



# Finance/Personnel Committee

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

## Regular Meeting

### Minutes

Tuesday, February 10, 2026

7:30 PM

335 S. Broadway, De Pere, WI 54115

1. Call to Order

A. Roll call.

Also present:

City Manager Kimberly Flom, City Attorney Joanne Bungert, Community & Economic Development Specialist Quasan Shaw, Human Resources Generalist Tracy Hood, Human Resources Director Shannon Metzler, Finance Director/Treasurer Pam Manley, and Administrative Assistant Amy Darnick.

**Present:** James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, Devin Perock

**Absent:**

**Excused:**

B. Approval of the minutes of the January 13, 2026 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 Kundinger, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

2. Public Comment

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 Finance/Personnel Committee. §6-3(f)

None

3. New Business

A. Consideration and Possible Action to hire The Archer Company to Conduct a Classification and Compensation Study in the amount of \$34,390.\*

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

Funds were put aside in the 2026 budget to have a classification and compensation study completed with all non-represented employees. In December, we put out an RFP, which was sent out to 12 different firms. We had 6 organizations respond that they were interested and narrowed it down to 3 firms. We put together a team of 8 employees and interviewed 3 firms. Our staff is recommending that we do The Archer Company. They specialize in compensation plans.

Alderson Nelson asked if we've worked with this company in the past and we haven't. Metzler commented that our policy said that we do these comp studies once every 5 years. The last time we did this was 4 years ago.

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

- B. Consideration and Possible Action to enter into a contract for demolition services at 126 S. Broadway St to Dark Horse Deconstruction LLC.\*

Community and Economic Development Specialist Quasan Shaw was present to speak on this item.

This is known as the tile and stone building in downtown De Pere. In June of 2025, we were awarded a site assessment grant. Part of the grant goes to the demolition of the site and the other part for site remediation. We sent out an RFP for 126 S. Broadway and received 4 bids.

Staff recommends Dark Horse Deconstruction.

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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  |

- C. Consideration and Possible Action on an Ordinance Amending Sections 106-2 and 106-6 of the De Pere Municipal Code.\*

City Attorney Joanne Bungert was present to speak on this item.

When we were reviewing our ordinances regarding appeals for certain licenses and permits. We realized that while operators license go to the license committee, all other business-related licenses were directed to the Finance and Personnel Committee. Staff feels that those type of appeals are better suited under the License Committee. The changes would be the permits it affects, the appeal process and takes us out of having to comply with the general administrative procedure outlined in state statutes.

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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 Kunding, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

- D. Consideration and Possible Action on an Ordinance Amending Chapters 3, 6, 10, 13 & 74 and Sections 22-8 & 30-6 of the De Pere Municipal Code.\*

City Attorney Joanne Bungert was present to speak on this agenda item.

This encompasses a cleanup effort to align with the change in Government to a City Manager form of

Government. We are deleting references to a deputy mayor to a Council President, cross-references to sections that weren't correct or don't exist anymore. General clean up to make things clearer. There is also clarification regarding the Mayoral and Aldermanic elections.

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

- E. Consideration and Possible Action on request to pay tax bills and rescind property taxes for NeighborWorks Parcels ED-6 and WD-478-1.\*

Finance Director/Treasure Pam Manley was present to speak on this item.

Our City Clerk received a form from Neighbor Works claiming their tax-exempt status. The form was missed and they received tax bills. We are looking to pay the two tax bills and then we will need to submit the omitted and rescinded to the state. The state will hopefully come back and say they accept it and will reimburse.

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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 Kundinger, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

- F. Consideration and Possible Action to Approve Forte for Merchant Services Using the Service Fee Model for the Beer Gardens and Pools.\*

Finance Director/Treasurer Pam Manley was present again.

Two years ago we switched to Forte for all of our merchant agreements that we have. The Parks dept was looking into how we can accept credit cards at the Beer Gardens. We mentioned to our merchant that we'd like to do this, but there was a minimum service fee of \$2. Now Forte is able to offer a \$1 minimum fee or 3.1% on all card transactions for concessions (Beer Gardens & Pools) to make the fee a little bit less.

Aldersperson Nelson asked if we could look into going another way to see if we could eliminate the convenience fee.

Aldersperson Kundinger asked how the Farmers Market does it when they don't have to pay fees. Finance Director Manley assumed that the group might be paying the fees.

City Manager Flom mentioned that we are moving in the right direction and can continue to research.

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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  |

G. Cash and Investments Report for December 31<sup>st</sup>, 2025

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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 Kunding, Casey Nelson, Devin Perock |
| <b>NAYS:</b>     | None  |

4. Future Agenda Items

None

5. Adjournment

Mayor Boyd made a motion to adjourn at 8:01 pm

Seconded by Alderperson Perock.

Upon vote, the motion carried unanimously.

Respectfully submitted,  
Amy Darnick