



Common Council

Regular Meeting

Final Minutes

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Tuesday, October 17, 2023

7:30 PM

Council Chambers and Virtual

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

Attendee Name	Title	Status	Arrived
Dan Carpenter	Aldersperson	Present	
Pamela Gantz	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Amy Chandik Kundinger	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Devin Perock	Aldersperson	Present	
John Quigley	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
James Boyd	Mayor	Present	

2. Pledge of Allegiance to the Flag.
3. Approval of the minutes of the October 3, 2023, Common Council meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter, Aldersperson
SECONDER:	Shana Defnet Ledvina, Aldersperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Defnet Ledvina, Perock, Quigley, Raasch

4. Public Hearing to act on the request for a Zoning Map Amendment at Parcels ED-F0101 and ED-F0105 at 1840 S Broadway St and 1800 BLK Enterprise Dr.

A. Notice of Public Hearing.

The Notice of Public Hearing was published in The Press Times on September 29 and October 6, 2023, by the City Clerk's office.

B. Recommendation from Plan Commission.

Development Services Director Dan Lindstrom advised that the Plan Commission took up this issue at its September meeting. It results from an application by Valley Cabinet and a request for common zoning among open parcels to allow for potential future expansion of its facility. The Plan Commission heard from staff and the applicants and recommends approval of the Zoning Map Amendment for Enterprise Drive.

Mayor Boyd declared the public hearing open at 7:34 PM. No one wished to speak, so he declared the public hearing closed.

C. Ordinance #23-15 Approving a Zoning Map amendment from BP-2 Business Park 2 District to I Industrial District (Parcels ED-F0101; 1840 South Broadway Street and ED-F0105; 1800 Block Enterprise Drive).

In response to Alderperson Hansen, Development Services Director Lindstrom advised that changes relate to more uses in the conditional use category. In this situation, Valley Cabinet is planning to continue the same use and be in compliance with the Zoning Code.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Defnet Ledvina, Perock, Quigley, Raasch

5. Public Hearing on the Amendment of Chapter 14 Zoning Ordinance of the De Pere Municipal Code including updates to the Official Zoning District Map.

A. Notice of Public Hearing.

The Notice of Public Hearing was published by the City Clerk's office in The Press Times on September 29 and October 6, 2023.

B. Recommendation from Plan Commission.

Development Services Director Dan Lindstrom advised that the Plan Commission heard from staff regarding quarterly text changes at its September meeting to continue addressing growing pains of the new Zoning Code. Among other minor text changes, these revisions reinsert some positive requirements from the former code for business parks. It also changes the sign variance process, as the Plan Commission process is different from the Board of Appeals, and staff would like the Plan Commission to maintain its flexibility.

There are also two map changes for mixed-use properties in the area of Franklin/Broadway Streets to allow for more of an office/residential use and for property on American Boulevard to change an outlot for storm water to a conservancy designation to match all other storm water features.

The Plan Commission reviewed and recommends the changes.

Mayor Boyd declared the public hearing open at 7:39 PM. No one spoke, so he declared the public hearing closed.

C. Ordinance #23-16 Amending Chapter 14 Zoning Ordinance of the De Pere Municipal Code including amendments to the Official Zoning District Map.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Defnet Ledvina, Perock, Quigley, Raasch

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.

George Ostrander spoke regarding deer population concerns. He indicated that a group is coordinating with Allouez and The Abbey regarding deer issues; a Petition has been started and community outreach is occurring. He wished to inform the Common Council

that this issue is continuing and suggested that the deer population could be quantified with drone assistance.

Mike Desotell spoke regarding parking concerns. He expressed the desire for this item to be on a future agenda for an open discussion including impacted business owners. Business owners are looking for a solution to the problem. Mayor Boyd advised that the Council is unable to engage in discussion during public comment, but additional information regarding parking is forthcoming in Agenda Item 18.

7. Municipal Commendation in recognition of the 100th anniversary of the Green Bay & De Pere Antiquarian Society.
8. Recommendation from the Board of Public Works to request Wisconsin Public Service replace decorative street lighting on S. Broadway and George Street with paragon style LED fixtures.

Upon further discussion, Alderperson Hansen thanked staff for reaching out to Wisconsin Public Service. Public Works Director Scott Thoresen advised that WPS will replace the lights with LED fixtures as they burn out. In response to Alderperson Gantz, PW Director Thoresen indicated that WPS will match its own existing lights, not City lights.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kunding, Defnet Ledvina, Perock, Quigley, Raasch

9. Recommendation from the Board of Public Works to allow service groups until January 1, 2024, to refurbish the service signs on S. Broadway Street and at Bicentennial Park on Main Avenue or staff will remove the signs after January 1, 2024, if there is no plan in place by the service groups.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kunding, Defnet Ledvina, Perock, Quigley, Raasch

10. Recommendation from the Board of Public Works to install crosswalk sign in the middle of the road on George Street at Washington Street.

Alderperson Raasch indicated that the sign at Eighth Street appears to have been run over. He appreciates that the City is doing this, but it is unfortunate that these signs are being destroyed or may potentially be stolen.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kunding, Defnet Ledvina, Perock, Quigley, Raasch

11. Recommendation from Finance/Personnel Committee to Approve 2024 Benefit Renewal and Plan Design Changes.

Upon further discussion, Human Resources Director Metzler explained in response to Alderperson Ledvina that staff intends to work with the current provider, ERC, to transition employees amid treatment at the time of the changeover to transfer once those sessions are complete. Each issue constitutes a new set of sessions and additions for mental health were also made to the medical plan. In response to Alderperson Gantz's question regarding the extension of sessions, HR Director Metzler explained that the purpose of the EAP vendor is a short-term solution, with a more immediate response time, and issues that would require additional or extended sessions are referred out to a longer-term provider for additional care.

In response to Alderperson Hansen, HR Director Metzler explained that while the City does not currently have short term disability, it has something similar with the accumulation of one sick day per month. Most employees build up a sick leave bank. This new option will assist newer employees and would supplement their pay. It is currently under premium holiday and will be revisited if/when that would cease.

- A. Resolution #23-109 Authorizing Employee Assistance Program Services Agreement with Aurora Health Care, Inc.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	John Quigley, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kunding, Defnet Ledvina, Perock, Quigley, Raasch

- B. Resolution #23-110 Authorizing Nearsite Services Agreement Between the City of De Pere and Bellin Memorial Hospital, Inc.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kunding, Defnet Ledvina, Perock, Quigley, Raasch

12. Resolution #23-111 Authorizing Agreement for Contractor Services Between the City of De Pere and Suamico Trap, LLC (2023-24 Storm Water Facilities Trapping Services).

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kunding, Defnet Ledvina, Perock, Quigley, Raasch

13. Resolution #23-112 Authorizing Extension of Agreement for Contractor Services Between the City of De Pere and Hurckman Mechanical Industries, Inc. (Heating Ventilation and Air Conditioning (HVAC) Preventative Maintenance).

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Defnet Ledvina, Perock, Quigley, Raasch

14. Resolution #23-113 Approving Donation Agreement between the City of De Pere and Associated Banc-Corp (Nelson Family Pavilion).

In response to Alderperson Hansen, Parks, Recreation & Forestry Director Marty Kosobucki advised that he believes the purpose of funding would be paying back the City. Mayor Boyd confirmed that is the intended purpose. This donation does not include naming rights.

Mayor Boyd indicated that this is a great contribution to the facility.

RESULT:	APPROVED/ACCEPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Defnet Ledvina, Perock, Quigley, Raasch

15. Resolution #23-114 Authorizing Grant of Utility Easement to Wisconsin Public Service for the Nelson Family Pavilion (Parcel Nos. ED-728 and ED-373).

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Defnet Ledvina, Perock, Quigley, Raasch

16. Resolution #23-115 Authorizing Software Subscription Agreement with GovOS (SeamlessDocs online forms and payment solutions platform).

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Defnet Ledvina, Perock, Quigley, Raasch

17. Resolution #23-116 Authorizing Fourth Amendment to Agreement for Consulting Services Between the City of De Pere and MSA Professional Services, Inc. (Grant identification, solicitation and management services).

Upon further discussion in response to Alderperson Hansen, Development Services Director Dan Lindstrom explained that this grant request to the Wisconsin Economic Development Corporation will ask for a deviation from the rules in that the amount requested will be \$500,000 (instead of the \$250,000 max) with only half the requirement in acreage being met. The City will also be seeking two Community Development Investment grants for the overall project, seeking \$1 million in total over the three grants and the process is strategic. The City is anticipating the award as it believes that this level of investment will appeal to the WEDC; however, the term sheet will be revised to split those amounts between the developer and the City if the grants are not successful.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Defnet Ledvina, Perock, Quigley, Raasch

18. Resolution #23-117 Authorizing Second Amendment to Agreement for Consulting Services Between the City of De Pere and Walker Consultants, Inc. (Parking Study Implementation and Parking Analysis).

Development Services Director Lindstrom shared the Downtown Parking Study presentation from 2022 and conducted an overview of that process and implementation phase. Staff has continued parking counts since the study work in 2021, which have been consistent to the study and the peak parking times of 10:00 AM and 1:00 PM. A peer review was conducted using the communities of Northfield, Minnesota, Stevens Point, Wisconsin and Marquette, Michigan. Key findings from the survey responses include: “not having to pay for parking; traveling safely from parking to my final destination; feeling confident that there will be parking available, even if it is not right next to my final destination; and finding an available space that is close to my destination.” A Shared Parking Needs Analysis was conducted for the former Shopko development and a few others. Walker’s model is becoming the industry standard, and the City should be doing parking evaluations on all development proposals going forward. DSD Lindstrom then reviewed on-street and off-street parking recommendations and explained the tasks sought for the next phase of work with Walker.

The Finance/Personnel Committee has reviewed this matter and recommends approval of \$30,000 from Unassigned Reserves, with budgeted funding in 2024 and 2025 from TIDs 7, 9 and a future TID.

Staff is recommending that Walker facilitate a meeting with stakeholders, residents, business owners in a business engagement session, with those comments being summarized for consideration by the Common Council. Improvements to signage should be very deliberate if used from the way-finding designation since that project may go forward at a later time.

Alderperson Raasch moved, seconded by Alderperson Gantz, to approve the agreement with Walker for additional consulting services, with funding from Unassigned Reserves in the amount of \$30,000.

Upon further discussion, DSD Lindstrom indicated that a separate web page will be created for this project.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Defnet Ledvina, Perock, Quigley, Raasch

19. Voucher approval.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kunding, Defnet Ledvina, Perock, Quigley, Raasch

20. Future agenda items.

None.

21. Discussion and Possible Action on Potential Acquisition of Private Property for Public Purposes.

Alderperson Raasch made a motion to go into closed session, seconded by Alderperson Ledvina, at 9:00 PM. Motion approved by unanimous roll call vote.

Alderperson Gantz made a motion to return to regular order, seconded by Alderperson Quigley, at 9:34 PM. Motion approved by unanimous roll call vote.

22. Adjournment.

Alderperson Raasch moved, seconded by Alderperson Ledvina, to adjourn the meeting at 9:35 PM. Motion carried by unanimous vote.

Respectfully submitted,
Angela Zills, Paralegal