



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Tuesday, September 8, 2015

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **September 8, 2015** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115**.

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to Order

1. Roll Call
2. Approval of the minutes of the August 11, 2015 regular meeting of the Finance/Personnel Committee.
3. Approval of Police Overtime August 2015
4. Fire Department Overtime Report for the month of August 2015.
5. Consideration of request of Liska Enterprises (MetalStorm) for extension of Option to Purchase. *
6. Consideration of Assumption of Farm Lease by Philip Robertson. *
7. Consider request to purchase approximately 9 acres on American Boulevard (Part of WD-L492-B). *
8. Approval of Schenck Proposal for Review of Water Meter Salvage Proceeds and Procedures.
9. Consider Request by City IT Administrator to Transfer Funds from Unassigned Reserves.*
10. Consider Definitely De Pere Request for Bike Rack Installation*
11. Request for Participation in 2015/2016 OWI Task Force Grant*
12. Consider Ordinance Regarding Crossing Guards. *
13. Discussion Regarding Status of 2016 Budget Development.
14. Public Comment and announcements.
15. Future agenda items.
16. Discussion concerning collective bargaining strategies for police and fire union contract negotiations.

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(e), the Committee may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Committee may then reconvene in open session to take action on the item discussed in closed session or for such other purposes as are allowed by law.

17. Adjournment

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject(s) over which they have decision-making responsibility.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Agenda Sent To:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: September 8, 2015

DEPARTMENT: City Attorney

FROM: Jeni Dupont

SUBJECT: Approval of the minutes of the August 11, 2015 regular meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- August 11, 2015 DRAFT Minutes (DOC)



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Tuesday, August 11, 2015
7:30 PM
De Pere City Hall Council Chambers

Call to Order

Mayor Michael J. Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on August 11, 2015 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Michael Donovan	Aldersperson	Present	
Larry Lueck	Aldersperson	Present	
Lisa Rafferty	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also present: City Administrator Lawrence Delo, Police Chief Derek Beiderwieden, Fire Chief Dennis Rubin, Finance Director Joe Zegers, IT Director Steve Massey, Parks, Recreation & Forestry Director Marty Kosobucki and members of the public.

- Approval of the minutes of the July 14, 2015 regular meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Lisa Rafferty, Aldersperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

- Police Overtime Report for the Month of July 2015.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Aldersperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

- Fire Department Overtime Report for the month of July 2015.

Discussion followed motion as a follow up to the EMS billing discussion from the July meeting. Chief Rubin informed the committee the provider has 90 days to bill and confirmed there were some billing issues. Audits will be conducted in the near future.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Lisa Rafferty, Aldersperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

- Consideration of Agreement renewal with SimplexGrinnell for the door security system software. *

Motion was to approve the two year plan as recommended by IT Director Massey.

Attachment: August 11, 2015 DRAFT Minutes (3899 : Approval of Minutes)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

6. Consider Award of Project 15-14 City Sign*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lisa Rafferty, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

7. Approve emergency funding to repair Riverwalk Bridge. *

Discussion followed motion with Parks, Recreation & Forestry Director Kosobucki responding to committee member questions regarding expectation of the problem and need for the repair. There was warranty work done in the past but warranty period has expired and still having issues. The contractor believes the valve should be a permanent fix however there is no written guarantee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

8. Review of Preliminary 2014 Audit Results.*

Mike Konecny from Schenck S.C. presented the 2014 preliminary draft management communications letter and responded to committee member questions. It was noted the preliminary draft does not include other post-employment benefit (OPEB) liability but will it be included in final draft presented to Council.

9. Discussion Regarding Status of 2016 Budget Development.

City Administrator Delo provided an update on the progress of the 2016 budget. No changes have been made to the budget schedule and department head meetings have been scheduled.

10. Public Comment and announcements.

None.

11. Future agenda items.

None.

12. Adjournment

Upon motion by Mayor Walsh, seconded by Alderperson Rafferty, the Finance/Personnel Committee unanimously adjourned at 8:39 PM.

Respectfully submitted,
Jennifer Dupont

Attachment: August 11, 2015 DRAFT Minutes (3899 : Approval of Minutes)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: September 8, 2015

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Police Overtime August 2015

Training overtime hours for August included officers attending SWAT and Crisis Negotiator training,

Miscellaneous overtime hours are comprised of 8.75 hours patrol 1.5 fraction allotments.

The Reimbursed Miscellaneous of 30 hours is comprised of 13.5 Drug Task Force investigation hours, 12.5 OWI Task Force hours and 4 hours for an American Transmission Company land acquisition hearing.

The department has expended approximately 41% of the allotted 2015 budgeted overtime amount.

Please let me know if you have any questions.

ATTACHMENTS:

- 2013 PD OT Report Summary (PDF)
- 2014 PD OT Report Summary (PDF)
- August 2015 PD OT Report (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2013**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*++	TOTAL
OFFICER SICK RELIEF	102.00	75.00	69.75	106.50	178.00	26.25	90.00	25.50	77.25	53.25	22.50	65.25	891.25
OFFICER WORKED ON HOLIDAY	178.00	12.00	34.25	13.50	10.50	65.00	65.00	4.00	118.50	12.00	4.00	244.00	760.75
OFFICER FOR COURT	15.00	15.00	21.00	3.00	15.00	12.00	28.50	10.50	45.50	18.00	12.00	18.00	213.50
OFFICER TRAINING	10.00	62.50	36.00	75.75	221.00	63.25	111.50	3.00	77.50	175.25	156.75	14.75	1007.25
OFFICER RELIEF FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			27.75		27.75
OFFICER ATTEND MEETING	1.50	6.25	0.00	0.00	0.00	7.50	16.50	3.00	15.00	22.50	15.00	14.00	101.25
STAFFING LEVEL	166.50	57.75	157.50	118.50	210.00	186.00	400.75	375.25	215.75	136.50	106.50	195.75	2326.75
INVESTIGATION	50.25	54.00	51.75	27.75	123.50	59.75	87.00	51.75	105.25	41.75	54.25	58.00	765.00
HONOR GUARD FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SCHOOL LIAISON REIMBURSED	26.25	74.25	40.50	22.50	47.00	25.50	0.00	18.75	58.50	48.00	18.00	33.00	412.25
COMMUNITY RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT REIMBURSED	0.00	15.25	0.00	10.50	9.00	299.75	6.00	20.25	15.75	11.50		69.50	457.50
MISCELLANEOUS	41.25	23.00	87.00	21.75	16.00	29.25	31.75	39.75	30.75	25.50	25.25	36.75	408.00
MISCELLANEOUS REIMBURSED	156.00	98.25	113.25	117.25	183.75	168.00	68.25	67.50	55.50	94.50	72.75	105.75	1300.75
Gross OFFICER OVERTIME	746.75	493.25	611.00	517.00	1013.75	942.25	905.25	619.25	815.25	638.75	514.75	854.75	8672.00
SUBTOTAL REIMBURSED OVERTIME	(182.25)	(187.75)	(153.75)	(150.25)	(239.75)	(493.25)	(74.25)	(106.50)	(129.75)	(154.00)	(90.75)	(208.25)	(2170.50)
NET OFFICER OVERTIME	564.50	305.50	457.25	366.75	774.00	449.00	831.00	512.75	685.50	484.75	424.00	646.50	6501.50
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$130,000.00
Expenditures through 09/27/2013 \$167,529.00
Percent of Total Budget: 128.87%

NOTES:

* Period 12/22/2012 - 02/01/2013
**Period 2/2/2013 - 3/1/2013
***Period 3/2/2013 - 3/29/2013

+Period 3/30/2013 - 4/26/2013
++Period 4/27/2013 - 5/24/2013
^Period 5/25/2013 - 6/21/2013

#Period 6/22/2013 - 8/2/2013
##Period 8/3/2013 - 8/30/2013
^^Period 8/31/2013 - 9/27/2013

^^^Period 9/28/2013 - 10/25/2013
*+Period 10/26/2013 - 11/22/2013
**+Period 11/23/2013 - 1/3/2014

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2014**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	35.25	82.50	83.25	53.25	62.25	52.50	63.75	54.75	62.25	159.00	39.75	51.75	800.25
OFFICER WORKED ON HOLIDAY	4.00	4.00	8.00	41.25	18.50	54.25	60.50	16.00	116.00	22.00	8.00	227.00	579.50
OFFICER FOR COURT	36.00	12.00	15.00	9.00	18.50	21.00	27.00	18.75	3.00	9.00	14.25	6.00	189.50
OFFICER TRAINING		13.00	32.25	90.50	19.75	59.75	42.25	12.50	59.00	64.75	141.50	29.50	564.75
OFFICER RELIEF FOR FUNERAL							29.25		16.50		30.00		75.75
OFFICER ATTEND MEETING	40.50		6.00	9.75	11.25			17.25		2.25	38.75		125.75
STAFFING LEVEL	27.75	16.50	35.50	51.75	142.00	221.25	341.50	199.50	208.50	211.50	255.50	319.00	2030.25
INVESTIGATION	34.75	22.25	8.25	37.50	64.75	18.75	85.25	56.00	53.25	22.75	34.25	87.75	525.50
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	24.00	49.50	21.75	34.50	24.75	32.25		18.75	48.00	79.50	22.50	27.75	383.25
COMMUNITY RELATIONS									3.00	8.25			11.25
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		15.00			34.00	255.25	6.75		36.75	9.00		55.50	412.25
MISCELLANEOUS	14.00	25.25	28.50	5.50	26.50	62.75	25.75	17.25	26.25	34.50	17.75	31.75	315.75
MISCELLANEOUS REIMBURSED	107.25	102.00	119.25	107.00	93.00	141.75	203.25	96.00	110.25	97.50	66.75	104.25	1348.25
Gross OFFICER OVERTIME	323.50	342.00	357.75	440.00	515.25	919.50	885.25	506.75	742.75	720.00	669.00	940.25	7362.00
SUBTOTAL REIMBURSED OVERTIME	(131.25)	(166.50)	(141.00)	(141.50)	(151.75)	(429.25)	(210.00)	(114.75)	(195.00)	(186.00)	(89.25)	(187.50)	(2143.75)
NET OFFICER OVERTIME	192.25	175.50	216.75	298.50	363.50	490.25	675.25	392.00	547.75	534.00	579.75	752.75	5218.25
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$133,357.00

Expenditures through 1/02/2015 \$145,016.00

Percent of Total Budget: 108.74%

NOTES:

* Period 1/4/2014 - 1/31/2014

+Period 3/29/2014 - 4/25/2014

#Period 6/21/2014 - 08/01/2014

^^Period 9/27/2014 - 10/24/2014

Period 2/1/2014 - 2/28/2014

++Period 4/26/2014 - 5/23/2014

##Period 8/2/2014 - 8/29/2014

*+Period 10/25/2014 - 11/21/2014

Period 03/01/2014 - 03/28/2014

^Period 5/24/2014 - 6/20/2014

^^Period 8/30/2014 - 9/26/2014

*+*Period 11/22/2014 - 1/2/2015 (6 weeks)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2015**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	32.00	77.50	59.50	59.50	54.50	23.50	23.00	70.50					400.00
OFFICER WORKED ON HOLIDAY	8.00	18.00	4.00	26.00	12.00	97.50	63.00	13.00					241.50
OFFICER FOR COURT	14.00	22.00	18.50	8.00	6.00	16.00	12.00	10.00					106.50
OFFICER TRAINING	19.00	144.50	132.50	73.75	78.00	54.50	17.00	65.50					584.75
OFFICER RELIEF FOR FUNERAL			7.50										7.50
OFFICER ATTEND MEETING	12.00		12.00	7.50	0.50	16.00	4.00	22.50					74.50
STAFFING LEVEL	45.00	47.50	49.50	67.00	103.00	105.00	112.00	102.25					631.25
INVESTIGATION	20.25	78.00	43.25	34.50	35.00	48.00	49.00	25.00					333.00
HONOR GUARD FOR FUNERAL				22.00	8.00	2.00							32.00
SCHOOL LIAISON REIMBURSED	17.00	35.00	19.00	21.50	8.50	21.50		14.00					136.50
COMMUNITY RELATIONS	1.00		2.00										3.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		10.00		10.50	26.00	178.00	6.00						230.50
MISCELLANEOUS	6.00	14.25	7.75	8.75	35.00	18.50	9.75	8.75					108.75
MISCELLANEOUS REIMBURSED	59.50	33.50	24.00	39.00	20.50	28.50	33.25	30.00					268.25
Gross OFFICER OVERTIME	233.75	480.25	379.50	378.00	387.00	609.00	329.00	361.50	0.00	0.00	0.00	0.00	3158.00
SUBTOTAL REIMBURSED OVERTIME	(76.50)	(78.50)	(43.00)	(71.00)	(55.00)	(228.00)	(39.25)	(44.00)	0.00	0.00	0.00	0.00	(635.25)
NET OFFICER OVERTIME	157.25	401.75	336.50	307.00	332.00	381.00	289.75	317.50	0.00	0.00	0.00	0.00	2522.75
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$150,000.00

Est. Expenditures through 09/01/2015 \$60,883.31

Percent of Total Budget: 40.59%

NOTES:

* Period 1/3/2015 - 1/30/2015

+Period 3/28/2015 - 4/24/2015

#Period 7/4/2015 - 7/31/2015

^^Period

**Period 1/31/2015 - 2/27/2015

++Period 4/25/2015 - 5/22/2015

##Period 8/1/2015 - 8/28/2015

*+Period

***Period 2/28/2015 - 3/27/2015

^Period 5/23/2015 - 7/03/2015

^^Period

*+*Period

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: September 8, 2015

DEPARTMENT: Fire Department

FROM: Dennis Rubin

SUBJECT: Fire Department Overtime Report for the month of August 2015.

ATTACHMENTS:

- AUGUST 2015 FIRE DEPT OT REPORT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2014

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	73.5	147	98.75	48	112.5	85.25	59.75	39	83	56.25	143	48	994
EMS TRAINING	70.5	83	81	53.5	35.5	3	12	18.5	12	168.25	76.5	67.5	681.25
FIRE TRAINING	11	5.5	6	48.75	0	8	2.25	0	0	35.25	46	216.75	379.5
RESCUE CALLS	15.5	17	3.5	8.5	15.5	0	11.25	1	5.25	16	22.5	5.5	121.5
FIRE CALLS	0	0	0	0	0	0	5.25	0	0	39.75	19	0	64
MEETINGS	15	16.5	18	26.25	21	11.25	15	20.25	18.5	21.25	27.25	36.75	247.5
STAFFING REP.	0	41.25	3	0	6.75	51	288	45.75	17	40.5	219.75	108	821.5
MAINTENANCE	0	3.5	0	0	31	23	0	24	29.5	0	0	0	111.5
PUB. ED.	0	0	5.25	0	0	3	0	0	18.75	12.75	71.75	12	123.5
SPECIAL EVENTS	0	20	0	21	36	119.5	0	21	7.5	0	0	0	225.5
# FIRE RUNS	30	31	22	25	30	25	27	27	27	41	27	167	475
# of EMS RUNS	147	145	136	139	160	174	142	161	154	164	144	30	169
DISPATCH ERRORS	6	1	3	3	9	1	4	1	5	0	1	2	36
TOTAL HRS.	185.5	333.75	215.5	206	258.25	304	393.5	169.5	191.5	390	625.75	661.5	3767.5

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2015

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	120	87	165	154.25	177	112.25	110.25	62.5					988.5
EMS TRAINING	63	301.5	91	89.5	59	12	4.75	4.5					625.5
FIRE TRAINING	0	6.75	30.75	0	16.5	147.75	57	39.75					298.5
RESCUE CALLS	11.5	8.5	23.25	7	14.25	11	13.75	2					91.25
FIRE CALLS	0	0	3.75	0.75	0	0	0.75	0					5.25
MEETINGS	141.5	132.75	65.5	90.5	56	56.5	147	20.75					710.5
STAFFING REP.	216	43.5	65.25	36	105.5	72.5	118.25	276					930.5
MAINTENANCE	4.5	1	5.25	3	16.5	0	0	0					30.25
PUB. ED.	0	19.25	37.5	14	24.5	38.25	14.25	3.5					151.5
SPECIAL EVENTS	0	0	0	0	0	168.5	101	0					269.5
# FIRE RUNS	28	25	14	28	22	32	37	30					216
# of EMS RUNS	170	156	184	165	173	197	138	161					1344
DISPATCH ERRORS	4	0	5	5	6	7	5	12					44
TOTAL HRS.	556.5	600.25	487.25	395	469.25	618.75	567	409	0	0	0	0	4100.5

Special Events included in Overtime

Total Overtime Budget \$80,000 Expenditures through August 14, 2015 \$67,475 84%

Attachment: AUGUST 2015 FIRE DEPT OT REPORT (3902 : Fire Dept August 2015 OT Report)

Incident Type Report (Summary)
From 01/01/15 To 08/31/15
Report Printed On: 09/01/2015

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Fire, other (100)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Building fire (111)	14	0.87%	\$231,500.00	\$312,000.00	\$543,500.00	88.72%
Fires in structure other than in a building (112)	1	0.06%	\$2,000.00	\$10,000.00	\$12,000.00	1.96%
Cooking fire, confined to container (113)	3	0.19%	\$0.00	\$0.00	\$0.00	0.00%
Chimney or flue fire, confined to chimney or flue (114)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Road freight or transport vehicle fire (132)	1	0.06%	\$5,000.00	\$0.00	\$5,000.00	0.82%
Natural vegetation fire, other (140)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Forest, woods or wildland fire (141)	2	0.12%	\$0.00	\$0.00	\$0.00	0.00%
Brush or brush-and-grass mixture fire (142)	2	0.12%	\$0.00	\$0.00	\$0.00	0.00%
Outside rubbish fire, other (150)	2	0.12%	\$0.00	\$200.00	\$200.00	0.03%
Outside rubbish, trash or waste fire (151)	2	0.12%	\$0.00	\$0.00	\$0.00	0.00%
Special outside fire, other (160)	2	0.12%	\$100.00	\$30.00	\$130.00	0.02%
Outside storage fire (161)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
	33	2.02%	\$238,600.00	\$322,230.00	\$560,830.00	91.55%
2 Overpressure Rupture, Explosion, Overheat(no fire)						
Overpressure rupture, explosion, overheat other (200)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Excessive heat, scorch burns with no ignition (251)	3	0.19%	\$300.00	\$0.00	\$300.00	0.05%
	4	0.25%	\$300.00	\$0.00	\$300.00	0.05%
3 Rescue & Emergency Medical Service Incident						
Rescue, EMS incident, other (300)	7	0.44%	\$0.00	\$0.00	\$0.00	0.00%
Medical assist, assist EMS crew (311)	3	0.19%	\$0.00	\$0.00	\$0.00	0.00%
Emergency medical service, other (320)	20	1.25%	\$0.00	\$0.00	\$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	1207	75.20%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	48	2.99%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	8	0.50%	\$0.00	\$0.00	\$0.00	0.00%
Extrication of victim(s) from vehicle (352)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Water & ice-related rescue, other (360)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Swimming/recreational water areas rescue (361)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Watercraft rescue (365)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
	1297	80.81%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Hazardous condition, other (400)	2	0.12%	\$0.00	\$0.00	\$0.00	0.00%
Combustible/flammable gas/liquid condition, other (410)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Gasoline or other flammable liquid spill (411)	4	0.25%	\$0.00	\$0.00	\$0.00	0.00%
Gas leak (natural gas or LPG) (412)	5	0.31%	\$0.00	\$0.00	\$0.00	0.00%
Toxic condition, other (420)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	8	0.50%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	2	0.12%	\$0.00	\$0.00	\$0.00	0.00%
Overheated motor (442)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	10	0.62%	\$0.00	\$0.00	\$0.00	0.00%
Arcing, shorted electrical equipment (445)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Building or structure weakened or collapsed (461)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
	36	2.22%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	5	0.31%	\$1,500.00	\$10,000.00	\$11,500.00	1.88%
Person in distress, other (510)	2	0.12%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	5	0.31%	\$0.00	\$0.00	\$0.00	0.00%
Water problem, other (520)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Water or steam leak (522)	1	0.06%	\$0.00	\$40,000.00	\$40,000.00	6.53%
Smoke or odor removal (531)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Animal rescue (542)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Public service assistance, other (550)	2	0.12%	\$0.00	\$0.00	\$0.00	0.00%
Assist police or other governmental agency (551)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Assist invalid (554)	48	2.99%	\$0.00	\$0.00	\$0.00	0.00%
Unauthorized burning (561)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
	68	4.21%	\$1,500.00	\$50,000.00	\$51,500.00	8.41%
6 Good Intent Call						
Good intent call, other (600)	4	0.25%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	42	2.62%	\$0.00	\$0.00	\$0.00	0.00%
Wrong location (621)	37	2.31%	\$0.00	\$0.00	\$0.00	0.00%
No incident found on arrival at dispatch address (622)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Authorized controlled burning (631)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Smoke from barbecue, tar kettle (653)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
HazMat release investigation w/no HazMat (671)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
	88	5.48%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
False alarm or false call, other (700)	12	0.75%	\$0.00	\$0.00	\$0.00	0.00%
Malicious, mischievous false call, other (710)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Municipal alarm system, malicious false alarm (711)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
System malfunction, other (730)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%

Attachment: AUGUST 2015 FIRE DEPT OT REPORT (3902 : Fire Dept August 2015 OT Report)

Sprinkler activation due to malfunction (731)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation due to malfunction (733)	2	0.12%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	10	0.62%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	13	0.81%	\$0.00	\$0.00	\$0.00	0.00%
Unintentional transmission of alarm, other (740)	6	0.37%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	4	0.25%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	3	0.19%	\$0.00	\$0.00	\$0.00	0.00%
Detector activation, no fire - unintentional (744)	6	0.37%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	16	1.00%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	2	0.12%	\$0.00	\$0.00	\$0.00	0.00%
	78	4.84%	\$0.00	\$0.00	\$0.00	0.00%
9 Special Incident Type						
Special type of incident, other (900)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count: 1605			Total Est. Loss: \$612,630.00			

**DE PERE FIRE RESCUE
MUTUAL AID REPORT
AUGUST, 2015**

MUTUAL AID GIVEN

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
1414	ASHWAUBENON	EMS
1425	ASHWAUBENON	EMS
1431	ASHWAUBENON	EMS
1444	ASHWAUBENON	EMS
1457	BELLEVUE	FIRE
1466	ASHWAUBENON	EMS
1491	ASHWAUBENON	FIRE
1512	ASHWAUBENON	EMS
1602	OCONTO FALLS	FIRE

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
1437	GREEN BAY	EMS
1499	ASHWAUBENON	EMS
1531	ASHWAUBENON	EMS
1536	ASHWAUBENON	EMS
1546	ASHWAUBENON	EMS

AUGUST, 2015

*OVERTIME CAUSED BY SICK LEAVE

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
7/25/15	24	36
7/31/15	24	36
8/6/2015	24	36
TOTAL:	72	108

*Overtime generated when staffing levels fall below minimum as a result of sick leave.

EMS BILLING MONTHLY BILLING FIGURES

	JAN. '15	FEB. '15	MAR. '15	APR. '15	MAY '15	JUNE '15
CHARGES	105,520	49,779	54,831	218,747	115,506	92,784
PAYMENTS	66,188	54,929	51,556	41,264	79,674	75,580
ADJUSTMENTS	40,252	20,631	26,791	72,784	45,705	39,287
WRITE OFFS	15	226	10	11,364	10,698	8,639

	JULY '15	AUG. '15	SEPT. '15	OCT. '15	NOV. '15	DEC. '15
CHARGES	102,555					
PAYMENTS	69,051					
ADJUSTMENTS	41,554					
WRITE OFFS	17,084					

Payments to EMS	
Jan. 2015	4,786
Feb. 2015	4,054
March 2015	3,863
April 2015	3,013
May 2015	6,411
June 2015	5,940
July 2015	5,750
Aug. 2015	
Sept. 2015	
Oct. 2015	
Nov. 2015	
Dec. 2015	
Total Paid	\$33,818

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: September 8, 2015

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consideration of request of Liska Enterprises (MetalStorm) for extension of Option to Purchase. *

ATTACHMENTS:

- Liska Memo (PDF)
- Liska Map (PDF)

CITY OF DE PEREMEMO

To: Michael J. Walsh, Mayor
Members of the Finance/Personnel Committee
From: Judith Schmidt-Lehman, City Attorney
RE: Request of Liska Enterprises, LLC for Extension of Option to Purchase
Date: August 31, 2015

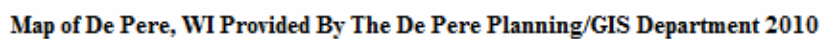
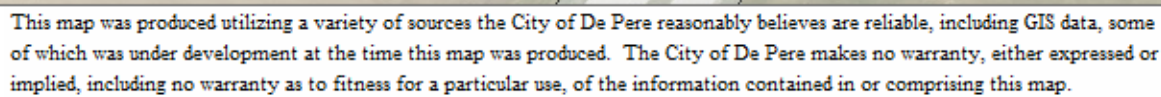
In August 2012, the City sold a four acre parcel (WD-1137-1) on American Boulevard to Liska Enterprises, LLC for construction of the Metal Storm facility. At the same time, a three-year option to purchase an adjacent four acre parcel (WD-1137-2) was also granted to accommodate future expansion of the business. Although the Metal Storm business is thriving, it is not yet at the point of expansion. Therefore, Mr. Randy Liska, principal of Liska Enterprises, LLC, has requested a three-year extension of the option to allow for the expansion if the projected growth occurs. The annual option fee of \$2,000 (\$500/acre) would remain the same.

Staff recommends approval of the request for a three-year extension of the option to purchase parcel WD-1137-2.

JSL:jld

c: Lawrence Delo, City Administrator
Alderpersons Boyd, Kneiszel, Raasch, Bauer

H:\dupont\Memos\2015\Mayor & F-P-Liska 8-31-15-138-002-12.docx



Packet Pg. 19

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: September 8, 2015

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consideration of Assumption of Farm Lease by Philip Robertson. *

ATTACHMENTS:

- Farm Lease Memo (PDF)

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
Members of the Finance/Personnel Committee
From: Judith Schmidt-Lehman, City Attorney 
RE: Assumption of Farm Lease
Date: September 1, 2015

The City is currently a party to a farm lease with Nick Vande Voort covering about 93 acres of city property in the Business and Southbridge Business Parks. This lease expires December 31, 2019. Mr. Vande Voort gave notice on August 19, 2015 that after the end of this year he will not be able to continue the lease for health reasons. He provided the name of a colleague, Phil Robertson, who he has farmed with before and is interested in taking over the properties.

Mr. Robertson is interested in "taking over" the remaining four years on the lease.

Staff recommends approval of either an assignment of the current lease to Mr. Robertson or the drafting of a new lease on the same terms through 2019. Both methods are subject to Council approval.

JSL:jld

c: Lawrence Delo, City Administrator

H:\jdupont\Memos\2015\Mayor & F-P-farm lease 9-1-15-145-001-07.docx

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: September 8, 2015

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider request to purchase approximately 9 acres on American Boulevard (Part of WD-L492-B). *

ATTACHMENTS:

- Offer to Purchase Memo Sept 2, 2015 (PDF)

MEMORANDUM

TO: Personnel & Finance Committee

FROM: Larry Delo, City Administrator 

DATE: September 2, 2015

SUBJECT: JDL3 Holdings, LLC Offer to Purchase Lot

The City has received an offer to purchase nine (9) acres of land in the City's West Business Park to accommodate the construction of a 70,000 square foot production facility. A copy of the offer to purchase letter and map of the proposed land sale site are attached.

The Administration recommends approval of the proposed lot sale.



August 7, 2015

Mr. Larry Delo, Administrator
City of De Pere
335 S. Broadway
De Pere, WI 54115

RE: JDL3 Holdings, LLC d/b/a Product Handling Concepts

Dear Mr. Delo,

The above company or its assigns, wishes to purchase approximately 9 acres of land on American Boulevard in the West Industrial Park. The company wishes to initially build a +/-70,000 square foot production facility.

This offer to purchase, is contingent on bank financing for the expansion but also includes the following contingencies:

1. The purchase price of the land would be \$35,000 per acre. JDL proposes to pay \$35,000 per acre, with the City then rebating JDL \$5,000 per acre. The exact price would be determined after a survey is completed.
2. A development grant in the amount of \$400,000, paid out in 3 phases, with the final disbursement after the Certificate of Occupancy is issued.
3. The City would complete the necessary CSM for the land division.
4. A copy of any Phase I and Phase II environmental work completed of the property shall be provided.

We look forward to working with the City.

Sincerely,

JDL

James D. Livermore
President/CEO
JDL3 Holdings, LLC

Fee Parcel-

A Portion Of WD-L492-B



City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: September 8, 2015

DEPARTMENT: Finance/Personnel Committee

FROM: Joe Zegers

SUBJECT: Approval of Schenck Proposal for Review of Water Meter Salvage Proceeds and Procedures.

ATTACHMENTS:

- WATERMETERSALVAGE-2015 (DOCX)
- AUP engagement letter (PDF)

To: Mayor Michael J. Walsh
Lawrence Delo, City Administrator
Finance/Personnel Committee Members
From: Joe Zegers, Finance Director
RE: Approval of Schenck Proposal for Review of Water Meter Salvage
Proceeds and Procedures
Date: September 3, 2015

I have attached the proposal by Schenck SC to review procedures regarding our handling of salvaging retired water meters and determining their estimated proceeds to our actual results from the inception of the meter exchange program to August 31, 2015. The proposal identifies the agreed-upon procedures that they will perform including calculating the potential salvage value of the retired meters and comparing that to the amounts recorded in the City records, interviews of employees regarding meter salvaging procedures and reviews of internal records and reports, and recommendations for possible changes in our present procedures. Feel free to contact me prior to the Finance Meeting on September 8, 2015 should you have any questions. .

.



September 1, 2015

Larry Delo, City Administrator
City of De Pere, Wisconsin
335 S. Broadway
De Pere, WI 54115

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for City of De Pere, Wisconsin (the "City").

We will apply the agreed-upon procedures listed below which the City of De Pere has specified, to financial records of the City of De Pere, Wisconsin. This engagement is solely to assist the City in comparing proceeds received from the sale of discarded water meters to projected or potential proceeds based on number of meters replaced and retired during the period of October 1, 2013 to August 31, 2015.

1. Utilizing a report from the City's utility billing system, estimate the number and size of water meters replaced and the number of meters retired. Estimate the potential salvage value of the meters retired. Confirm salvage value to proceeds received by the City and, also through inquiry of City employees and outside parties, if possible.
2. Interview City employees to determine procedures for retiring and storing old meters, delivering of old meters to buyers and remitting of salvage proceeds to City Treasurer. Review City Police Department report of investigation of the meter retiring and salvage value collection process.
3. Compare salvage proceeds recorded on City records to the potential salvage value of the estimated meters retired.
4. Prepare a report of findings and observations from completion of the procedures. Include recommendations for possible changes in procedures if noted.

Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed above do not constitute an audit examination, we will not express an opinion on the financial procedures of the City. In addition, we have no obligation to perform any procedures beyond those listed above.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the City of De Pere, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.



Larry Delo, City Administrator
 City of De Pere, Wisconsin
 September 1, 2015
 Page 2

You are responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, and/or experience to oversee the services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

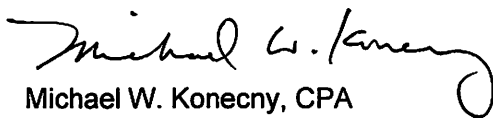
Michael W. Konecny is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We plan to begin our procedures within two weeks of authorization by the City Council at a mutually agreeable date and, unless unforeseeable problems are encountered, the engagement should be completed within three weeks of the conclusion of our fieldwork. At the conclusion of our engagement, we will require a representation letter from management that, among other things, will confirm management's responsibility for the adequacy of the agreed-upon procedures.

We estimate approximately 24 hours will be needed to complete the engagement and that our fees for these services will not exceed \$3,300. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,



Michael W. Konecny, CPA
 Shareholder
 Schenck SC

RESPONSE:

This letter correctly sets forth the understanding of the City of De Pere, Wisconsin.

By: _____

Title: _____

Date: _____

Attachment: AUP engagement letter (3904 : Approval of Schenck agreement for study of salvaged water meters.)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: September 8, 2015

DEPARTMENT: Information Technology

FROM: Steve Massey

SUBJECT: Consider Request by City IT Administrator to Transfer Funds from Unassigned Reserves.*

ATTACHMENTS:

- Mayor & F-P - fund transfer request 9-3-15 (DOCX)

MEMORANDUM

TO: Mayor Michael J. Walsh
Finance/Personnel Committee Members

FROM: Steve Massey, City IT Administrator

DATE: September 3, 2015

RE: Request to Transfer Funds from Unassigned Reserves

The Emergency Operations Center (EOC) account (#100-52200-341) in the city's General Fund budget is used to fund EOC related meetings and activities. Under direction of the Mayor and the EOC Team, a plan was formulated to provide a direct fiber optic connection from the City of De Pere to the City of Green Bay. The direct fiber connection would allow secure video conferencing between the Brown County EOC and the City of De Pere Situation Room located on Floor 2 of City Hall.

The 2015 adopted budget for the EOC account was \$500 and the current balance is \$19. The video conferencing equipment was purchased by the Health Department with grant money. To bring the video conferencing solution online additional expenditures are necessary. Cost breakdown estimates as follows (Note: pricing below is an estimate as we are waiting on final quotes):

• Fiber Optic Consulting/Splicing	\$2,500
• Fiber Optic Network Equipment	\$ 400
• Audio Video Equipment	<u>\$1,500</u>
Total	\$4,400

The City of De Pere Water Department will heavily utilize the direct fiber connection once water billing has been migrated to the City of Green Bay Water Department. The City of De Pere Water Department has agreed to fund 90% of the fiber optic consulting/splicing and network equipment required to complete the direct fiber connection. The payment of \$2,250 from the De Pere Water Department reduces the \$4,400 to \$2,150. In order to pay the \$2,150 for additional equipment and services necessary to bring the video conferencing solution online, a transfer of \$2,150 from unassigned reserves is necessary.

If you have any questions or concerns, please let me know.

SDM

Attachment

H:\Project\Situation Room\Finance-Personel Committee\Memo - Request to Transfer Funds - Situation Room.docx

Attachment: Mayor & F-P - fund transfer request 9-3-15 (3911 : Consider Request by City IT Administrator to Transfer Funds from Unassigned

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: September 8, 2015

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider Definitely De Pere Request for Bike Rack Installation*

Definitely De Pere is requesting the City's street department to assist with installing 59 bike racks (see attached photo) throughout the downtown areas. (See attached request)

The estimated costs for the street department for the bike rack installations is \$60 per bike rack for a total of \$3,540.

If you have any questions on this matter please feel free to contact me.

ATTACHMENTS:

- Definitely De Pere Request 082715 (PDF)
- Bike rack photo 082715 (JPG)

Allyson Watson
Definitely De Pere, Executive Director
320 Main Avenue, Suite 102
De Pere, WI 54115
director@definitelydere.org
(920) 403-0337

August 20, 2015

Scott Thoresen
City of De Pere, Director of Public Works
925 S. Sixth Street
De Pere, WI 54115

Dear Mr. Thoresen:

I am writing to request that the City of De Pere consider donating the installation labor costs for the newly acquired bicycle racks for the downtown district. The 59 racks are slated to arrive at the Municipal Service Center the first week of September and we would ideally like to see installation happen sometime this fall.

The De Pere Main Street program, Definitely De Pere, organized a grassroots fundraising campaign earlier this year to fundraise for the purchase of these racks. By working with City Engineer Eric Rakers to develop a bicycle rack installation guideline policy and by selling downtown businesses on the value of bicycle-friendly infrastructure in our business district, we saw a fantastic community response. Each rack is of a high quality design and is locally produced in Waunakee, Wisconsin.

Due to a miscommunication between our organization and the City earlier in July, our organization was under the impression that the City would be donating the installation costs for these bicycle racks. With that in mind, the full amount raised by sponsors (exceeding \$11,000) was expended on racks, with none set aside for installation. Had we known the large cost of installation (\$4,130), much of which are labor costs, we would have scaled back our bicycle rack order for this year.

We humbly request that the City consider donating the cost of labor for the installation of these racks (at a rate of \$60 per rack, this equals \$3,540). With the City's 125th anniversary being this year, this one time installation would be a relatively low cost contribution to the quality of life and vibrancy of the business district that would have a long term positive impact on the community. Definitely De Pere would be happy to still cover the cost of materials (at a rate of \$10 per rack, this equals \$590).

We do hope that you might be able to consider this request as part of our positive ongoing work relationship and in the spirit of collaboration. Citizens of De Pere and visitors alike will value the 118 bicycle parking spaces that will be created through this bicycle rack campaign for many years to come!

Thank you for your consideration,

Allyson Watson



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: September 8, 2015

DEPARTMENT: Police

FROM: Chad Opicka

SUBJECT: Request for Participation in 2015/2016 OWI Task Force Grant*

The De Pere Police Department is again requesting permission to participate in the sixth Brown County OWI Task Force Grant with overtime funding provided by the Wisconsin Department of Transportation, Bureau of Traffic Safety (BOTS). Other participating agencies will include the Brown County Sheriff's Office, Green Bay Police Department, Ashwaubenon Public Safety, Hobart/Lawrence Police Department, State Patrol and University of Wisconsin - Green Bay.

The goal of the task force is to combine components of enforcement, education and awareness.

- **Enforcement:** The enforcement effort saturates areas within the County with officers from several agencies, and aggressively targets intoxicated drivers. Officers will identify, stop and arrest those suspected of drunken driving in the enforcement zone areas. Enforcement zones will be equally distributed in the jurisdictions of participating agencies. The Brown County Sheriff has authorized this task force and confers deputization upon those officers participating thereby eliminating jurisdiction issues.
- **Education:** Education will include billboard displays and media releases to educate the public of the enforcement effort and the dangers of drunken driving.
- **Awareness:** OWI enforcement zones will be signed to alert drivers that they are in an area saturated with officers specifically targeting drunken drivers. It will alert drivers that drunken drivers will not be tolerated (educational/preventative), and alert those that are intoxicated they will be arrested. The hours of operation will coincide with peak times of drunken driving activity.

The Task Force is funded by a grant through BOTS, and managed by the Green Bay Police Department. The grant funds the overtime associated with the activity at the rate set by the police departments. There is a 25% in-kind contribution from participating agencies that can include travel time, vehicle use, fuel, administrative costs, attending meetings etc.

The De Pere Police Department will commit two officers and two vehicles for each deployment of the Task Force. There will be between 8-12 Task Force officers and vehicles for each deployment. The city receives between 4 and 6 deployments ensuring an equal distribution of resources for those participating in the Task Force.

Municipalities and the County receive several benefits through participation in the Task Force. Personnel and resources are available to each community to combat drunken driving that no individual agency is able to achieve on its own. In the almost five years this program has been used, the task force has made over 700 OWI arrests in Brown County. It supports safer streets in De Pere and other areas in the county for all to travel on by warning motorists of the risks, and arresting those failing to drive sober. To show this, the number of fatalities, especially alcohol related fatalities, is significantly down versus years the task force didn't operate. There is "one voice" in Brown County that drunken driving will not be tolerated in any community and promotes a positive, collaborative, and focused message and effort among law enforcement agencies in the county.

Please accept our request for continued participation in the OWI Task Force. If you should have any questions, please contact me at 339-4076 at your convenience. Thank you.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: September 8, 2015
DEPARTMENT: City Attorney
FROM: Judith Schmidt-Lehman
SUBJECT: Consider Ordinance Regarding Crossing Guards. *

ATTACHMENTS:

- Crossing Guard Memo (PDF)
- Ord15-Crossing Guards (DOCX)

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
Members of the Finance/Personnel Committee
From: Judith Schmidt-Lehman, City Attorney
RE: Crossing Guard Ordinance
Date: August 31, 2015

The Police Chief discovered this summer that the City's current municipal code does not contain an ordinance which appears to be required under state law for purposes of employing crossing guards. Specifically, Wis. Stats. §349.215 provides:

349.215 Authority to appoint school crossing guards. The governing body of any city, village, town or county may by ordinance provide for the appointment of adult school crossing guards for the protection of persons who are crossing a highway in the vicinity of a school. The school crossing guards shall wear insignia or uniforms which designate them as school crossing guards and shall be equipped with signals or signs to direct traffic to stop at school crossings.

The City's municipal code does not have any such reference. It is not known whether a previous ordinance was adopted but somehow not included in the code; however since the code is silent on the appointment of crossing guards, the better course is to conform with state law by adopting the required ordinance.

Attached is a draft ordinance which is modeled after the one in effect in Green Bay for your review.

If you have any questions regarding this, please call me at 339-4042.

JSL:jld

Attachment

c: Lawrence Delo, City Administrator
Derek Beiderwieden, Police Chief

H:\jdupont\Memos\2015\Mayor & F-P-crossing guard ordinance.docx

ORDINANCE #15-

CREATING §18-3(e) DE PERE MUNICIPAL CODE
REGARDING CROSSING GUARDS

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN

AS FOLLOWS:

SECTION 1: §18-3(e), is hereby created to read as follows:

- (e) *Crossing Guards.* As permitted under Wis. Stats. §349.215, the Chief of Police shall appoint such adult crossing guards as determined necessary and within the department budget. The Chief of Police or his/her designee shall be responsible for the supervision and direction of the crossing guards. All crossing guards shall wear such equipment or uniform as prescribed by the Chief of Police.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: This ordinance shall take effect on and after passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this _____ day of _____, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____
Nays: _____
Publication Date: _____
Effective Date: _____

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: September 8, 2015

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Discussion concerning collective bargaining strategies for police and fire union contract negotiations.
