 12% of our equalized value be in the increment (growth) of a TID. We are just under 11%. We might be hampered at creating new TIDs. We could see a TID 8 close within the next year.

TID 12 has had tremendous growth, mainly by Green Bay Packaging & Georgia Pacific, Infinity Machine and some neighborhood subdivisions.

#### WEST SIDE

From a property appreciation standpoint, all of our models are roughly the same. Mill rate reduction of 2% overtime. Might be a market correction at some point, which could affect us.

Industrial standpoint we are a little more conservative.

TID 8 is the previous Humana campus. Increase will go on the tax rolls in 2027. The annual tax collection increase after TID 8 closure would be approximately \$324,000. Our share will roughly be between \$60-70,000.

TID 9 is our west downtown TID. Primarily around the Main Ave corridor. Surrounding downtown. Negative reductions because of property reduction. TID 9 might be in the red for a while. We anticipate closing this on time. We need to be monitoring this on a yearly basis. We are providing PAYGO incentives instead of cash grants. Our growth is still significant, and a lot of positive growth over time.

TID 11 is a replacement of TID 6 that was terminated in 2021. There is a significant level of growth in this TID too (Roughly \$23 million). We will try to be aggressive on Southern Bridge funding, but we'd like to do as much as we can with cash to save in the future. \$500,000 for TID value growth upon closure.

TID 12 was an overlay of TID 6. Infinity Machine, Green Bay Packaging, Georgia Pacific area. 10 years of life left in it. There has been significant growth over the last year. Trying to fund as much Southern Bridge as we can with this TID. Trying to help pay over to TID 9 so we can pay that off sooner.

TID 13 Festival Foods, MCdonalds, Aldis area. There has not been a lot of growth lately. The 9th Street development will be a part of this TID. \$26 million in growth. Overall value growth upon TID closure is about \$250,000.

TID 15 is an overlay to TID 8, created for United Health Group in 2020. Phoenix Reserve will be added to this TID. The growth is all related to the Humana Campus and some of the United Health Group Campus. The developer is looking to move this project forward. About \$560,000 upon TID closure.

#### EAST SIDE

TID 7 is the east downtown. This was created in 2006, with a termination date of 2033. \$11 mill total TID increment. This TID is projected to end with a deficit.

TID 10 is the business park TID. Commerce Drive includes Belmark and Valley Cabinet. Created in 2012. We are seeing some good growth right now. Projecting to move forward with some future value increases. Looking at terminating on time. About \$213,000 upon TID closure.

TID 14 is our Irwin School, the only single-use TID in the city. Our debt is outstanding. Waiting to be

paid to a developer. We are actually in a pretty good place if some of the projects move forward. Roughly \$30,000 upon TID closure.

TID 16 was terminated.

TID 17 is around Belmark and Amerilux. It has good growth. This TID shows an actual reduction in value because of where Belmark was. It allows our current De Pere businesses to grow. It is showing as a red. It depends on how aggressive we are on Southern Bridge. \$256,000 upon TID closure.

TID 18 is our new TID, where the Shopko site is. It is all very unknown, and we will be watching very closely.

East side we aren't seeing that development just yet. There is a correlation of the Southern Bridge.

15. Cash and Investments Report

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| <b>RESULT:</b>   | <b>Passed</b>   |
| <b>MOVER:</b>    | James Boyd  |
| <b>SECONDER:</b> | Devin Perock  |
| <b>AYES:</b>     | James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

16. Future agenda items.

None

17. Adjournment.

Mayor Boyd moved, seconded by Aldperson Perock to adjourn the meeting at 8:50 PM. Motion carried unanimously.

Respectfully submitted,  
Amy Darnick