



Finance/Personnel Committee

Regular Meeting

Minutes

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

Tuesday, April 14, 2026

7:30 PM

1. CALL TO ORDER

A. Roll Call

Also present: City Manager Kim Flom, City Attorney Eric Erdman, Economic Development Planner Quasan Shaw, Communications & Marketing Manager Andrew Pantzloff, Development Services Director Dan Lindstrom, Health Department Director/Officer Chrystal Woller, Finance Director Pam Manley, Administrative Assistant Amy Darnick, numerous development contractors, and Information Technology Director Steve Massey is remote,

B. Approval of the Minutes of the March 10, 2026 Regular Meeting of the Finance/Personnel Committee.

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

2. PUBLIC COMMENTS

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

3. NEW BUSINESS

A. For Consideration and Possible Action on a lab services agreement with Quest Diagnostics.*

Present to talk about this item is Health Director/Officer Chrystal Woller. We needed a new agreement because of the acquisition. This is an agreement that we utilize to do communicable disease control if there is a positive tuberculosis case.

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

B. For Consideration and Possible Action on Increasing Municipal Court Citation Costs.*

Assistant City Attorney Eric Erdman was present to talk about this agenda item.

It was recently signed into law for a Municipal court to be able to collect an increased fee for each municipal court citation. The old fee was \$38 and the current allowed new rate is \$48. Under a prior resolution, the Council established \$38 as the applicable court cost. We are moving to adopt the higher maximum allowed citation fee. It may take a little bit to get into the Police Department system once it gets approved.

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

- C. For Consideration and Possible Action to approve the selection of Govstack for Website Provider Services with the funding of \$15,204 coming from unassigned reserves.*

Communications & Marketing Manager Andy Pantzlaff was present to speak on this item.

Information Technology Director Steve Massey is also present remotely to answer any questions. We were informed at the beginning of the year that we needed to switch website providers because our current provider is sunsetting at the end of 2026. We've had this provider for around 10 years. There is an increasing load to manage, but to make this intuitive for the organization would be a big benefit. We believe that govstack would help with this best.

We looked at numerous different vendors and met with each one to see what they can provide. We were very thorough and did demos with each vendor. Govstack has the most robust features for the cost, which includes accessibility for community members with disabilities.

This vendor falls in the middle of the price range, the best value and best long-term solution.

We have to migrate all of our information. It will be a big undertaking and our entire web interface will be different.

The use for unassigned reserves would be for the initial set up. There is a larger upfront fee this year. Annual fees will be rolled into our budget process going forward.

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

- D. For Consideration and Possible Action to approve the Chase Paymentech Merchant application and agreement.*

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

This is for the Perkofski boat launch machine to replace this. We have been trying to find the right replacement. We are going through this merchant service company because it is the one that works with the machine. Hoping to get it installed before the end of the year.

Mayor Boyd asked why it is only Perkofski boat launch and not the others. Manley said that is the one

they are having the most issues with currently.

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

- E. For Consideration and Possible Action on Sale and Development Agreement Terms with Ehlinger Properties LLC for a 5.9-acre portion of Parcel WD-L492-B-5 (American BLVD) for business relocation and expansion.*

Economic Development Planner Quasan Shaw was present to speak on this item.

We have 2 agenda items that will go together. It is a larger parcel.

In May 2025, we approved a 30-month planning option for Ehlinger Properties, which included the northern part of this parcel.

Over the past year, Quality Insulators finalized their concept plan. They've reached back out to us and said they are looking to start their building process. Another developer was looking at the same site. We sat down with both, looked at the adjoining parcel, and they did a parcel swap.

Quality Insulators will now take the southern part, while Lighthouse productions will take the northern part.

64,000 square feet. 4.9 million building value. 71,340 guaranteed annual tax payment. Site assembly grant & project cost reimbursement grant.

Final assessment by January 1, 2028.

Staff is recommending approval of the proposed terms on the drafted agreement.

John Ehlinger & Steve Larson from Ehlinger Properties. They are currently at around 75 employees, hoping to get around 100 over the next couple of years. 2 companies that have been around for over 40 years. Quality Insulators does mechanical insulation, not residential. The other company is ARI Environmental, which removes asbestos, lead and mold abatement and light demolition.

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

- F. For Consideration and Possible Action on Sale and Development Agreement Terms with Lighthouse Production for development of 4.1 acre portion of Parcel WD-L492-B-5 on American BLVD in the West Business Park.*

Economic Development Planner Quasan Shaw and Development Services Director Dan Lindstrom are present to speak on this agenda item as well. This one is related with 3E.

This is working with Keller as well as Lighthouse Productions to find them a new location. They have an existing location that they outgrew and would need a new place.

Looked around our business park and landed on this site.

40,000 square foot facility with possible expansion space. Looking for a larger office facility. 4.1 acre parcel. \$53,000 guaranteed annual tax payment. Site assembly grant and project cost reimbursement

grant. The potential new building value is 3.4 million dollars. The goal is to fix the berm before they break ground. We are recommending approval of 13% of the value. Final assessment by January 1, 2028. Recommend approval, amend the blvd for 2 way traffic.

Lighthouse Productions had people present. The business was started in De Pere, a classic small company, and now have expanded. 5th venue in Brown Co. They have 30 full-time employees and bring on an additional 15 seasonal. They will continue to expand.

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

- G. For Consideration and possible action on a development term with Fore Development and Commercial Horizons, Inc. and/or Entity TBD for the development of approximately 4.4 acres of WD-L281-1 and WD-D0037, generally located off Lawrence Drive and Southbridge Road, for the construction of an 82-unit multifamily development.*

Development Services Director Dan Lindstrom is present to speak on this item. This is a multi-family project. The building itself is the revenue generation. 2 pieces of property that were acquired by commercial horizons. They are looking at doing a multi-fazed development, with the possibility of commercial development. The discussions right now are just the first steps. Concept plan coming off of Lawrence Drive. 2 access drives would be required. A sizable growth on the West side for multi-family market. 4.4 acre parcel. They are requesting a funding gap coverage project cost reimbursement of 1.6 million. PAYGO of 1.1 million. Timeline for final assessed value of January 1, 2030.

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

- H. For Consideration and Possible Action on the Bridge Connector Tax Increment District (TID) Funding Analysis 2026 Update.

Development Services Director Dan Linstrom was present to speak on this agenda item.

5 segments on the Bridge connector. We are able to completely fund the first 3 segments via various TIDs. 1.9 million dollar funding gap on segment 4 and 3.7 million dollars on segment 5. That would require general fund borrowing to 5.7 million dollars. It helps when we have powerhouse businesses and helping with growth to not have to borrow so much, or any at all within that segment. We recommend that we revise Brown County's agreements. The agreements are that Brown County and the Municipality split 50/50 on cost. We recommend that the City funds all of GV15, GV16, and Brown Co would fund GV18, and an additional 4% of GV17. That would drop our bonding coverage to 1.8 million in borrowing. Ammend TID 12 to include an additional parcel to be able to stretch the boundary to get more gap coverage. Recommendations to approach Brown Co. for modifications to our agreement.

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

I. Cash and Investments Report for February 28th, 2026.

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

4. FUTURE AGENDA ITEMS

None

5. ADJOURNMENT

Mayor Boyd made a motion to adjourn. It was seconded by Alderperson Perock. Adjourned at 8:30 pm.

Respectfully submitted,
Amy Darnick