



Finance/Personnel Committee

Regular Meeting

Minutes

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

Tuesday, May 12, 2026

7:30 PM

335 S. Broadway, De Pere, WI 54115

1. CALL TO ORDER

A. Roll Call

Also present: Human Resources Generalist Tracy Hood, Finance Director Pam Manley, City Clerk Carey Danen, City Attorney Joanne Bungert, City Manager Kim FLom, Development Services Director Dan Lindstrom, and Administrative Assistant Amy Darnick.
Human Resources Director Shannon Metzler is remote.

B. Election of the Vice Chair of the Finance/Personnel Committee.

Mayor Boyd opened the floor

Nomination for Alderperson Kunding from Alderperson Perock, Alderperson Nelson seconded.

Alderperson Kunding is the VP Chair

RESULT:	Passed
MOVER:	Devin Perock
SECONDER:	Casey Nelson
AYES:	James Boyd, Pamela Gantz, Amy Kunding, 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. Approval of the Minutes of the April 14, 2026 Regular Meeting of the Finance/Personnel Committee.

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

B. For consideration and possible action on 2026 Non-Benefit Eligible Employees Wage Scale.*

Human Generalist Tracy Hood was present to talk about this agenda item.

The department was reviewing the Flag football program and thought it would be beneficial to add a new position, site supervisor. They would oversee, mediate, backup if someone isn't able to come in or calls in. We would have a supervisor at each of the 2 sites. In the past, if something came up, they would have to call one of the full-time employees. Staff recommends this to be a level 6 position, same as the basketball supervisor. The cost would be about \$46 for the season.

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

- C. For consideration and possible action on revisions to the criteria and structure of the Community Service Grant Program.*

City Clerk Carey Danen was present to speak about this agenda item.

Conversation regarding potential changes to the Community Service Grant program. We did look to see if there were others that we could model our policy after and didn't hear back.

Staff met and talked about the basic information and set some guidelines for the policy. We are suggesting these changes:

- Applications must be submitted by a De Pere based individual or group or the project must happen within the municipal boundaries of the city.
- Give preference to first time applicants
- Shift to an annual once per year award instead of twice per year

If we were to switch to an annual award, the council could do up to (5) \$600 grants with the amount that we currently have budgeted.

Clerk Danen asked if we should do this now (still in 2026) or would we move the once per calendar year to 2027.

Aldersperson Kunding suggested to keep as it is for 2026 and then switch to 2027. We have that amount budgeted right now

Aldersperson Gantz thanked Danen for her work on this. She agrees to keep the same this year and then switch to once a year in 2027.

Aldersperson Nelson mentioned that we are trying to be more selective and wanted to know if we could change the wording a bit on the first change stating the eligibility that they must be a De Pere resident and the project must benefit the City of De Pere.

Manager Flom mentioned that having the "or" mentioned in the statement expands your pool. We'd like to know if we cut the pool by having the "and" mentioned in the statement.

Clerk Danen mentioned it is a little tricky to keep it within the City (resident and work in De Pere).

We could mention that applications could have better chance to get the grant if they are a first-time

applicant and De Pere resident.

Approve the changes and have the one-year application to 2027.

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

- D. For consideration and possible action to select and award a contract to BerryDunn for Enterprise Resource Planning (ERP) Consulting Services.*

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

Looking at a new ERP system for Financial & HR payroll programming software. We budgeted for this in 2024. Received an estimate of \$60,000 in 2024 and carried over that amount to 2025,2026. We went out for an RFP for the consulting and had 13 different companies respond. We narrowed it to 4 applicants and will be interviewing those 4 services. The interview team unanimously liked what Berry Dunn has to offer. One phase is a needs assessment (what we currently have for our software and where the gaps are) and the second phase would be taking those needs that we need in the ERP and building the RFP to have companies bid on it. Looking for demonstrations with companies that might work for us and then to select the new ERP. The \$60,000 amount was low. We are looking to approve Berry Dunn and approve to use unassigned reserves for the rest of the amount; a one-time request to increase on \$56,000. One of the optional items they gave was being able to negotiate a contract with the chosen vendor. Once we know who we will move forward with, we can negotiate our contract.

Alderson Nelson asked if the money is for a 3rd person contracting service that would help us with our RFP. He asked about implementation pricing and Director Manley said they weren't sure yet, but the company will be able to help us narrow that down.

Staff is recommending approval of Berry Dunn for Enterprise Resource Planning (ERP) Consulting Services with the addition of unassigned reserves of \$56,000.

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

- E. Cash and Investments Report for March 31, 2026.

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

- F. For consideration and possible action to retain Stafford Rosenbaum LLP as outside counsel to provide representation before the Public Service Commission for the extension of utilities to the southeast area of De Pere.*

The Committee may convene in closed session pursuant to Section 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Committee will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

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

The statutory process for extending utility infrastructure over a certain dollar threshold requires a filing of an application and a hearing before the Public Service Commission, and a petition process. Looking for outside counsel to provide representation before the Public Service Commission for the extension of the utilities to the Southeast area of De Pere. Recommending Stafford Rosenbaum LLP.

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. Alderperson Perock seconded the motion.
Adjourned at 8:01 pm.

Respectfully submitted,
Amy Darnick