



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Tuesday, August 11, 2020

7:30 PM

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 **August 11, 2020** at **7:30 PM**.

Due to the current public health emergency, the meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>
OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

THIS MEETING WILL NOT BE HELD IN PERSON.

This meeting may also be rebroadcast on Spectrum 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 July 14, 2020 Meeting of the Finance/Personnel Committee.
3. Consideration and Possible Action for the July 2020 Police Overtime Report
4. Fire Department Overtime and LifeQuest Services Billing Reports for July, 2020.
5. Consideration of a Redevelopment Request for Proposals for Parcel WD-376, generally known as 360 Main Avenue. *
6. Consideration of request by the Finance and IT Departments to purchase an online forms and payment solution.*
7. Consideration and possible action for approval of preliminary 2020 borrowing.*
8. Consideration and possible action for 2019 Budget Items Carried Forward to 2020 and Excess Stadium Funds Report.*
9. Review and possible action on City of De Pere Investments and Cash Detail for June 2020.
10. Discussion and consideration to recommend an ordinance to create a no wake zone for certain sections of the Fox River within the city limits of De Pere.
11. Consideration of a request by Alderperson Kunding to consolidate acceptance of donations by the Common Council to a quarterly basis.

12. Consider Request to Pursue Wisconsin Public Service Rewarding Responders Grant to Fire Department.*
13. Future agenda items.
14. Discussion and Possible Action Concerning Temporary Absences in Fire Department Battalion Chief Position.*

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(e), the Committee may convene in closed session for the purpose of deliberating fire department staffing considerations which may involve the investing of public funds and implicate competitive or bargaining reasons of the City, requiring a closed session.
The Council may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.
15. Adjournment

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

***Items with an asterisk require City Council approval.**

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: August 11, 2020

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the July 14, 2020 Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- July 14, 2020 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Draft Minutes

Tuesday, July 14, 2020

7:30 PM

1. Call to Order. Mayor Boyd called the Regular Meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, July 14, 2020, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Mike Eserkaln	Aldersperson	Remote	
Amy Chandik Kunderinger	Aldersperson	Remote	
Casey Nelson	Aldersperson	Remote	
Kelly Ruh	Aldersperson	Remote	

Also Present: Police Chief Derek Beiderwieden, IT Director Steve Massey, Finance Director/Treasurer Joe Zegers, City Clerk Carey Danen, Health Director/Officer Debby Armbruster, Public Works Director Scott Thoresen, Human Resources Director Shannon Metzler, Assistant Fire Chief Rich Annen and a telephone participant (unidentified).

2. Approval of the Minutes of the June 9, 2020 Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Kelly Ruh, Aldersperson
AYES:	Boyd, Eserkaln, Kunderinger, Nelson, Ruh

3. Consideration and Possible Action for the June 2020 Police Overtime Report.

Aldersperson Nelson asked if the 146 hours of training would still cause overtime if the department was fully staffed, to which Chief Beiderwieden explained that the training was conducted off-site in Howard, and since it cannot be done during an officer's shift, it creates overtime. The Chief added that he hoped everyone could read the overtime report in the packet as it appears it did not print well.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Aldersperson
AYES:	Boyd, Eserkaln, Kunderinger, Nelson, Ruh

4. Fire Department Overtime and LifeQuest Services Billing Reports for June, 2020.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Kelly Ruh, Aldersperson
AYES:	Boyd, Eserkaln, Kunderinger, Nelson, Ruh

5. Consider Fire Department / Wisconsin Department of Natural Resources Memorandum of Understanding for Mutual Aid and Fire Suppression Services.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

6. Consider Memorandum of Understanding between City of De Pere and IAFF Local 141 Regarding Overtime Call In Procedure.*

Assistant Chief Rich Annen provided a brief overview of the current overtime call-in procedure, a labor-intensive phone calling tree, in which Battalion Chiefs call down a list until a firefighter is willing to take overtime. This item is proposing automated scheduling software, which would put available overtime out to all members and in situations where overtime is assigned, it will automatically assign to the member who has the least number of overtime hours. Mayor Boyd indicated that this proposal is more efficient. Alderperson Nelson asked about new employees being started at the level with the most accrued hours, to which Assistant Chief Annen explained that the new system keeps track of overtime hours per employee, so a new employee would not stay at that level for long. The system would adjust to be more even and fair for everyone, as well as being user-friendly for administration.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

7. Consideration and Possible Action on a \$1,500 Donation from De Pere Christian Outreach for Police K-9.*

Mayor Boyd expressed thanks for this donation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Mike Eserkaln, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

8. Consideration and Possible Action on Request of Health Director to Increase Hours of Public Health Nurse Position from 24 hours to 40 hours per week.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

9. Consideration and Possible Action to Reclassify the Health Dept. Office Assistant to Administrative Assistant and Increase Pay Level.*

Alderperson Chandik Kunding asked if this is the result of an assessment or comparison to other departments, to which Health Director/Officer Deborah Armbruster explained the employee in this position wrote up an assessment of increased job duties over the last six months that rise to the level of an administrative assistant. Human Resources Director Shannon Metzler added that city policy gives employees the ability to request a position review from HR for a significant change in responsibility. Carlson Dettmann does review positions every three to five years, but will individually review positions requested with responsibility changes/additional duties, with consent of the

department head. In response to Alderperson Nelson, HR Director Metzler explained that positions are reviewed to ensure compensation is competitive and that employees receive fair salaries. Administrator Delo added that the use of a third-party for review of positions is part of the current pay plan policy that was adopted by Council.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

10. Consider Definitely De Pere Request to Waive Public Works Fees for Downtown Events.*

In response to Alderperson Nelson, Public Works Director Thoresen explained that this is a similar request to last year, to waive the full amount of fees (to also include the 50% reduction) typically being billed at the end of the year.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

11. Consideration of Approval of Microsoft Office 365 Quotation.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Mike Eserkaln, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

12. Consideration and Possible Action on Request of City Clerk to Approve Wisconsin Elections Commission (WEC) Coronavirus Aid, Relief and Economic Security (CARES) Subgrant Agreement, Terms and Certification.

Alderperson Chandik Kunding asked for an overview. City Clerk Danen explained that the Wisconsin Elections Commission has created a grant formula to distribute 4 million dollars to municipalities for election costs associated with the health pandemic. The City is eligible for approximately \$16,000. As part of the award, the City must keep track of the costs and submit reports in mid-September and at the end of the year.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

13. Consideration of request of the City Administrator to authorize expenditure under the Routes to Recovery: Local Government Aid Grants program.

City Administrator Lawrence Delo explained that this item is for reimbursement of COVID virus expenditures from March 1 through November 6, 2020. This is a reimbursement grant, requiring the City to expend money first and then be eligible for reimbursement. The Finance Department is keeping tally with a prioritized list up to \$402,000, expended from unassigned reserves. Alderperson Chandik Kunding asked if this includes the additional cleaning costs recently approved, to which Administrator Delo indicated that additional cleaning services up to November 6 are eligible, but services are planned to continue beyond that date.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Mike Eserkaln, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

14. Consideration of request by Alderperson Kunding to consolidate acceptance of donations by the Common Council to a quarterly basis.*

Alderperson Chandik Kunding indicated that she brought this item forward in an effort to streamline this process, to group donations together to recognize within certain thresholds, and suggests moving to a quarterly approval basis to remove some redundancy.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

15. Review of the DOR TID 2020 Annual Reports.

Finance Director/Treasurer Zegers advised that the annual reports included in the packet (required to be submitted to the state on July 1) are for informational purposes regarding TIDs #5 through #13. The City will conduct its annual review of the reports with the Joint Review Board in August, including Brown County, the De Pere schools and Northeast Wisconsin Technical College, and will also have projections as the TID goes forward. The reports in this agenda packet are for 2019 activity, and more detailed reports can be presented at the August Finance meeting as well. In addition, TID #5 was expected to be finished a year early, however a deadline was missed to have the Council authorize the termination; FD/T Zegers contacted the State Department of Revenue to request an extension of the deadline, but the request was ultimately denied. TID #5 will have another year of increment through 12/31/21; the taxing jurisdictions involved (County, West De Pere Schools and NWTC) were informed, and the Finance Directors were cordial and understanding as none of the jurisdictions will be harmed financially by the oversight.

Mayor Boyd asked if Development Services could prepare training or Frequently Asked Questions (FAQ) for newer alderpersons, to which Administrator Delo advised that he has already spoken with Development Services Director, Dan Lindstrom, regarding TID training, and he is going to prepare self-training documentation and then reach out for interest in additional one-on-one training.

In response to Alderperson Nelson, Finance Director Zegers advised that TID #6 is the one that is contemplated to close early for use of increment for residential improvements. Administrator Delo clarified that the intent for TID # 6, if approved by council, is that sufficient funds would exist for a program which would mimic the County, a rehabilitation fund to offer zero percent interest loans, which would not need to be repaid until a property is sold. While the County requires a complete rehabilitation, the City is looking at developing a program which would give more flexibility in making improvements and a different income threshold to make money more accessible in order to maintain and rehabilitate the older housing stock outside the downtown area long-term.

No action was taken on this item as it was intended for discussion purposes only.

RESULT: NO ACTION

16. Review and possible action on City of De Pere Investments and Cash Detail for May 2020.

Finance Director/Treasurer Zegers summarized the May 2020 report indicating that city investments went down about \$2,000,000 due to accounts payable, payroll and debt payments, mitigated by state aids received; investments through May 31 earned approximately \$300,000 in comparison to the budgeted amount of \$525,000, which is approximately \$60,000 ahead of the yearly goal, to date.

Mayor Boyd indicated this is positive in light of recent events. FD/T Zegers indicated the best approach is to maximize highs to cushion the lows. Alderperson Nelson commented that the total for May 2020 is \$2,000,000 more versus May 2019, with the health checking expected to go down with suspending premium payments this month, although fund status appears to be in good shape year over year. FD/T Zegers added that the progress of capital projects for 2020 were a little behind and is expected to pick up in June.

Mayor Boyd made a Motion to accept the report and to place on file.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Eserkaln, Kundinger, Nelson, Ruh

17. Future agenda items.

Alderperson Chandik Kundinger inquired about the status of the Cultural District Master Plan, to which Administrator Delo advised that certain projects are slated to be completed over time, and indicated that this item, as a request for a status update of projects, could be taken directly to the Council as no approval is being requested, and Definitely De Pere could be asked to participate. He suggested this could be placed on the Council Agenda for the first meeting in August.

18. Adjournment.

Upon Motion of Mayor Boyd, seconded by Alderperson Chandik Kundinger, the Finance/Personnel Committee unanimously adjourned at 8:15 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 11, 2020

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Action for the July 2020 Police Overtime Report

The overtime (OT) report covers the month of July 2020. Two previous years of overtime report summaries are attached for comparison but they are by payroll period versus calendar month due to the change in how the overtime was gathered back then. They should still be comparable.

Training OT of 104.25 hours is for a Cultural Competency course that I made mandatory for all personnel to attend.

Reimbursable Miscellaneous OT of 31.5 total hours comprised of 15.25 for the Drug Task Force assigned officer and 16.24 hours related to the OWI task Force.

Non-reimbursable Miscellaneous Overtime total hours of 2 hours is due to police officer interviews.

Note: all Investigative hours are late calls by the Patrol Division.

ATTACHMENTS:

- 2018 PD OT Summary (PDF)
- 2019 PD OT Summary (PDF)
- July 2020 PD OT Report (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2018**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	41.50	19.50	10.00	15.50	23.00	14.00	20.00	97.50	33.00	29.00	19.50	8.50	331.00
OFFICER WORKED ON HOLIDAY	105.75	8.00	12.00	42.00	98.25	22.00	70.50	4.00	114.00	12.00	51.75	98.75	639.00
OFFICER FOR COURT	4.00	14.00	13.00	12.00	18.00	12.00	23.50	6.00	14.00	53.50	9.00	26.00	205.00
OFFICER TRAINING	82.00	122.00	71.75	140.00	277.00	164.75	104.50	73.50	179.75	224.25	66.50	28.00	1534.00
OFFICER RELIEF FOR FUNERAL			4.50										4.50
OFFICER ATTEND MEETING	10.50		3.50	15.00	0.50		7.50		10.00	12.00		21.00	80.00
STAFFING LEVEL	68.00	51.25	97.75	61.50	87.50	92.00	83.00	73.75	140.50	175.50	99.50	85.25	1115.50
INVESTIGATION	50.75	77.00	82.25	87.50	40.75	27.50	39.00	55.50	15.00	83.00	57.25	74.50	690.00
HONOR GUARD FOR FUNERAL						15.50		3.00					18.50
SCHOOL LIAISON REIMBURSED	12.50	25.50	10.00	19.00	33.75	27.50		15.00	61.00	41.50	7.00	22.00	274.75
COMMUNITY RELATIONS						1.50		2.00	3.00	14.50		4.00	25.00
SPECIAL ASSIGNMENT						6.50				46.00			52.50
SPECIAL ASSIGNMENT REIMBURSED		17.50	9.50		212.75		26.50		13.50		30.75		310.50
MISCELLANEOUS	16.00	19.00	10.75	25.75	35.00	10.75	9.00	18.50	19.75	37.75	18.75	19.00	240.00
MISCELLANEOUS REIMBURSED	33.00	41.50	79.00	20.00	32.50	23.50	25.00	34.00	32.00	43.00	22.00	19.00	404.50
Gross OFFICER OVERTIME	424.00	395.25	404.00	438.25	859.00	417.50	408.50	382.75	635.50	772.00	382.00	406.00	5924.75
SUBTOTAL REIMBURSED OVERTIME	(45.50)	(84.50)	(98.50)	(39.00)	(279.00)	(51.00)	(51.50)	(49.00)	(106.50)	(84.50)	(59.75)	(41.00)	(989.75)
NET OFFICER OVERTIME	378.50	310.75	305.50	399.25	580.00	366.50	357.00	333.75	529.00	687.50	322.25	365.00	4935.00

Total Overtime Budget: \$150,000.00
Expenditures through 3/1/2019 \$190,045.02
Percent of Total Budget: 126.70%

NOTES:

* Period 12/30/2017 - 1/26/2018

**Period 1/27/2018 - 2/23/2018

***Period 2/24/2018 - 3/23/2018

+Period 3/24/2018 - 4/20/2018

++Period 4/21/2018 - 6/1/2018

^Period 6/2/2018 - 6/29/2018

#Period 6/30/2018 - 7/27/18

##Period 7/28/2018 - 8/24/2018

^^Period 08/25/2018 - 09/21/2018

^^^Period 9/22/2018 - 11/2/2018

*+Period 11/3/2018 - 11/30/2018

*+*Period 12/01/2018 - 12/28/2018

Attachment: 2018 PD OT Summary (9877 : Police July 2020 Overtime Report)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2019**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN^	JUL#	AUG##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	20.50	16.50	15.00	48.50	9.50	23.00	47.75	12.00	21.00	76.75	13.50	15.50	319.50
OFFICER WORKED ON HOLIDAY	105.00	22.25	4.00	30.00	91.75	12.00	61.00	10.00	121.25	15.25	69.00	80.00	621.50
OFFICER FOR COURT	22.50	10.00	18.50	10.50	14.00	8.00	10.00	6.00	8.00	2.00	90.75	8.00	208.25
OFFICER TRAINING	29.50	89.00	124.00	160.75	82.75	77.25	69.75	50.25	154.25	200.25	33.00		1070.75
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00	2.00	12.00	13.00		2.00	7.50	2.00		20.00			61.50
STAFFING LEVEL	39.00	60.00	124.50	85.50	169.25	131.25	157.00	263.75	305.00	406.50	317.50	272.75	2332.00
INVESTIGATION	33.00	38.50	16.00	58.50	29.00	27.00	58.00	17.00	12.75	44.00	41.75	21.50	397.00
HONOR GUARD FOR FUNERAL		10.00											10.00
SCHOOL LIAISON REIMBURSED	25.50	30.50	14.00	30.00	8.00	25.00		3.50	35.50	78.00	16.00	22.00	288.00
COMMUNITY RELATIONS					2.00								2.00
SPECIAL ASSIGNMENT				8.25	32.00	6.00			4.50			4.00	54.75
SPECIAL ASSIGNMENT REIMBURSED		14.00					14.00	10.00		15.00	10.00		63.00
MISCELLANEOUS	8.00	31.25	22.75	41.50	14.50	22.75	29.25	20.50	25.75	43.75	19.00	11.00	290.00
MISCELLANEOUS REIMBURSED	14.50	16.50	13.00	30.50	75.00	50.00	1.50	3.50	10.50	3.50	33.00	5.50	257.00
GROSS OFFICER OVERTIME	300.50	340.50	363.75	517.00	527.75	384.25	455.75	398.50	698.50	905.00	643.50	440.25	5975.25
SUBTOTAL REIMBURSED OVERTIME	(40.00)	(61.00)	(27.00)	(60.50)	(83.00)	(75.00)	(15.50)	(17.00)	(46.00)	(96.50)	(59.00)	(27.50)	(608.00)
NET OFFICER OVERTIME	260.50	279.50	336.75	456.50	444.75	309.25	440.25	381.50	652.50	808.50	584.50	412.75	5367.25

TOTAL OVERTIME BUDGET: \$ 160,000.00

EXPENDITURES THROUGH 12/31/2019 \$ 279,916.04

PERCENT OF TOTAL BUDGET: 174.95%

NOTES:

*Period 12/29/2018 - 1/25/2019

**Period 1/26/2019 - 2/22/2019

***Period 2/23/2019 - 3/22/2019

+Period 3/23/2019 - 5/3/2019

++Period 5/4/2019 - 5/31/2019

^Period 6/1/2019 - 6/28/2019

#Period 6/29/2019 - 7/26/2019

##Period 7/27/2019 - 8/23/2019

^^Period 8/24/2019 - 9/20/2019

^^^Period 9/21/2019 - 11/1/2019

*+Period 11/2/2019 - 11/20/2019

*+*Period 11/30/2019 - 12/27/2019

Attachment: 2019 PD OT Summary (9877 : Police July 2020 Overtime Report)

**DEPARTMENT OF POLICE
OVERTIME BY REASON
2020**

REASON	JAN *	FEB **	MAR ***	APR +	MAY ++	JUN ^	JUL #	AUG ##	SEPT ^^	OCT ^^^	NOV **	DEC **	TOTAL
OFFICER SICKLEAF	90.75	25.50	18.00		10.25	6.50	0.00						151.00
OFFICER WORKED ON HOLIDAY	92.75	12.00	12.00	25.75	48.50	8.00	69.25						268.25
OFFICER FOR COURT	60.00	4.00	7.00	5.00		3.00	8.00						87.00
OFFICER TRAINING	38.50	119.75	56.00	20.00		146.00	104.25						484.50
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTENDING		2.00	2.00										4.00
STAFFING LEVEL	285.50	107.25	99.00	54.25	42.50	154.50	225.25						968.25
INVESTIGATION	22.50	7.50	32.25	28.25	36.25	25.50	70.75						223.00
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LAB ON REIMBURSED	27.75	29.25	13.75										70.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED	4.50	14.00											18.50
MECHANICALS	15.25	14.25	24.75	5.75	48.00	58.00	2.00						168.00
MECHANICALS REIMBURSED	11.50	42.25	18.50	12.25	5.75	4.00	31.50						125.75
GROSS OFFICER OVERTIME	649.00	377.75	283.25	151.25	191.25	405.50	511.00	0.00	0.00	0.00	0.00	0.00	2569.00
SUBTOTAL REIMBURSED OVERTIME	(43.75)	(85.50)	(32.25)	(12.25)	(5.75)	(4.00)	(31.50)	0.00	0.00	0.00	0.00	0.00	(215.00)
NET OFFICER OVERTIME	605.25	292.25	251.00	139.00	185.50	401.50	479.50	0.00	0.00	0.00	0.00	0.00	2354.00

TOTAL OVERTIME BUDGET : \$ 175,000.00

EXPENDITURES THROUGH 8/04/2020 \$ 108,528.68

PERCENT OF TOTAL BUDGET : 62%

NOTES:

* period 12/28/2019 -1/24/2020

** period 1/25/2020 -2/21/2020

*** period 2/22/2020 -4/3/2020

Additional notes

+ period 4/4/2020 -4/30/2020

++ period 5/1/2020 -5/31/2020

^ period 6/1/2020 -6/30/2020

period 7/1/2020 -7/31/2020

period 8/1/2020 -8/31/2020

^^ period 9/1/2020 -9/30/2020

^^^ period 10/1/2020 -10/31/2020

*^ period 11/1/2020 -11/30/2020

**^ period 12/1/2020 -12/31/2020

Changing from Payroll period reporting to monthly reporting beginning May 1, 2020.

Attachment: July 2020 PD OT Report (9877 : Police July 2020 Overtime Report)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 11, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Reports
for July, 2020.

ATTACHMENTS:

- FIRE DEPT OT RPT_JULY 2020 (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2019

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	72.75	54.00	22.50	69.00	3.00	12.00	30.00	39.00	52.00	46.75	27.00	30.00	458.00
EMS TRAINING	40.75	129.25	108.25	107.25	8.00	3.75	8.75	0.00	77.00	139.50	103.50	79.50	805.50
FIRE TRAINING	3.50	43.50	15.50	86.75	56.50	9.00	0.00	13.75	5.25	18.50	0.00	0.00	252.25
RESCUE CALLS	13.00	2.25	11.25	2.00	0.00	9.50	4.75	7.00	2.25	13.00	4.50	17.75	87.25
FIRE CALLS	13.50	4.50	23.50	9.75	7.50	0.00	1.75	0.00	0.00	0.00	0.00	0.00	60.50
MEETINGS	3.00	33.00	22.25	8.50	19.00	2.25	11.25	12.00	21.75	9.50	16.25	26.25	185.00
STAFFING REP.	89.25	15.50	0.00	153.00	152.25	171.75	665.00	561.75	190.50	169.25	162.00	104.25	2,434.50
MAINTENANCE	0.00	0.00	0.00	3.25	8.25	0.75	0.00	0.00	0.00	0.00	0.00	0.00	12.25
PUB. ED.	2.25	0.00	4.50	34.00	0.00	7.50	0.00	2.50	0.00	59.50	0.00	0.00	110.25
SPECIAL EVENTS	0.00	0.00	0.00	0.00	210.00	0.00	10.50	56.50	0.00	28.50	7.50	0.00	313.00
# FIRE RUNS	56	31	50	52	40	32	44	33	46	37	23	42	486
# EMS RUNS	191	178	167	223	191	186	196	196	204	217	204	219	2,372
DISPATCH ERRORS	6	6	8	2	4	4	6	8	5	4	3	1	57
TOTAL HRS.	238.00	282.00	207.75	473.50	464.50	216.50	732.00	692.50	348.75	484.50	320.75	257.75	4,718.50

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through January 2, 2020, \$94,280, 99%

*Period: 12/29/18-01/25/19 +Period: 03/23/19-05/03/19 ^Period: 06/29/19-07/26/19 #Period: 09/21/19-11/01/19
 **Period: 01/26/19-02/22/19 ++Period: 05/04/19-05/31/19 ^^Period: 07/27/19-08/23/19 ##Period: 11/02/19-11/29/19
 ***Period: 02/23/19-03/22/19 +++Period: 06/01/19-06/28/19 ^^^Period: 08/24/19-09/20/19 ###Period: 11/30/19-12/27/19

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2020

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	48.00	41.00	73.75	21.00	5.50	18.00	36.00						243.25
EMS TRAINING	97.25	128.50	146.00	45.00	0.00	0.00	0.00						416.75
FIRE TRAINING	4.50	21.75	16.50	0.00	21.50	52.25	25.50						142.00
RESCUE CALLS	4.25	6.50	6.25	10.25	3.00	11.50	3.75						45.50
FIRE CALLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
MEETINGS	4.75	4.50	7.00	30.00	24.50	25.50	0.00						96.25
STAFFING REP.	49.50	4.50	18.00	0.00	3.75	198.00	36.00						309.75
MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
PUB. ED.	13.00	3.00	6.00	0.00	0.00	0.00	0.00						22.00
SPECIAL EVENTS	0.00	13.75	0.00	0.00	0.00	0.00	2.25						16.00
# FIRE RUNS	25	42	39	36	45	22	45						254
# EMS RUNS	179	190	177	153	172	198	183						1,252
DISPATCH ERRORS	2	2	1	2	3	4	2						16
TOTAL HRS.	221.25	223.50	273.50	106.25	58.25	305.25	103.50	0.00	0.00	0.00	0.00	0.00	1,291.50

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through August 3, 2020, \$30,325, 28%

*Period: 12/28/19-01/24/20 +Period: 04/04/20-05/01/20 ^Period: 06/27/20-07/24/20 #Period:
 **Period: 01/25/20-02/21/20 ++Period: 05/02/20-05/29/20 ^^Period: ##Period:
 ***Period: 02/22/20-04/03/20 +++Period: 05/30/20-06/26/20 ^^^Period: ###Period:

Attachment: FIRE DEPT OT RPT_JULY 2020 (9869 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2020.)

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR JULY, 2020



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
07/03/2020	2840 Ramada Way (Village of Ashwaubenon)	Smoke in facility	BC103, L111	Dispatched/Canceled en route	N/A
07/06/2020	1124 Cormier Road (Village of Ashwaubenon)	Dryer fire	BC104, L111	Incident command	N/A
07/07/2020	875 Heritage Road	Alarm system activation, no fire, unintentional	BC105, E111	Investigate	N/A
07/08/2020	1950 Enterprise Drive	Alarm system activation, no fire, unintentional	BC105, E111	Investigate	N/A
07/08/2020	430 Grant Street	Smoke detector activation, due to malfunction	BC105, E121	Investigate	N/A
07/08/2020	430 Grant Street	Smoke detector activation, due to malfunction	E121	Investigate	N/A
07/08/2020	1850 Enterprise Drive	Alarm sounded, due to malfunction	BC104, E111	Investigate	N/A
07/09/2020	NB USH 41/Main Avenue	Overheated motor	BC105, E111, E121	Investigate, incident command, traffic control	N/A
07/11/2020	131 S. Webster Avenue	Building fire	BC103, E111, E121, L111	Extinguishment by fire service personnel, salvage & overhaul, ventilate, search, incident command, provide info to media, investigate	Ashwaubenon, Bellevue, County Rescue, Green Bay, Ledgeview
07/12/2020	953 Lawton Place	Smoke detector activation, due to malfunction	E111	Investigate	N/A
07/13/2020	1881 Commerce Drive	Alarm system sounded, due to malfunction	E111	Investigate	N/A
07/14/2020	827 S. Quincy Street (City of Green Bay)	Building fire	BC103, E122	Standby, salvage & overhaul	N/A
07/16/2020	1787 Trotter Court	Carbon monoxide detector activation, no CO	A111	Investigate	N/A
07/19/2020	620 Third Street	Smoke detector activation, due to malfunction	E121	Investigate	N/A
07/19/2020	427 S. Huron Street	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
07/20/2020	620 N. Broadway	Outside equipment fire	BC105, E111, E121	Shut down system	Ashwaubenon, Bellevue, County Rescue, Ledgeview
07/20/2020	1450 Scheuring Road	Breakdown of light ballast	BC105, E111, E121	Investigate	N/A
07/20/2020	2250 S. Overland Road (Village of Hobart)	Building fire	L111	Standby	N/A

Attachment: FIRE DEPT OT RPT_JULY 2020 (9869 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2020.)

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
07/23/2020	2159 S. Broadway (Village of Ashwaubenon)	Stove fire	BC104, L111	Dispatched/Canceled en route	N/A
07/24/2020	Grant St./Lawrence Dr.	Oil of other combustible liquid spill	U111	Provide equipment	N/A
07/25/2020	1848 Verlin Road (Village of Bellevue)	Building fire	BC105, L111	Ventilate	N/A
07/26/2020	828 Basel Street	Gas or other flammable liquid spill	BC104, E111	Investigate	N/A
07/26/2020	502 N. Winnebago Street	Passenger vehicle fire	BC104, E111	Investigate, fire out on arrival	N/A
07/27/2020	1330 Glory Road (Village of Ashwaubenon)	Structure fire	BC104, L111	Dispatched/Canceled en route	N/A
07/27/2020	669 Reid Street	Building fire	BC104, A121, E121, E122	Investigate, fire out on arrival	Dispatched & canceled en route
07/28/2020	735 Elm Street	Passenger vehicle fire	BC103, E121, E122	Incident command, extinguishment by fire service personnel, control traffic	N/A
07/29/2020	2000 American Blvd.	Alarm system sounded due to malfunction	E121	Investigate	N/A
07/30/2020	1499 Lawrence Drive	Passenger vehicle fire	BC103, E121	Incident command, extinguishment by fire service personnel, control traffic	N/A
07/30/2020	1157 Coral Street	Trash or rubbish fire, contained	BC103, E121, E122	Incident command, extinguishment by fire service personnel, control traffic	N/A

DE PERE FIRE RESCUE
JULY, 2020
***OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
07/15/2020	24	36
TOTAL	24	36

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

**LIFEQUEST MEDICAL BILLING - 2020
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	154,012	136,191	143,795	104,251	159,227	120,688
PAYMENTS	74,735	68,980	86,226	70,107	61,059	64,610
CREDIT ADJUSTMENTS	67,527	66,328	61,809	54,723	63,424	56,485

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	154,461					
PAYMENTS	55,803					
CREDIT ADJUSTMENTS	56,928					

Payments to LifeQuest	
January	4,164
February	5,086
March	6,422
April	5,652
May	3,741
June	4,329
July	3,099
August	
September	
October	
November	
December	
Total Paid	\$32,492

**See attached details

City Of De Pere
Income and Expenditures
July 2020
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$128,784.20	\$25,676.89	\$154,461.09
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$128,784.20	\$25,676.89	\$154,461.09
Account Transfers		\$10,860.47	\$14,816.42	\$25,676.89
Credit Summary				
Total Credits		\$108,854.81	\$3,911.65	\$112,766.46
Less Adjustments	-	\$56,411.25	\$516.46	\$56,927.71
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$35.61	\$35.61
Less Overpayments	-	\$(2,921.76)	\$(150.00)	\$(3,071.76)
Gross Payments Received		\$55,365.32	\$3,509.58	\$58,874.90
Plus Overpayment Returns	+	\$(97.07)	\$0.00	\$(97.07)
Net Payments Received		\$55,268.25	\$3,509.58	\$58,777.83
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$55,268.25	\$3,509.58	\$58,777.83
Summary of Disbursement				
Total Deposits & Payments Kept By		\$55,268.25	\$3,509.58	\$58,777.83
Plus Overpayment Refunds	+	\$(2,824.69)	\$(150.00)	\$(2,974.69)
Gross Revenue		\$52,443.56	\$3,359.58	\$55,803.14
LifeQuest Fee		\$2,359.96	\$739.11	\$3,099.07
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$2,359.96	\$739.11	\$3,099.07
Service Revenue		\$50,083.60	\$2,620.47	\$52,704.07
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$50,083.60	\$2,620.47	\$52,704.07

Messages:

Total Deposits EOM differ from bank statement by \$947.52 due to 7/29 \$215.89 Gundersen Health, 7/31 \$93.72 AARP, & 7/31 \$637.91 United Healthcare not posted. 8.3.20 BJ



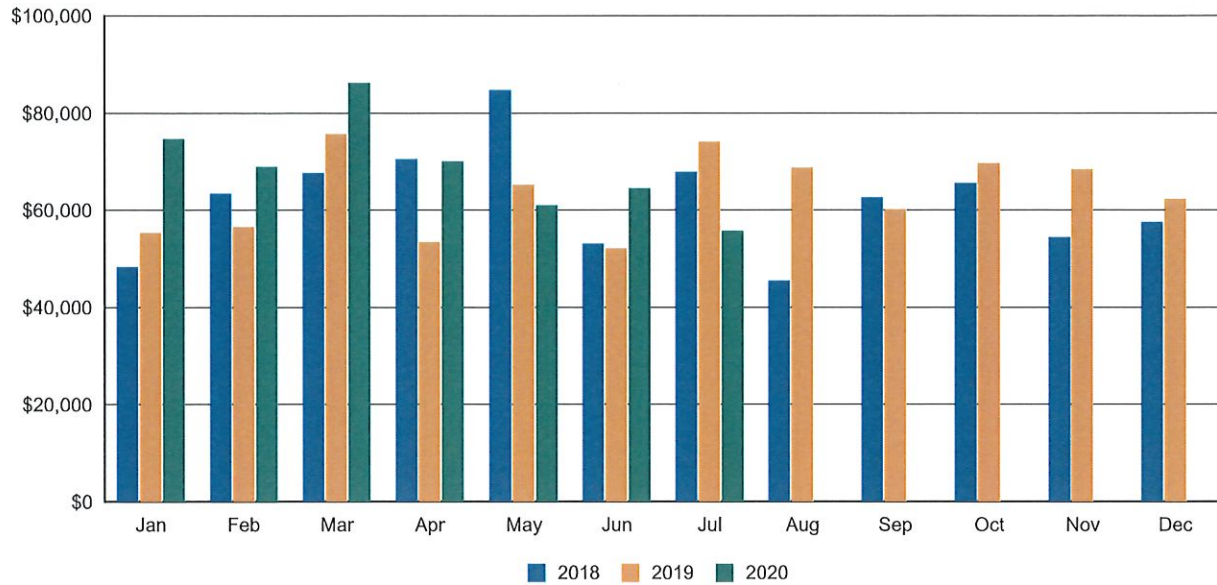
(888) 777-4911

This Report May Contain Confidential Information or Protected Health Information.
Please Handle Accordingly.

8/3/2020
Page 1 of 4
252.7.2020.M001

All Phases Gross Revenue

City of De Pere
January 2018 to July 2020



	2018	2019	2020
January	\$48,362	\$55,433	\$74,735
February	\$63,538	\$56,668	\$68,980
March	\$67,787	\$75,702	\$86,226
April	\$70,664	\$53,535	\$70,107
May	\$84,800	\$65,318	\$61,059
June	\$53,162	\$52,157	\$64,610
July	\$67,954	\$74,156	\$55,803
August	\$45,566	\$68,797	\$0
September	\$62,667	\$60,290	\$0
October	\$65,610	\$69,765	\$0
November	\$54,498	\$68,470	\$0
December	\$57,599	\$62,371	\$0
Total Gross Revenue	\$742,207	\$762,663	\$481,520

City Of De Pere

Billing Summary

July 2020

Phase 1

Charges

Billing Charges		\$128,784.20	
Other	+	\$0.00	
Subtotal of Charges			\$128,784.20

Account Transfers

Billing to Collections Transfer Total			\$10,860.47
---------------------------------------	--	--	--------------------

Credit Summary

Total Credits		\$108,854.81	
Less Adjustments	-	\$56,411.25	
Less Overpayments	-	\$(2,921.76)	
Gross Payments Received			\$55,365.32
Plus Overpayment Returns	-	\$(97.07)	
Net Payments Received			\$55,268.25
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$55,268.25

Summary of Disbursement

Total Deposits & Payments Kept By		\$55,268.25	
Plus Overpayment Refunds	+	\$(2,824.69)	
Gross Revenue			\$52,443.56
LifeQuest Fee		\$2,359.96	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$2,359.96
Service Revenue		\$50,083.60	
Less Payment Kept By Service	-	\$0.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$50,083.60

Messages:**Legend:****Charges - Other:** Includes insurance interest, transaction fees, probate fees**Credit Summary - Less Overpayments:** Includes recoupments, refunds, returns, service payables**Credit Summary - Plus Overpayment Returns:** Includes NSF/bank returned type payments

Billing Reconciliation Summary

City of De Pere
For the month of July 2020

Beginning Balance of Accounts Receivables			\$155,995.04
Total Charges entered for the Month	+		\$128,784.20
Adjustments			
Intercept		\$0	
Per Contract		\$0	
Account Transfer Total		\$10,860.47	
Other		\$45,550.78	
Total Adjustments for the Month		\$56,411.25	
	-		\$56,411.25
Payments			
Cash		\$8,998.32	
Contract Payments		\$0	
Credit Card		\$0	
Direct Deposit		\$42,552.39	
Hospital		\$0	
Insurance		\$3,814.61	
Payment Kept By		\$0	
Other		\$0	
		\$55,365.32	
	-		\$55,365.32
Overpayment			
Recoupment		\$0	
Refunds		\$(2,824.69)	
Returns		\$(97.07)	
Service Payable		\$0	
Other		\$0	
		\$(2,921.76)	
	-		\$(2,921.76)
Total for Reconciliation Summary			\$175,924.43
Ending Balance of Accounts Receivables			\$175,924.43

Receivables Distribution Report**Receivables Cash****All Companies****All Directories**

<u>Charges</u>	<u>Aug 2019</u>	<u>Sep 2019</u>	<u>Oct 2019</u>	<u>Nov 2019</u>	<u>Dec 2019</u>	<u>Jan 2020</u>	<u>Feb 2020</u>	<u>Mar 2020</u>	<u>Apr 2020</u>	<u>May 2020</u>	<u>Jun 2020</u>	<u>Jul 2020</u>	<u>Totals</u>
Aug 2019	3616	29399	17250	6533	4	325	210	210	135	110	50	0 \$	57841
117136	3.1	25.1	14.7	5.6	0	0.3	0.2	0.2	0.1	0.1	0	0 %	49.4
Sep 2019		3589	34751	11707	5345	3317	883	568	12	0	0	0 \$	60172
129705		2.8	26.8	9	4.1	2.6	0.7	0.4	0	0	0	0 %	46.4
Oct 2019			5464	36523	18248	4673	2546	2375	60	335	1115	0 \$	71339
134146			4.1	27.2	13.6	3.5	1.9	1.8	0	0.3	0.8	0 %	53.2
Nov 2019				2136	26706	18625	4978	3176	599	124	1812	124 \$	58280
117607				1.8	22.7	15.8	4.2	2.7	0.5	0.1	1.5	0.1 %	49.6
Dec 2019					6157	34915	16747	8106	2080	125	1100	132 \$	69363
136523					4.5	25.6	12.3	5.9	1.5	0.1	0.8	0.1 %	50.8
Jan 2020						2578	25047	17367	2697	4317	824	389 \$	53221
115056						2.2	21.8	15.1	2.3	3.8	0.7	0.3 %	46.3
Feb 2020							4661	31832	19382	3333	1516	0 \$	60724
125413							3.7	25.4	15.5	2.7	1.2	0 %	48.4
Mar 2020								7912	31664	11272	4764	2122 \$	57734
123149								6.4	25.7	9.2	3.9	1.7 %	46.9
Apr 2020									2271	24717	13458	4075 \$	44521
94023									2.4	26.3	14.3	4.3 %	47.4
May 2020										8335	27652	7784 \$	43771
95127										8.8	29.1	8.2 %	46
Jun 2020											4232	32353 \$	36585
108184											3.9	29.9 %	33.8
Jul 2020												5506 \$	5506
93385												5.9 %	5.9
Averages	<u>1st Mo</u>	<u>2nd Mo</u>	<u>3rd Mo</u>	<u>4th Mo</u>	<u>5th Mo</u>	<u>6th Mo</u>	<u>7th Mo</u>	<u>8th Mo</u>	<u>9th Mo</u>	<u>10th Mo</u>	<u>11th Mo</u>	<u>12th Mo</u>	
Extended	4.1	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	4.1	25.9	12.8	4.1	1.9	0.6	0.3	0.4	0.3	0	0	0	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 11, 2020

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration of a Redevelopment Request for Proposals for Parcel WD-376, generally known as 360 Main Avenue. *

ATTACHMENTS:

- Memo RFP 360 Main AVE FP -August 2020 (DOCX)
- 360 Main Ave - Site Map (PDF)
- DRAFT 360 Main Ave RFP - 08112020 (DOCX)

CITY OF DE PERE MEMO



To: Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: August 11, 2020

RE: **Consideration of a Redevelopment Request for Proposals for Parcel WD-376, generally known as 360 Main Avenue. ***

Project Background

In April 2020, the Common Council authorized City staff to acquire Parcel WD-376 (360 Main Avenue). The City purchased the parcel on May 22, 2020. Later in June, the Council also authorized staff to acquire Parcel WD-377 to combine the parcels to create a single redevelopment site.

Staff presented the site to an existing Main Avenue business to gauge their interest in expanding their business to a larger facility on the subject site. They expressed that due to COVID and concerns for other business uses in the area that they would not expand at this time. Staff also heard from several other downtown property owners along Main Avenue and they expressed that the site could be a difficult or challenging site for a residential-only development due to the alley and paper mill directly to the north. The City is planning to improve the alley between the Main Avenue buildings and the paper mill. The alley improvements will include reconfiguring public and private parking arrangements, increasing alley lighting, and resurfacing or reconstruction of the drive lane. The improvements are scheduled for 2021. Furthermore, market studies suggest that the office environment in the region, state, and county is currently oversaturated and could be a struggle to fill the site as a standalone user. As such, staff is unsure as to what type of use would be the highest and best use of the site but anticipates that a proposed development would likely be a mix of uses. The City will be presenting the south side of Main Avenue between the 3rd and 4th Streets as the potential for an entertainment zone and would recommend any proposed development contain an experienced-based retail use - what some are now coining as "Retailtainment". Uses could include but are not limited to shop/restaurant combinations, open-air restaurants, micro-breweries, brew-pubs, etc.



Subject Site Description:

See Section E of the attached draft RFP for a detailed description of the site.

City Plans:

See Section D of the attached draft RFP for an overview of the City guiding documents related to this site.

Targeted RFP Solicitation

In past RFP developments, the City typically places the RFP on the City webpage and then sends to several economic development organizations. These efforts usually result in one to three total responses. Therefore development services staff proposes to send the RFP to a targeted list of developers.

Development Request for Proposals/Site Questions

A successful RFP should include as much information as possible to yield realistic responses from potential developers that meet the City's vision for the property. A draft RFP is provided for committee review and comment. Originally, staff planned to provide an RFP to the Council for final review in August. However, given the additional information we wish to acquire about the site we would recommend approval subject to holding the item from the Common Council agenda until a Phase 1 Environmental Assessment and a separate property appraisal have been completed. Staff will also provide the interested parties with a market study prepared by ESRI business analyst. That report will be prepared and presented at the Finance and Personnel Committee meeting.

If you have any questions prior to the meeting, feel free to contact me.



360 Site Map

City of De Pere



Subject Parcel

0 25 50 100 150 200 Feet



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use of the information contained in or comprising this map.

File Path: X:\GIS\Administration\Planning\Economic Development\Projects\Site Selection Inquiries\Greenfield ME Commercial Associates (2020)

Data Source



REQUEST FOR REDEVELOPMENT PROPOSALS

City of De Pere, Wisconsin

360 Main Avenue
City of De Pere

Development Services
Department

Issued: _____

Proposals Due: _____ by 4:00PM

City of De Pere – Request for Redevelopment Proposals
335 S. Broadway, De Pere, WI 54115
E: dlindstrom@deperewi.gov P: 920-339-2370

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A. INTRODUCTION AND SUMMARY

The City of De Pere (City) seeks redevelopment proposals for a development opportunity of an approximately 7,200 s.f. City-owned parcel located at 360 Main Avenue (WD-376). The City will consider proposals from qualified developers interested in constructing high-quality development. Proposals must be received by the Development Services Department at City Hall, 335 S. Broadway, De Pere, WI 54115 no later than 4:00 p.m. on _____, 2020.

B. COMMUNITY OVERVIEW

The 25,000 people, who call the City of De Pere, Wisconsin home, know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The excellent schools, a dynamic downtown, successful business parks, and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents. The residences, businesses, and commercial areas are connected with a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.



C. PROJECT BACKGROUND

The City of De Pere continues to experience a downtown renaissance with the recent additions of 102 N. Broadway, a planned downtown hotel, the planned Mulva Cultural Center, and several other redevelopments on both sides of the Fox River. The City wishes to continue on the success with a potential redevelopment of an infill lot in the Downtown. Recognizing that this is an important site in the downtown, there are several desired objectives for any proposed redevelopment. While not seeking to be overly prescriptive on the design and the exact mix of uses, the city requests vision calls for well-designed architecture, as well as a mix of uses that complement the balance of downtown activity and augment the vitality of the downtown. The project may require a contribution package from the City as part of a Development Agreement. The project is currently located in a Tax Incremental Financing District No. 9.

Based on the Downtown Plan and the Comprehensive Plan, the Common Council and residents of De Pere have endorsed the following objectives that the project should address:

1. Incorporation of ground-floor commercial use that contributes to an interactive and vibrant pedestrian experience. A square footage amount for commercial use on the ground floor has not been specified.

2. The development above the ground floor can be a mix of uses that may include residential or commercial uses. The City is in the process of creating an entertainment zone in this area of Downtown; therefore, a potential development should complement the need for experienced-based retail or commercial activities.
3. The proposed development must exemplify exceptional architecture and sustainable design and construction. LEED certification is not required. The project should complement and be respectful of adjacent land uses.
4. Public parking spaces do not need to be maintained, but parking for the proposed development must be provided. If parking is proposed below minimum Code requirements, a written explanation should be provided that explains why the proposed parking is adequate for the proposed development. The City will be improving the parking lot and alley to the rear of the property concurrent with the redevelopment of the parcel.
5. The property will be offered to the selected developer in the current condition of improvement.

D. DOWNTOWN VISION

In 2010, the City completed a Downtown Master Plan that sets a vision for the future of Downtown De Pere and outlines areas for redevelopment. The City Comprehensive Plan and Zoning Code also establish design and development guidelines. The Downtown Master Plan did not specifically include this site as a redevelopment project. However, redevelopment of the lot aligns with many of the goals of the Downtown Master Plan, including:

- Increasing business and private investment (encourage new private investment)
- Adding life to the District (activate underused sites)
- Creating new neighborhoods in the downtown (increase residential)
- Advocate for sustainability (infill development)
- Development Targets:
 - Encourage mixed-use developments that incorporate a combination of retail, commercial, office, or residential use to encourage
 - Improve physical and relationship connections with St. Norbert College students, faculty, and visitors
 - Upgrade downtown streetscape and gateways.



Figure 1: Downtown West Bank Plan

E. SITE SPECIFIC INFORMATION

1. Address: 360 Main Avenue
2. Property Ownership: City of De Pere
3. Parcel Description:
 - i. Acres: 0.16
 - ii. Current Use: Vacant
 - iii. Site Shape: Rectangle
 - iv. Wetlands: None
 - v. Frontage: Main Avenue: 72 Feet Alley: 72 Feet
4. *General Site Location:* The redevelopment site is located along the Main Avenue corridor. The Corridor generally consists of multi-story buildings, with commercial uses on the first floor and residential or offices on the upper floors. Traffic volumes along Main Avenue are at 13,800 vehicles per day. The Claude Allouez bridge sees approximately 29,500 vehicles per day. The site is
 - i. 500 feet from the Fox River
 - ii. 600 feet from St. Norbert College
 - iii. 0.5 miles from the Fox River Trail
 - iv. 1 mile from I-41
 - v. 1.1 miles from Ashland Avenue
5. *Zoning:* The site is currently zoned B-1 - Central Business District. It is zoned B1, Central Business. Permitted uses include various retail stores, financial institutions, hotels, medical and dental clinics, offices, restaurants, and other uses listed in the zoning ordinance. Dwelling units are only allowed above the ground floor and only by Conditional Use. The zoning of the site allows for a variety of development alternatives. The B-1 District offers greater site design flexibility than other commercial districts in the City. Helpful links to the Zoning Code and Main Street Design Guidelines are provided at the end of this document under 'Resource Links.'
6. *Topography:* The subject property is at grade with Main Avenue, but slopes downward to the north, towards the adjacent alley. The topographical difference was not considered extensive, and it would allow for the potential to have basement parking accessed from the alley. The site slopes downward in a northerly direction, with a total change in elevation of about 6 feet. A GIS topographical map is presented on the following pages.
7. *Flood Zone:* The subject property is not located in the flood zone.
8. *Utility:*
 - i. Based on historical records, a water lateral was capped at the back of the sidewalk. The system will need to be evaluated to determine if it is adequate for a sprinkler system for any future building. We recommend a fire flow test in the area to verify system pressures. This can be facilitated with the Water Department.

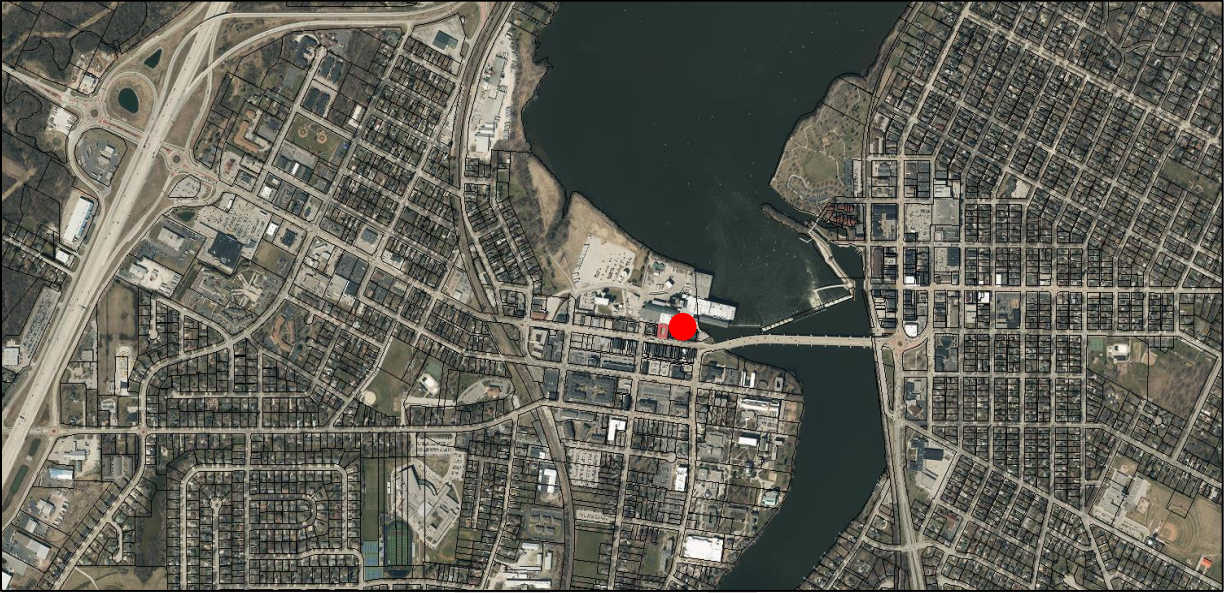
- ii. Sanitary sewer is located in the alley north of the site. The sewer is a 30" clay sewer.
- iii. The site itself is 7,200 s.f., so no numeric stormwater requirements will apply.

F. SITE-SPECIFIC PICTURES



G. MAPS

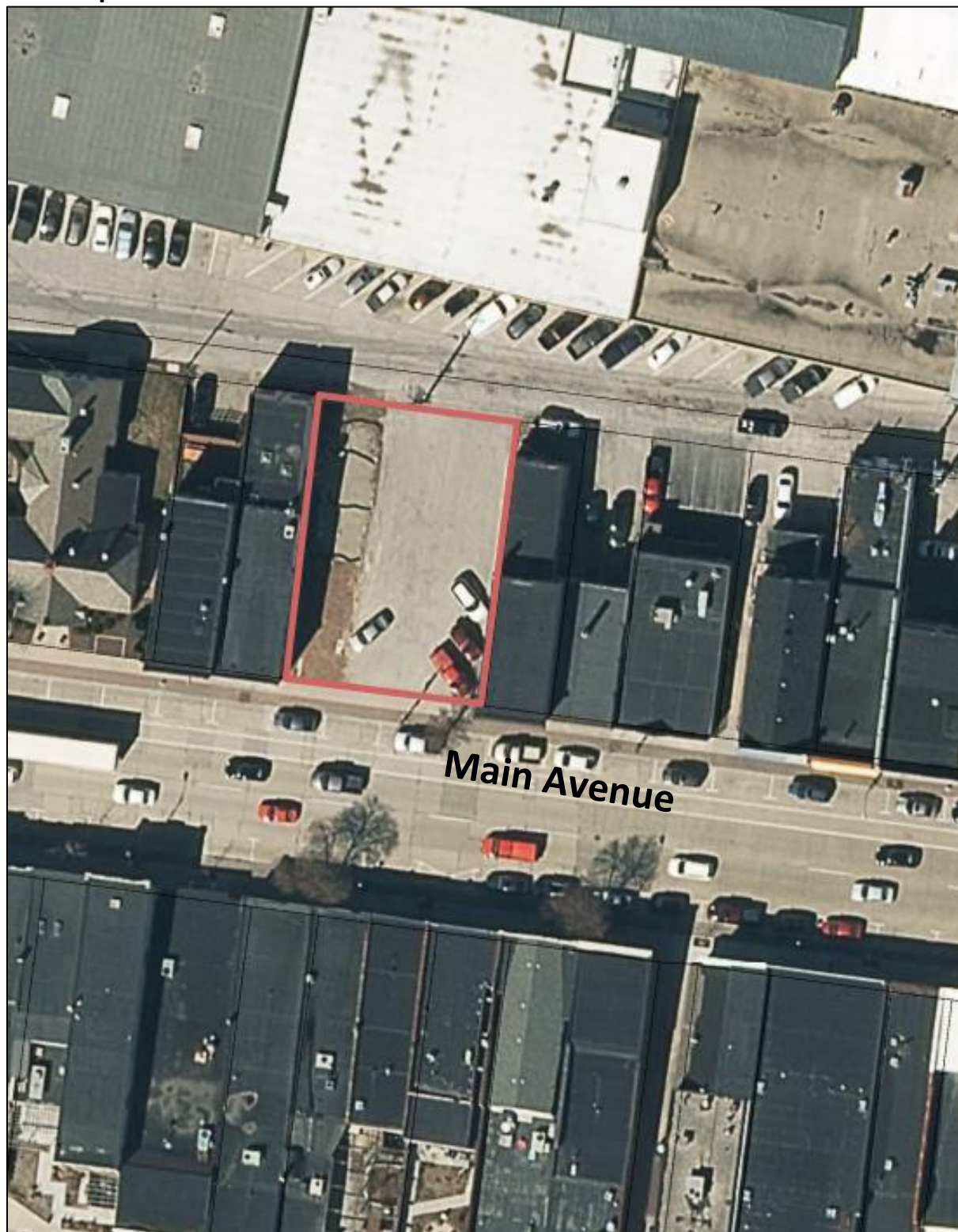
Location Map



City of De Pere – Request for Redevelopment Proposals
 335 S. Broadway, De Pere, WI 54115
 E: dlindstrom@deperewi.gov P: 920-339-2370

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Site Map



Utility Map



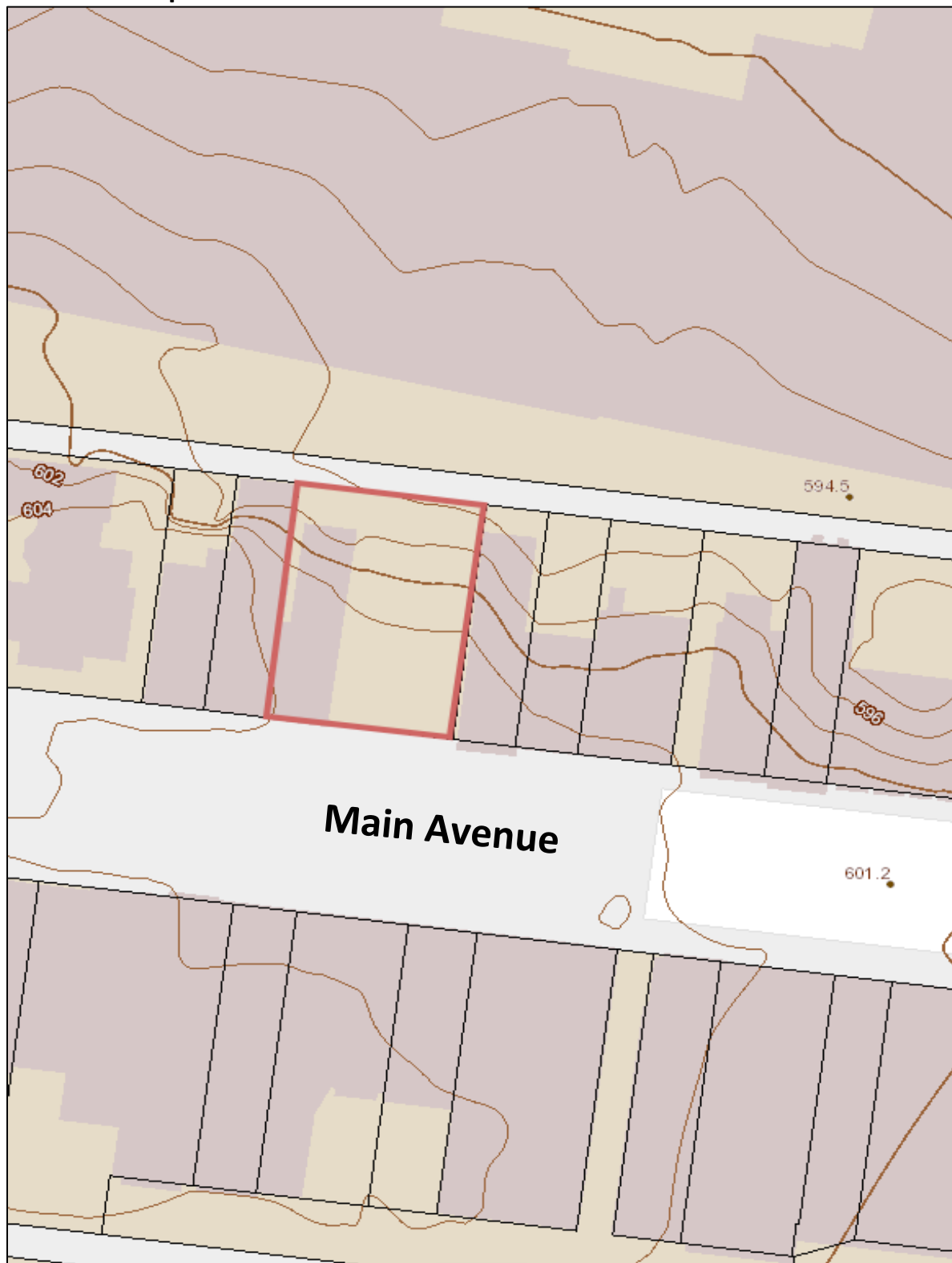
City of De Pere – Request for Redevelopment Proposals
 335 S. Broadway, De Pere, WI 54115
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Zoning Map



Elevation Map



H. ENVIRONMENTAL CONDITION

The City completed a Phase 1 Environmental Site Assessment (ESA) and is willing to complete a Phase II ESA if necessary. The City is aware of a capped brownfield and is willing to work with a developer to identify and address any issues before development. *Note staff recommends completing the Phase 1 prior to issuing the RFP.

I. SITE VISITS

Site visits can be conducted as needed. Since the site is currently used as a parking lot there is no need to schedule a meeting with the City.

J. SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided below by Friday, _____. Answers will be provided, via the City website as a part of addenda to the RFP as they become available. Multiple addenda may be released.

K. Submission Requirements

The City wishes to evaluate each proposal under the same uniform review standards. Proposals for this project should be organized in the following order and contain all of the following information: Respondent shall submit one (1) electronic copy in PDF format on USB Flash Drive of the entire proposal. In order to be considered, proposals must be received no later than 4:00 PM, Central Time, _____, and delivered to:

Daniel J Lindstrom, AICP
Director of Development Services
dlindstrom@deperewi.gov

(Email submittals must be less than 9MB. Links to FTPs or drop boxes will also be accepted.)

Proposals should include all of the following:

1. *Title Page:* Display the proposal title, name of the firm, address, telephone number(s), name and email address of a contact person, date, and any other pertinent firm information.
2. *Firm / Developer Qualifications*
 - i. Team: Identify the lead firm and contact individual. Provide resumes of all team members anticipated to participate in the project.
 - ii. Experience: Provide a detailed list of at least three projects with references detailing relevant development projects related to urban infill and/or brownfield development within the past ten years.
 - iii. Financial Viability: Provide a statement that indicates the financial capability to accomplish the project.

3. *Project Proposal*

- i. Project proposal: Provide a detailed description of the proposed project.
- ii. Concept site plan: Provide a site plan should provide basic site information including totals for building size, site coverage, parking, and summary of the square footage of uses.
- iii. Conceptual Elevation: Conceptual elevation renderings of the development including building footprint, parking, circulation, and massing.
- iv. Financial Analysis: Provide estimated development/construction costs (including site acquisition), the anticipated financial profile of the development (stack), and projection of expected tax base.
- v. Project Timeline: Provide an estimate of the project timeline including acquisition, design development, permits, construction, building completion, and projected tenancy. Include any perceived challenges or other projects that may limit the developer's ability to complete the project in a timely manner.

4. *City Participation*

- i. Site Acquisition: The estimated value of the site is \$129,600. The City is open to considering selling the property at fair market value or including all or part of the market value as part of a City development incentive for the project.
- ii. Development Assistance: The subject property is within the City's Tax Increment District No.9. Desirable projects that would not be completed without tax increment financing may be eligible to receive financial assistance. However, projects that do not require the use of tax increment financing may be scored higher. Describe the type and amount of (if any) City of De Pere economic development assistance being requested for the project.

L. SELECTION PROCESS

The following describes the anticipated general review process.

1. Proposal review.
2. Staff recommendation to the Finance and Personnel Committee
3. Common City approval of the selected developer.
4. Finalize/execute Development Agreement

M. SELECTION CRITERIA

The selection process will involve the following primary steps. Applicants should carefully examine the entire RFP, any addenda, and all related materials and data referenced in the RFP. Applicants should become fully aware of the nature of the work and the conditions while performing the work.

Each of the following review criteria will be taken into consideration in the evaluation of the proposals. The proposals evaluation will be weighted as shown below:

1. Completeness of Proposal: The proposal must address each item outlined in the proposal requirements. (XX%) **Staff recommendation (5%)*
2. Design / Appropriateness of Proposed Use: The extent to which the proposal achieves the City's goals, objectives, and overall vision of the Downtown Plan. (XX%) **Staff recommendation (40%)*
3. Project Feasibility: The financial and technical feasibility of the anticipated project and its long-term viability. The proposal must demonstrate a thoughtful and realistic understanding of the potential market demand as well as a thorough understanding of the development review process. (XX%) **Staff recommendation (25%)*
4. Financing Assistance: The City will consider participation in terms of land acquisition price and development assistance. However, those projects that do not require City participation may be scored higher. (XX%) **Staff recommendation (20%)*
5. Capability / Track Record of Developer: Demonstrated ability to complete a development project in urban environments from concept to construction. (XX%) **Staff recommendation (10%)*

The selection team will recommend a development proposal and team to the Common Council based on the Selection Criteria.

The Common Council reserves the right to reject any and all proposals and select a development team of their choosing. When a selection decision is made, the City expects to enter into negotiations with the selected developer to complete a development agreement. Upon approval and execution of a development agreement, all other development teams will be notified of the selection in writing. The selected development team will be responsible for acquiring all additional approvals including but not limited to site plan and building permits. The City is committed to a cooperative working relationship with the selected development team to ensure the zoning and entitlements will work for the City and the development.

N. TENTATIVE TIMELINE

The following is the conceptual timeline for the process (subject to change):

Release of Request for Redevelopment Proposal	TBD
Written questions submitted to dlindstrom@deperewi.gov	TBD
Reponses to questions available	TBD
Submission deadline by 4:00 p.m.	TBD
Follow Up Information and Developer Interviews (if needed)	TBD
Presentation of Proposals to Finance/Personnel Committee	TBD
Recommendation to City Council	TBD

O. De Pere Resource Links

City of De Pere:

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

Comprehensive Plan, Downtown Master Plan, Cultural District Master Plan Historic Neighborhood Preservation Plan:

<https://www.de-pere.org/egov/apps/document/center.egov?view=item&id=730>

Zoning Code (Chapter 14):

https://library.municode.com/wi/de_pere/codes/code_of_ordinances?nodeId=PTIIMUCO_CH14ZOOR

Business Districts:

https://library.municode.com/wi/de_pere/codes/code_of_ordinances?nodeId=PTIIMUCO_CH14ZOOR_ARTVIIBUDI

General Requirements:

https://library.municode.com/wi/de_pere/codes/code_of_ordinances?nodeId=PTIIMUCO_CH14ZOOR_ARTXGERE

Design & Development Standards:

https://library.municode.com/wi/de_pere/codes/code_of_ordinances?nodeId=PTIIMUCO_CH14ZOOR_ARTXIIDEDEST

De Pere Municipal Ordinance:

https://library.municode.com/wi/de_pere/codes/code_of_ordinances

De Pere Chamber:

<http://deperechamber.org/>

Definitely De Pere:

<http://definitelydepere.org/>

P. STATEMENT OF RIGHTS AND UNDERSTANDING

The City reserves, and may, in its sole discretion, exercise the following rights and options with respect to this RFP:

1. To accept, reject, or negotiate modifications to, any and all proposals;
2. Submission of a proposal does not bind the City to any action or any applicant;
3. To issue clarifications and propose addenda;
4. To modify any timeline;
5. To negotiate with one or more applicants;
6. To select any submission as the basis for negotiations and to negotiate with applicants for amendments or modifications to their submission;
7. To conduct investigations with respect to the qualifications of each applicant;

City of De Pere – Request for Redevelopment Proposals

335 S. Broadway, De Pere, WI 54115

E: dlandstrom@deperewi.gov P: 920-339-2370

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8. All materials submitted in response to this RFP become the property of the City;
9. The City is not responsible for costs associated with preparing proposals;
10. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP. This RFP has been prepared by the City and does not purport to be all-inclusive or to contain all of the information a prospective applicant may desire. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP.

DRAFT



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 11, 2020

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Consideration of request by the Finance and IT Departments to purchase an online forms and payment solution.*

ATTACHMENTS:

- Memo to F-P Seamless Docs (PDF)
- SeamlessDocs Business Plan (PDF)
- SeamlessDocs Quote (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor James Boyd
Members of the Finance/Personnel Committee

From: Carey Danen, City Clerk; Joe Zegers, Finance Director-Treasurer; Steve Massey, IT Director

Date: August 7, 2020

RE: Consideration of request to purchase an online forms and payment solution

City staff has set a goal to convert the City's many applications (permits, licenses, classes, etc.) to a paperless online submission and payment format. Digitizing this process makes things more efficient for citizens, and will save countless employee hours spent processing forms manually. A digital forms solution can also be used for internal forms such as sick leave requests, travel reimbursements, etc.

We have evaluated several platforms that provide this service, and selected Seamless Docs as the provider who is best able to meet our needs. SeamlessDocs is based in New York City and has been serving government agencies for eight years. Their clients in Wisconsin include the Village of Sussex, the Cities of Kenosha and Baraboo, and Jefferson and Dunn counties. We have spoken with references that provided very positive feedback on the product.

Citizens are able to submit an application online, include any attachments required, provide a digital signature, and pay in one easy step. Existing forms can be converted to the digital platform, or forms can be built from scratch. The platform also includes a submission manager; once an application is received, it can be assigned to a particular employee, routed to other departments for signature if necessary, and tracked until completion.

Several payment provider options are available, with a convenience fee automatically built in. As an example, Forte charges a flat 2.75% per transaction.

Attachment: Memo to F-P Seamless Docs (9886 : Consideration of request by the Finance and IT Departments to purchase an online forms and

For your information and review, please check out the links below to the company's website and to a case study of one of their customers, Princeton NJ.

<https://seamlessdocs.com/>

<https://go.seamlessdocs.com/case-study-princeton-nj>

Please see the attached business plan and quote for pricing information. The purchase would be funded from general unassigned reserves; any expenses incurred through November 6th would be reimbursable through the Routes to Recovery program. Ongoing future expenses would be included in the 2021 budget.

Thank you for your consideration of this request. We are happy to answer any questions you may have in advance of the meeting.

De Pere, WI

Business Plan



Prepared by

Peter Roccaforte

Solutions Manager
SeamlessDocs

Prepared for

Joseph Zegers
Carey Danen
Steve Massey

De Pere, WI



Overview

De Pere, WI

Background:

De Pere is working towards a solution to digitize paper processes, data entry, and data management that cost their staff valuable hours spent manually processing forms. With the need to react to COVID-19 remote work policy and the need for online payment options, to continue in this direction is a priority that will help staff and citizens alike.

Challenges:

- Clerk's department needs to operate online (Licenses, voter forms, FOIA).
- Online payments have been important since before the pandemic and now even more topical.
- Manual workflow/filing cabinets still a challenge for staff.

Considerations:

- Ease of use for staff and citizens.
- Can be used city wide for automating all departments.
- Efficient, helps plan staff work, and matches city initiatives..
- Designed specifically for government use.

Example Outcome: Carey Danen and the Clerk's Department

Recommended Forms for Conversion:

- [De Pere Fence Permit](#)
- [Licenses](#) (Reduce foot traffic to city hall)
- [Voter's forms/FOIA](#) (Improve efficiency in office)

City of De Pere 335 S. Broadway De Pere, WI 54115 (920) 339-4053 dpbldg@deperewi.gov			FENCE PERMIT Application and Record	Permit #: _____ Fee: _____ Receipt #: _____ Date: _____
PROJECT LOCATION		GENERAL CONTRACTOR		
Owner's Name: _____		Company Name: _____		
Mailing Address: _____		Mailing Address: _____		
Phone #: _____	E-mail: _____	Phone #: _____		
Parcel: _____	Lot: _____	Zoning: _____	E-mail: _____	
JOB DESCRIPTION				
Rear Yard Fence Height: _____		Side Yard Fence Height: _____		
Fence Type: _____		Total Cost of Project: _____		
Note: The most attractive side of the fence shall face adjoining property. Fences are allowed up to the lot line.				
SITE SKETCH				
PLEASE ATTACH A COPY OF YOUR SKETCH USING THE PAPER CLIP ON THE TOP LEFT CORNER. USE THIS BOX TO MAKE ANY SPECIAL NOTES OR REQUIREMENTS REGARDING THE PROJECT. THANK YOU.				



De Pere, WI

Document Signers

- ① Applicant
- ② Inspector

Pay & Submit

Seamless Solutions

What Makes SeamlessDocs Different?

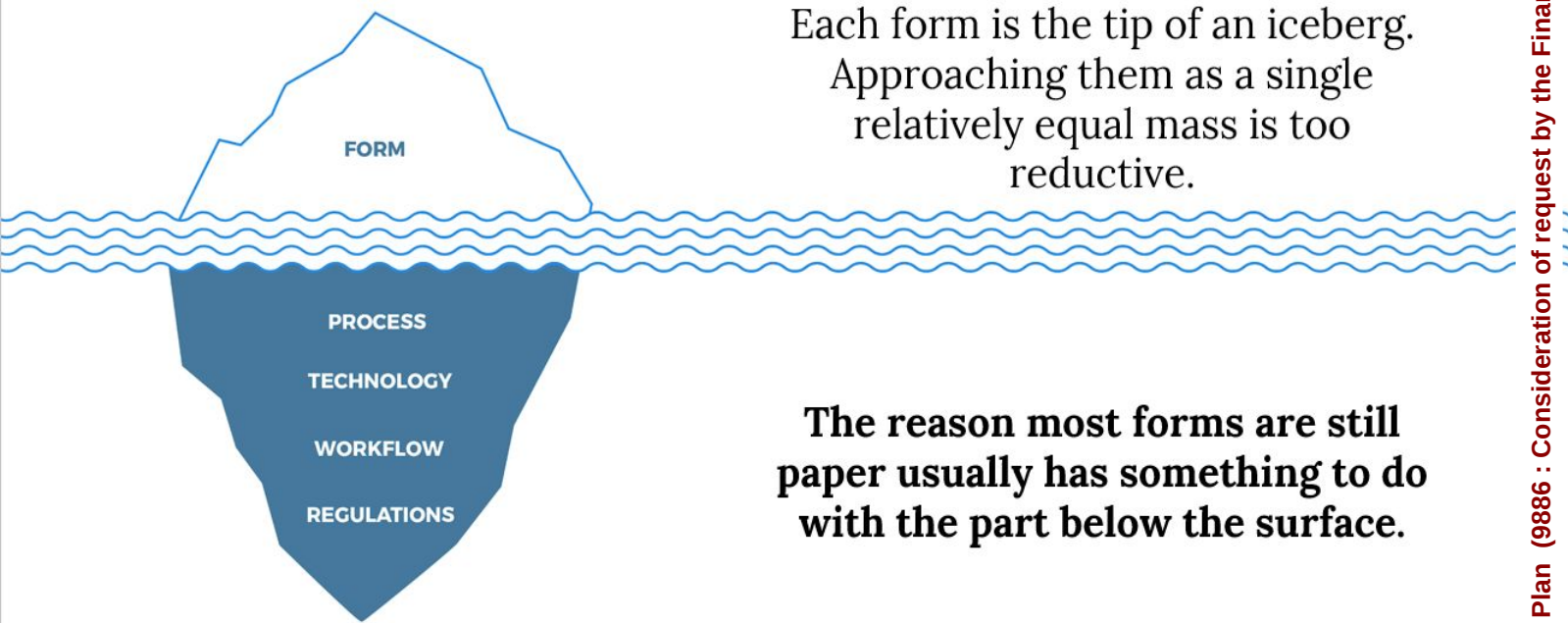
The City of De Pere has already procured technology, why SeamlessDocs as well?!

The Difference:

- **Ease of Use:** creating new forms in minutes
- **Departmentally Agnostic:** use in any department for any piece of paper
- **Built for Government:** backend processes made with local government in mind
- **Lightweight Implementation and Adoption:** perfect to react to new online service needs in the wake of COVID-19

SeamlessDocs Difference: How We See Gov Forms

WE’VE BEEN THINKING ABOUT FORMS WRONG



Each form is the tip of an iceberg. Approaching them as a single relatively equal mass is too reductive.

The reason most forms are still paper usually has something to do with the part below the surface.

Wisconsin Partnerships

The Partner, Not The Vendor

Over 2,000 departments in hundreds of State & Local municipalities have selected SeamlessDocs to be their innovative partner through this digital transformation. SeamlessDocs is a cutting edge platform that was built because governments did not have a way to solve paper problems. We heard horror stories of online solutions taking years to implement and costing hundreds of thousands of dollars. We saw thousands of local governments offering paper based services on their websites and to their staffs.

In the past 8 years, SeamlessDocs has been built for government, by government. The platform is solely built for State & Local government. All new features are built because a partner of ours suggests it to be built. We are dedicated to enabling governments to innovate and provide online accessible services to all.

Most of all, we believe that Government is Beautiful.

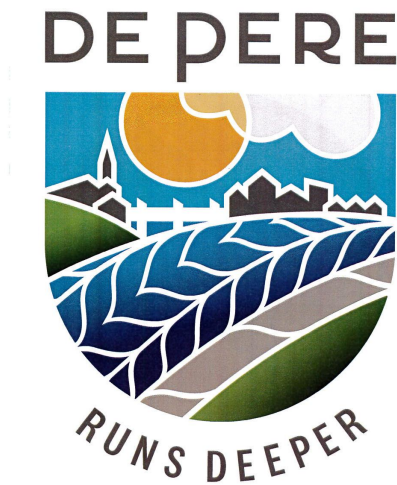


Due to our dedication to the pursuit of government innovation we have been honored by many prestigious government foundations. This speaks to our leadership in the GovTech space and a showcase to the quality of work we pledge to provide your government.



SEAMLESSDOCS

Quote

**PREPARED BY**

Peter Roccaforte, Solutions Manager

August 6, 2020

PREPARED FOR

Joseph Zeger, Steve Massey, Carey Danen
De Pere, WI

SUBSCRIPTION

Software

Attachment: SeamlessDocs Quote (9886 : Consideration of request by the Finance and IT Departments to purchase an online forms and

PRICING

Base Subscription Pricing

Base Subscription	Digitize	Collaborate	Transform
Web Forms	Unlimited	Unlimited	Unlimited
Docs	Unlimited	Unlimited	Unlimited
eSignatures	Unlimited	Unlimited	Unlimited
Chat, Email, Phone Support	Unlimited	Unlimited	Unlimited
Standard User Licenses	3	5	10
Submission Manager	✓	✓	✓
Save and Continue		✓	✓
Visitor Portal		✓	✓
Stages & Tags		✓	✓
Assignments		✓	✓
Triggers		✓	✓
Service Center			✓
Form Portals			✓
Portal Builder			✓
Annual Cost	\$9,950	\$12,950	\$15,950

Notes

- Included in every subscription:
 - Unlimited form submissions
 - Unlimited online training
- 3% discount on 3 year terms.
- 5% discount on 5 year terms.
- Prorating available for shorter terms to meet budget cycles.
- You can upgrade to any tier at any point within your subscription.
- Limited form pilots are available to meet the needs of your project.
- Resellers can be used. Annual costs may be within 5-10% of the advertised MSRP.

SOLUTION

Software

Included in your subscription:

Software	Functionality	Usage
Collaborate Package	Assignments Visitor Portal Tags and Stages Save & Continue Triggers	Unlimited storage Unlimited tags Unlimited stages
Additional Standard User Licenses	Owner, Director, Processor User	# of Standard Users
Additional Limited User Licenses	Analyst User	# of Limited Users

SUBSCRIPTION

Services

Attachment: SeamlessDocs Quote (9886 : Consideration of request by the Finance and IT Departments to purchase an online forms and

SOLUTION

Services

Services included:

Software	Usage
Onboarding Package	Up to 6 hours of onboarding services to kick off your implementation. Onboarding includes: • Account creation • Planning Meetings • Initial Training • Development of 1 Form/Process
Guided Implementation Package	Up to 60 hours of services to help you implement SeamlessDocs from start to finish which includes a combination of types of services like conversion, solutioning, discovery, advisement combined with a 3 day onsite workshop.
Process Deployment Package	Up to 30 hours for end to end solution architecture of an end to end business process. Recommended Outline • Planning: 3hr (1 hr prep and post) • Form Conversion: 5 hrs • Review: 3hr (1 hr prep and post) • Form Conversion 2: 5 hrs • Final Review: 3hr (1 hr prep and post) • User Acceptance Testing and Rollplay: 5 hr • Final Tweaks: 2 hr • Launch Meeting: 3hr (1 hr prep and post)
Onsite Workshop	# of Days An onsite workshop to help your implementation based on the needs of your agency. This can be a combination of training, discovery, solutioning, form conversion.
Hourly Form Development	Hourly form conversion and development to help create new forms, convert old forms and transfer existing forms into your SeamlessDocs account. Pack of 10 hours

NOTE* All services expire after the first year of any subscription

PRICING

Add-On Pricing

Services Add-Ons

SERVICES PACKAGE	DESCRIPTION	COST
Standard Onboard	Up to 6 hours of implementation and onboarding services	\$1,595
Quick Start Package	10 hours of professional services from a team of SeamlessDocs experts including: Implementation Planning, Form Conversion, Advisement, Solution Architecture	\$2,000
Guided Implementation	Up to 60 hours of services to help you implement SeamlessDocs from start to finish which includes a combination of types of services like conversion, solutioning, discovery, advisement combined with a 3 day onsite workshop.	\$15,000
Process Deployment	Up to 30 hours for end to end solution architecture of an end to end business process.	\$4,950
Training Workshop (onsite)	An onsite workshop to help your implementation based on the needs of your agency. This can be a combination of training, discovery, solutioning, form conversion.	\$3,000/day
3 Day Onsite Workshop		\$9,000
Virtual Training Workshop	A virtual (remote) workshop to help implementation based on the needs of your agency. This can be a combination of training, discovery, solutioning.	\$2,200/day
Hourly Form Development	Hourly form conversion and development to help create new forms, convert old forms and transfer existing forms into your SeamlessDocs account. Pack of 10 hours	\$1,500
Platform Manager	Part time or full time manager to be the administrator of your SeamlessDocs implementation.	Inquire

SUBSCRIPTION

Training Support

Attachment: SeamlessDocs Quote (9886 : Consideration of request by the Finance and IT Departments to purchase an online forms and

SERVICES

Training & Support

Success Team

Within your subscription, you'll receive access to a team of individuals who are responsible for supporting you throughout your partner journey. Our goal is to ensure your agency leverages the platform to the greatest extent possible. In order to do so, you'll work with product experts at every stage of the partner journey. The following resources will be available to you throughout your journey with SeamlessGov:

- Platform Success Representative
- Partner Success Representative
- Solutions Architect (depends on type of subscription)
- Chat Support Specialist

Training

The following training is included in your subscription:

- Unlimited access to SeamlessDocs University
- SeamlessDocs 101 Weeklys
- Unlimited How-to-Videos available in App Support

Support

The following training is included in your subscription:

- Unlimited in app chat support
- Unlimited email support
- Unlimited phone support
- Standard support available from 8am est to 6pm est

SUBSCRIPTION

Pricing Summary

PRICING

Summary

Software/Service	Unit Cost	Qty	Total Cost
Collaborate Package - Unlimited Forms 5 User Licenses	\$12,950	1	\$12,950
Deployment Package	\$4950	1	\$4950
Onboarding Package	\$1595	1	\$1595
Total One Time Costs			\$6545
Total Annual Recurring Costs			\$12,950
Total Costs			\$19,495

Subscription Details (to be filled out by SeamlessDocs)

Term (months)			
Sub. Start Date		Sub. End Date	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 11, 2020

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Consideration and possible action for approval of preliminary 2020 borrowing.*

ATTACHMENTS:

- Approval of Preliminary 2020 Borrowing (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: August 5, 2020
Subject: Approval of Preliminary 2020 Borrowing

I have attached the project list in regard to the development of an initial resolution to authorize the 2020 borrowing. The projected borrowing is in the form of ten year general obligation notes which include \$7,059,724 of non-TID equipment and projects and \$2,074,000 for various TID items listed on the worksheet. The 2020 adopted budget column amounts have been confirmed/adjusted/deleted by each department (proposed borrowing shaded column) based upon updated needs at this time and may be further modified in the next month. The short-term note column is for projects already borrowed for in December of 2019 and fully paid for in February of 2020. The proposed borrowing shaded column is broken down further in the attachment to signify non-TIF and TIF borrowing activity. The last column indicates projects that wouldn't qualify for borrowing where we will use TIF cash to finance the items. Amounts of \$0 in the proposed borrowing column indicate that the proposed project is no longer being considered for borrowing in 2020. Also note that one of the main reasons for a larger amount of borrowing in 2020 is for the construction of the new aquatic center at VFW Park. The initial contract amount of \$6.3 million has been reduced by 2.7 million to \$3.6 million. The reduction of \$2.7 million represents the \$900,000 pool tax referendum levies for 2019, 2020, and 2021. The City's borrowing consulting firm of RW Baird will review the list and provide their recommendations regarding note or bond sizing and repayment terms.

Pending Finance Committee approval, the initial resolutions for these projects will go to the City Council for projected approval at the second August Council meeting with the Council approving the most favorable bond bid at the second September Council meeting. Proceeds would then be projected to be available to the City by late October 2020. I will firm these dates up with Justin Fischer of RW Baird pending your review and approval. Should you have any questions on this feel free to contact me or I will be present at the Finance Committee meeting on August 11th.

City of De Pere, Wisconsin				
Projects	Adopted Budget	Short-Term Note	10 Year Note	Note - TII
Public Safety				
Police - Body Cameras	25,272	25,000		
Police - Patrol Vehicle Replacement (2) Lease Payment	32,100	32,100		
Police - Squad Replacement (3) Lease Payment	70,306	70,000		
Police - Portable & Mobile Radio Replacement	187,906	187,900		
Fire - Replace Aerial Truck	1,260,000		420,000	
Fire - Replace Ambulance	275,000		275,000	
Fire - Replace Utility Vehicle	65,000	65,000		
Total Public Safety	1,915,584	380,000	695,000	
Public Works				
MSC - Fuel Dispensing System Replacement	27,500		27,500	
Traffic Signs & Markings - Sign Shop Plotter & Software Replacement	40,000		54,000	
Street Lighting - Decorative & Regular Street Lighting Replacement	25,000		25,000	
Traffic Lights - Traffic Lights at Grant St and Allard St Intersection	60,000		60,000	
Traffic Lights - Main & 8th Traffic Signal Replacement	72,000		72,000	
Garbage & Refuse Collection - Garbage Truck #89 Replacement	250,000		230,000	
Main Avenue Alley Bumpout Tables and Chairs	10,000	10,000		
Planning - TID 7 Development Rebate	300,000			
Planning - TID 7 Downtown Pots - Landscaping	3,000			
Planning - TID 7 Façade Grant Program	60,000			60,
Planning - TID 7 Front St Parking Lot Extension	162,000			162,
Planning - TID 7 Cultural District Master Plan Implementation	200,000			
Planning - TID 8 Development Rebate	300,000			
Planning - TID 9 Development Rebate	300,000			
Planning - TID 9 Downtown Pots - Landscaping	3,000			
Planning - TID 9 Façade Grant Program	60,000			30,
Planning - TID 10 Development Rebate	100,000			
Planning - TID 10 Enterprise Drive Rehabilitation	96,000			
Planning - TID 11 Development Rebate	300,000			140,
Planning - TID 11 Future Infrastructure - American Blvd Extension	375,000			
Planning - TID 11 West Industrial Park Railroad Spur Inspection & Maintenance	22,500			
Planning - TID 11 West Industrial Park Regional Pond Design & Construction	650,000			560,
Planning - TID 11 Red Maple Road Reconditioning	468,000			468,
Planning - TID 12 Development Rebate	300,000			
Planning - TID 12 Future Infrastructure - American Blvd Extension	375,000			
Planning - TID 12 West Industrial Park Railroad Spur Inspection & Maintenance	22,500			
Planning - TID 12 Property Acquisition	300,000			
Planning - TID 13 Development Rebate	300,000			
Planning - TID 14 Development Rebate - Irwin School Project	1,090,000			654,
Total Public Works	6,271,500	10,000	468,500	2,074,

Attachment: Approval of Preliminary 2020 Borrowing (9884 : Consideration and possible action for approval of preliminary 2020 borrowing.)*

City of De Pere, Wisconsin				
Projects	Adopted Budget	Short-Term Note	10 Year Note	Note - TII
Parks & Recreation				
Community Center - Replace Insulation/Fix Ventilation on Roof	100,000		75,000	
Community Center - Crackfill & Sealcoat Parking Lots	22,000		22,000	
Community Center - Flooring Replacement	13,000		13,000	
Parks & Public Lands - Sidewalk Replacement Program	20,000		20,000	
Parks & Public Lands - Patriot Park Playground Replacement Addtl Funding	25,000		25,000	
Parks & Public Lands - Voyageur Park Restroom Facility Replacement	55,000		55,000	
Parks & Public Lands - Legion Park Restroom Facility Replacement	135,000		135,000	
Parks & Public Lands - Fox Point Parking Lot Reconstruction	185,000		185,000	
Parks & Public Lands - VFW Softball Diamond Repair	50,000		50,000	
Parks & Public Lands - Kelly Danen Fence Repair	15,000	10,000	5,000	
Parks & Public Lands - Ice Arena Water, Heating & Holding Tank Replacement	15,000		15,000	
Boat Ramps - Perkofski Boat Launch Parking Lot Repair, Crackfill & Sealcoat	65,000		65,000	
Parks Equip/Veh Maintenance - 11 ft Mower #304 Replacement	75,000		75,000	
Swimming Pools - VFW Aquatic Center Design & Construction	7,141,000		3,600,000	
Total Parks & Recreation	7,916,000	10,000	4,340,000	
Street Management				
Crackfilling/Patching - Various	243,724		243,724	
Sidewalks	84,500		84,500	
Third Street Concrete Rehabilitation	100,000		100,000	
College Avenue Reconstruction	218,000		218,000	
James Streetscape	800,000		800,000	
Hand Rail Repair	50,000		50,000	
Alley Reconstruction - Various	40,000		40,000	
Apollo Drive Closure	20,000		20,000	
Total Street Management	1,556,224	0	1,556,224	
TOTALS - CAPITAL PROJECTS	\$ 17,659,308	\$ 400,000	\$ 7,059,724	\$ 2,074,100

Attachment: Approval of Preliminary 2020 Borrowing (9884 : Consideration and possible action for approval of preliminary 2020 borrowing.*)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 11, 2020

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Consideration and possible action for 2019 Budget Items Carried Forward to 2020 and Excess Stadium Funds Report.*

ATTACHMENTS:

- 2019 Budget Items Carried Forward to 2020 & Excess Stadium Funds Report (PDF)

To: Honorable Mayor and Members of the Finance Committee
Lawrence Delo, City Administrator
Finance/Personnel Committee Members
From: Joe Zegers, Finance Director
RE: 2019 Budget Items Carried Forward to 2020 & Excess Stadium
Funds Report
Date: August 5th, 2020

I have attached the proposed resolution where we annually reserve a portion of our general fund balance for amounts that were budgeted in 2019 but will not be spent until 2020. These are listed by department with a brief description for each item. For your information and comparative purposes, last year's carryover amount was \$232,405. This year's amount is \$364,501 which is larger than last year due mainly to projects that have not been finished 2019 but are intended to be completed in 2020. Our projected unassigned general fund balance is expected to increase about \$130,000 even with the increased carryover amount. We will have an exact amount when we receive the 2019 audit report in September. Our unassigned general fund balance will be very close to our upper limit of 35% which we can also review in the September 2020 Finance meeting.

Feel free to contact me prior to the Finance Meeting on August 11th, 2020 should you have any questions. I recommend that the non-lapsing items be approved for carryover to 2020.

In a related item I have also attached information regarding the status of the Excess Stadium Funds of \$1,300,000 approved in Resolution #17-27. The attachment shows the fund at \$668,895 as of August 5th 2020. You can view the detail of each line item by reviewing the respective tabs on the worksheet. This is for informational purposes therefore no action is needed on this item.

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RESOLUTION #20-XX

RESOLUTION ESTABLISHING NON-LAPSING FUNDS
AS OF DECEMBER 31, 2019

BE IT HEREBY RESOLVED, that the Mayor and Common Council of the City of De Pere do hereby authorize that the following accounts be established as non-lapsing funds as of December 31, 2019

<u>Account</u>	<u>Amount</u>
Administrator-Strategic Visioning & Branding	\$27,567
Administrator-Sustainability Funds LED Lighting	\$12,902
Information Management Technology Initiatives	\$51,500
Development Services-Branding Initiatives	\$ 7,878
Police-Community Policing	\$ 1,655
Police Training	\$ 9,664
Police K9 Funds	\$25,303
Police Miscellaneous Donations	\$34,756
Police Outlay-Execu Time Software	\$11,591
Fire/Rescue-Act 102	\$13,553
Community Center-Heated Gutter Coiling	\$ 8,000
Community Center-Improvements/Upgrades	\$ 4,958
Parks & Recreation-Voyageur Breakwall Study	\$30,000
Parks & Public Lands-Cooler Replacement	\$ 540
Parks & Public Lands-Ice Chiller	\$21,821
Parks & Public Lands-VFW Playground	\$ 4,828
Parks & Public Lands- Sidewalk Replacement Program	\$ 5,000
Parks & Public Lands-Voyageur Bathroom Facility	\$40,000
Parks & Public Lands-Water Connection for Riverwalk	\$ 3,000
Parks & Public Lands-Prairie Grass East of Triangle For Riverwalk	\$11,400
Forestry-Forest Management Plan & GIS Tree Inventory	\$ 5,000
Forestry-Contract Tree Trimming	\$30,000
Swimming Pools-Caulking for Legion Pool	\$ 3,585
TOTAL	\$364,501

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of August, 2020.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, Clerk

Ayes: _____

Nays: _____

EXCESS STADIUM TAX PROCEEDS SUMMARY

8/6/2020 9:14

PROJECT NAME	AMOUNT APPROVED	2015 WIS. ACT PURPOSE	EXPENDITURES				TOTAL SPEND	REMAINING
			2017	2018	2019	2020		
Re-write of City Zoning Code	\$45,000.00	Property Tax Relief	\$ -	\$ -	\$ 15,923.25	\$ 8,174.49	\$ 24,097.74	\$ 20,902.26
Establish City Vision/Brand	\$100,000.00	Economic Development	\$ 30,000.00	\$ 70,000.00	\$ -		\$ 100,000.00	\$ -
De Pere Public Art Initiative	\$100,000.00	Economic Development	\$ -	\$ 22,470.89	\$ 25,973.49	\$ -	\$ 48,444.38	\$ 51,555.62
De Pere Streetscape Project	\$150,000.00	Economic Development	\$ -	\$ -	\$ 36,008.86	\$ 29,439.40	\$ 65,448.26	\$ 84,551.74
Aquatic Center Design	\$200,000.00	Property Tax Relief/Economic Development	\$ 31,102.50	\$ 16,747.50	\$ 96,500.00		\$ 144,350.00	\$ 55,650.00
Southwest Park Playground Equipment	\$80,000.00	Property Tax Relief/Economic Development	\$ -	\$ 85,000.00	\$ -		\$ 85,000.00	\$ -
Splashpad	\$300,000.00	Economic Development	\$ -	\$ -	\$ -		\$ -	\$ 300,000.00
Voyageur Park Amphitheater/Stage	\$125,000.00	Property Tax Relief/Economic Development	\$ -	\$ -	\$ -		\$ -	\$ 125,000.00
Voyageur Park Playground Equipment	\$200,000.00	Property Tax Relief/Economic Development	\$ 176,992.87	\$ 21,843.54	\$ -		\$ 198,836.41	\$ 1,163.59
TOTAL STADIUM TAX	1,300,000.00		238,095.37	216,061.93	174,405.60	37,613.89	666,176.79	638,823.21
Additional Stadium Tax Proceeds								
2018	\$22,024.66							\$22,024.66
2019	\$8,047.01							\$8,047.01
ADDITIONAL STADIUM TAX PROCEEDS	30,071.67		-	-	-	-	-	30,071.67
TOTAL	1,330,071.67		238,095.37	216,061.93	174,405.60	-	666,176.79	668,894.88

Attachment: 2019 Budget Items Carried Forward to 2020 & Excess Stadium Funds Report (9875 : Consideration and possible action for 2019

RE-WRITE OF CITY ZONING CODE

Property Tax Relief

Approved Amount \$ 45,000.00

Year	Date	Vendor	Check #	Account			Amount	Remaining Funds
								\$ 45,000.00
2017 EXPENDITURES							\$ -	
								\$ 45,000.00
2018 EXPENDITURES							\$ -	
2019	5/28/2019	Duncan Associates	88884	100	56700	215	\$ 884.38	\$ 44,115.62
2019	8/13/2019	Duncan Associates	89624	100	56700	215	\$ 2,479.37	\$ 41,636.25
2019	8/13/2019	Duncan Associates	89624	100	56700	215	\$ 3,019.35	\$ 38,616.90
2019	9/17/2019	Duncan Associates	89897	100	56700	215	\$ 1,585.00	\$ 37,031.90
2019	11/5/2019	Duncan Associates	90499	100	56700	215	\$ 3,480.00	\$ 33,551.90
2019	12/1/2019	Duncan Associates	90739	100	56700	215	\$ 4,475.15	\$ 29,076.75
2019 EXPENDITURES							\$ 15,923.25	
2020	8/5/2020	Duncan Associates	ROUTING FOR APPROVAL	100	56700	215	\$ 8,174.49	\$ 20,902.26
								\$ 20,902.26
								\$ 20,902.26
								\$ 20,902.26
2020 EXPENDITURES							\$ 8,174.49	
TOTAL PROJECT EXPENDITURES/REMAINING FUNDS							\$ 24,097.74	\$ 20,902.26

Attachment: 2019 Budget Items Carried Forward to 2020 & Excess Stadium Funds Report (9875 : Consideration and possible action for 2019

ESTABLISH CITY VISION BRAND

Economic Development

Approved Amount \$ 100,000.00

Year	Date	Vendor	Check #	Account			Amount	Remaining Funds
2017	10/17/2017	Sparc, Inc.	83397	100	56700	215	\$ 30,000.00	\$ 70,000.00
2017 EXPENDITURES							\$ 30,000.00	
2018	3/20/2018	Sparc, Inc.	84846	100	56700	215	\$ 16,000.00	\$ 54,000.00
2018	3/31/2018	Sparc, Inc.	84992	100	56700	215	\$ 13,500.00	\$ 40,500.00
2018	7/3/2018	Sparc, Inc.	85869	100	56700	215	\$ 34,000.00	\$ 6,500.00
2018	11/20/2018	Sparc, Inc.	87197	100	56700	215	\$ 2,500.00	\$ 4,000.00
2018	12/4/2018	Sparc, Inc.	87285	100	56700	215	\$ 4,000.00	\$ -
2018 EXPENDITURES							\$ 70,000.00	
								\$ -
								\$ -
								\$ -
2019 EXPENDITURES							\$ -	
TOTAL PROJECT EXPENDITURES/REMAINING FUNDS							\$ 100,000.00	\$ -

Attachment: 2019 Budget Items Carried Forward to 2020 & Excess Stadium Funds Report (9875 : Consideration and possible action for 2019

De Pere Public Art Initiative

Economic Development

Approved Amount \$ 100,000.00

Year	Date	Vendor	Check #	Account			Amount	Remaining Funds
								\$ 100,000.00
2017 EXPENDITURES							\$ -	
2018	9/4/2018	Definitely De Pere Murals	86386	100	56700	215	\$ 13,291.55	\$ 86,708.45
2018	12/19/2018	Definitely De Pere Murals	87486	100	56700	215	\$ 9,179.34	\$ 77,529.11
2018 EXPENDITURES							\$ 22,470.89	
2019	7/2/2019	Definitely De Pere Murals	89234	100	56700	215	\$ 7,823.18	\$ 69,705.93
2019	12/31/2019	Windey Metal Art Sculptures	91594	100	56700	215	\$ 15,000.00	\$ 54,705.93
2019	12/31/2019	Murals Expenses	91594	100	56700	215	\$ 3,150.31	\$ 51,555.62
2019 EXPENDITURES							\$ 25,973.49	
								\$ 51,555.62
								\$ 51,555.62
								\$ 51,555.62
								\$ 51,555.62
2020 EXPENDITURES							\$ -	
TOTAL PROJECT EXPENDITURES/REMAINING FUNDS							\$ 48,444.38	\$ 51,555.62

Attachment: 2019 Budget Items Carried Forward to 2020 & Excess Stadium Funds Report (9875 : Consideration and possible action for 2019

DE PERE STREETScape PROJECT

Economic Development

Approved Amount \$ 150,000.00

Year	Date	Vendor	Check #	Account			Amount	Remaining Funds
								\$ 150,000.00
2017 EXPENDITURES							\$ -	
								\$ 150,000.00
2018 EXPENDITURES							\$ -	
2019	5/24/2019	Jossart Brothers/concrete statue bases	89302	405	50000	826	\$ 6,300.00	\$ 143,700.00
2019		Jossart Brothers	89302	405	50000	826	\$ 689.00	\$ 143,011.00
2019	7/14/2019	Wausau Tile/planters	89344	100	53330	810	\$ 18,109.00	\$ 124,902.00
2019	7/16/2019	Scenic View Landscapes	89333	100	53330	810	\$ 990.00	\$ 123,912.00
2019	8/20/2019	Fastenal	89626	601	69330	340	\$ 69.30	\$ 123,842.70
2019	12/31/2019	Definitely De Pere/2019 Sculpture Walk Prog	91594	100	56700	215	\$ 9,651.56	\$ 114,191.14
2019	12/31/2019	Definitely De Pere/Artist Bench Prog Phase 2	91594	100	56700	215	\$ 200.00	\$ 113,991.14
2019 EXPENDITURES							\$ 36,008.86	
2020		Note - planters have been invoiced for \$28,112 with incidentals of \$57.40 for a total of \$28,169.40. The remaining balance for the planters of \$1,270 will be paid when final shipment is made of backordered planters.					\$ 29,439.40	\$ 84,551.74
2020 EXPENDITURES							\$ 29,439.40	
TOTAL PROJECT EXPENDITURES/REMAINING FUNDS							\$ 65,448.26	\$ 84,551.74

Attachment: 2019 Budget Items Carried Forward to 2020 & Excess Stadium Funds Report (9875 : Consideration and possible action for 2019

AQUATIC CENTER DESIGN

Property Tax Relief/Economic Development

Approved Amount \$ 200,000.00

Year	Date	Vendor	Check #	Account			Amount	Remaining Funds
2017	11/7/2017	Graef, Inc.	83567	100	55420	810	\$ 9,570.00	\$ 190,430.00
2017	11/21/2017	Graef, Inc.	83721	100	55420	810	\$ 4,785.00	\$ 185,645.00
2017	12/5/2017	Graef, Inc.	83848	100	55420	810	\$ 14,355.00	\$ 171,290.00
2017	12/31/2017	Graef, Inc.	84074	100	55420	810	\$ 2,392.50	\$ 168,897.50
2017 EXPENDITURES							\$ 31,102.50	
2018	2/20/2018	Graef, Inc.	84553	100	55420	810	\$ 2,392.50	\$ 166,505.00
2018	3/20/2018	Graef, Inc.	84807	100	55420	810	\$ 2,392.50	\$ 164,112.50
2018	6/5/2018	Graef, Inc.	85514	100	55420	810	\$ 9,570.00	\$ 154,542.50
2018	6/19/2018	Graef, Inc.	85693	100	55420	810	\$ 2,392.50	\$ 152,150.00
2018 EXPENDITURES							\$ 16,747.50	
2019	3/5/2019	Graef, Inc.	88095	100	55420	810	\$ 1,930.00	\$ 150,220.00
2019	4/16/2019	Graef, Inc.	88435	100	55420	810	\$ 36,670.00	\$ 113,550.00
2019	5/21/2019	Graef, Inc.	88763	100	55420	810	\$ 19,300.00	\$ 94,250.00
2019	6/12/2019	Graef, Inc.	89020	100	55420	810	\$ 24,125.00	\$ 70,125.00
2019	7/16/2019	Graef, Inc.	89292	100	55420	810	\$ 6,755.00	\$ 63,370.00
2019	8/13/2019	Graef, Inc.	89635	100	55420	810	\$ 7,720.00	\$ 55,650.00
2019 EXPENDITURES							\$ 96,500.00	
TOTAL PROJECT EXPENDITURES/REMAINING FUNDS							\$ 144,350.00	\$ 55,650.00

Attachment: 2019 Budget Items Carried Forward to 2020 & Excess Stadium Funds Report (9875 : Consideration and possible action for 2019

SOUTHWEST PARK PLAYGROUND EQUIPMENT

Property Tax Relief/Economic Development

Approved Amount \$ 80,000.00

Year	Date	Vendor	Check #	Account			Amount	Remaining Funds
								\$ 80,000.00
2017 EXPENDITURES							\$ -	
2018	10/2/2018	Playpower LT Farmington	86712	100	55210	810	\$ 85,000.00	\$ (5,000.00)
2018 EXPENDITURES							\$ 85,000.00	
								\$ (5,000.00)
2019 EXPENDITURES							\$ -	
TOTAL PROJECT EXPENDITURES/REMAINING FUNDS							\$ 85,000.00	\$ (5,000.00)

Attachment: 2019 Budget Items Carried Forward to 2020 & Excess Stadium Funds Report (9875 : Consideration and possible action for 2019

SPLASHPAD

Economic Development

Approved Amount \$ 300,000.00

Year	Date	Vendor	Check #	Account	Amount	Remaining Funds
						\$ 300,000.00
2017 EXPENDITURES					\$ -	
						\$ 300,000.00
2018 EXPENDITURES					\$ -	
						\$ 300,000.00
2019 EXPENDITURES					\$ -	
TOTAL PROJECT EXPENDITURES/REMAINING FUNDS					\$ -	\$ 300,000.00

Attachment: 2019 Budget Items Carried Forward to 2020 & Excess Stadium Funds Report (9875 : Consideration and possible action for 2019

VOYAGEUR PARK AMPHITHEATER/STAGE

Economic Development

Approved Amount \$ 125,000.00

Year	Date	Vendor	Check #	Account	Amount	Remaining Funds
						\$ 125,000.00
2017 EXPENDITURES					\$ -	
						\$ 125,000.00
2018 EXPENDITURES					\$ -	
						\$ 125,000.00
2019 EXPENDITURES					\$ -	
TOTAL PROJECT EXPENDITURES/REMAINING FUNDS					\$ -	\$ 125,000.00

Attachment: 2019 Budget Items Carried Forward to 2020 & Excess Stadium Funds Report (9875 : Consideration and possible action for 2019

VOYAGEUR PARK PLAYGROUND EQUIPMENT

Property Tax Relief/Economic Development

Approved Amount \$ 200,000.00

Year	Date	Vendor	Check #	Account			Amount	Remaining Funds
2017	12/31/2017	Playpower LT Farmington	84101	100	55210	810	\$ 157,277.48	\$ 42,722.52
2017	12/31/2017	Distribute Outlay Costs		100	55210	810	\$ 15,880.50	\$ 26,842.02
2017	15/31/17	Distribute Outlay Costs		100	55210	810	\$ 3,834.89	\$ 23,007.13
2017 EXPENDITURES							\$ 176,992.87	
2018	5/16/2018	Sunbelt Rentals Inc.	85387	100	55210	810	\$ 141.60	\$ 22,865.53
2018	5/16/2018	Playpower LT Farmington	85366	100	55210	810	\$ 8,277.76	\$ 14,587.77
2018	6/5/2018	Menards, Inc.	85543	100	55210	810	\$ 370.40	\$ 14,217.37
2018	6/5/2018	Menards Inc.	85545	100	55210	810	\$ 174.93	\$ 14,042.44
2018	6/5/2018	Johnson Transport Services	85527	100	55210	810	\$ 3,272.00	\$ 10,770.44
2018	7/17/2018	Jossart Brothers, Inc.	85959	100	55210	810	\$ 438.00	\$ 10,332.44
2018	9/18/2018	Nicklaus, Inc.	86561	100	55210	810	\$ 4,800.00	\$ 5,532.44
2018	8/21/2018	Bluemels Maint. Services	84673	415	50000	806	\$ 4,368.85	\$ 1,163.59
2018 EXPENDITURES							\$ 21,843.54	
								\$ 1,163.59
2019 EXPENDITURES							\$ -	
TOTAL PROJECT EXPENDITURES/REMAINING FUNDS							\$ 198,836.41	\$ 1,163.59

Attachment: 2019 Budget Items Carried Forward to 2020 & Excess Stadium Funds Report (9875 : Consideration and possible action for 2019



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 11, 2020

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Review and possible action on City of De Pere Investments and Cash Detail for June 2020.

ATTACHMENTS:

- June 2020 Cash and Investments (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: August 5th, 2020
Subject: Cash and Investments Report for June 30, 2020

I have attached a summary of the City's Cash and Investments for your information and review as of June 30th, 2020. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments earned \$313,633 through June of 2020 which is favorable year to date in comparison to our budgeted annual amount for 2020 of \$525,000. The LGIP investment amount decreased by \$3 million in **June 2020** primarily for payment of accounts payable and payroll. The LGIP investment account will increase a total of \$2.85 million in **July 2020**. The account will increase by \$1.75million for the receipt of state shared revenues and another \$3.7 million for the state tax credit and decrease \$2.6 million for payment of accounts payable and payroll. Also note that as part of the tax settlement process the City will forward the \$3.7 million referred to above to Brown County in **August 2020**. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

June 30, 2020

CASH ACCOUNTS	
CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 1,276,362.52
HEALTH CHECKING	\$ 2,414,675.91
DENTAL CHECKING	\$ 52,627.38
SUBTOTAL	\$ 3,743,665.81
RESTRICTED	BALANCE
WATER BOND MM	\$ 212,559.27
SUBTOTAL	\$ 212,559.27
TOTAL CASH	\$ 3,956,225.08

INVESTMENTS			
	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 8,196,049.60	\$ 71,311.44	0.87%
ASSOCIATED BANK TRUST	\$ 5,075,193.05	\$ 93,697.39	3.76%
CHARLES SCHWAB INVESTMENTS	\$ 6,356,782.00	\$ 139,341.98	4.48%
MONEY MARKET	\$ 1,027,162.64	\$ 9,282.20	0.15%
TOTAL INVESTMENTS	\$ 20,655,187.29	\$ 313,633.01	
TOTAL CASH AND INVESTMENTS	\$ 24,611,412.37		

NOTE: The City budgeted \$525,000 for general fund revenues in the 2020 Adopted Budget.

Attachment: June 2020 Cash and Investments (9874 : Review and possible action on City of De Pere Investments and Cash Detail for June

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
June 30, 2020

	31-Jan-2020	28-Feb-2020	31-Mar-2020	30-Apr-2020	31-May-2020	30-Jun-2020
CHECKING ACCOUNTS						
CITY CHECKING	\$ 302,762.74	\$ 1,328,326.87	\$ 1,041,573.06	\$ 1,073,733.26	\$ 1,113,891.37	\$ 1,276,362.52
HEALTH CHECKING	\$ 1,911,924.58	\$ 2,026,594.61	\$ 2,089,912.04	\$ 2,213,019.26	\$ 2,336,136.09	\$ 2,414,675.91
DENTAL CHECKING	\$ 43,409.33	\$ 43,209.31	\$ 42,592.41	\$ 50,674.31	\$ 59,636.77	\$ 52,627.38
SUBTOTAL	\$ 2,258,096.65	\$ 3,398,130.79	\$ 3,174,077.51	\$ 3,337,426.83	\$ 3,509,664.23	\$ 3,743,665.81
RESTRICTED						
WATER BOND MM	\$ 212,314.37	\$ 212,390.07	\$ 212,480.02	\$ 212,506.14	\$ 212,533.14	\$ 212,559.27
SUBTOTAL	\$ 212,314.37	\$ 212,390.07	\$ 212,480.02	\$ 212,506.14	\$ 212,533.14	\$ 212,559.27
TOTAL CASH	\$ 2,470,411.02	\$ 3,610,520.86	\$ 3,386,557.53	\$ 3,549,932.97	\$ 3,722,197.37	\$ 3,956,225.08
INVESTMENTS						
LGIP	\$15,473,207.24	\$13,737,476.89	\$14,721,783.82	\$13,450,069.86	\$11,194,884.59	\$ 8,196,049.60
ASSOCIATED BANK TRUST	\$ 4,994,549.98	\$ 5,026,920.08	\$ 5,035,037.14	\$ 5,043,399.19	\$ 5,069,223.08	\$ 5,075,193.05
CHARLES SCHWAB INVESTMENTS	\$ 6,228,990.32	\$ 6,250,938.09	\$ 6,308,210.01	\$ 6,321,001.44	\$ 6,355,447.04	\$ 6,356,782.00
MONEY MARKET	\$ 2,896,555.81	\$ 2,899,998.43	\$ 1,026,779.67	\$ 1,026,905.91	\$ 1,027,036.37	\$ 1,027,162.64
TOTAL INVESTMENTS	\$ 29,593,303.35	\$ 27,915,333.49	\$ 27,091,810.64	\$ 25,841,376.40	\$ 23,646,591.08	\$ 20,655,187.29
TOTAL CASH AND INVESTMENTS	\$ 32,063,714.37	\$ 31,525,854.35	\$ 30,478,368.17	\$ 29,391,309.37	\$ 27,368,788.45	\$ 24,611,412.37

	31-Jul-2020	31-Aug-2020	30-Sep-2020	31-Oct-2020	30-Nov-2020	31-Dec-2020
CHECKING ACCOUNTS						
CITY CHECKING	-	-	-	-	-	-
NOTE: The City budgeted \$525,000	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESTRICTED						
REVOLVING LOAN	-	-	-	-	-	-
WATER BOND MM	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	\$ -	\$ -	\$ -	\$ -		
ASSOCIATED BANK TRUST	\$ -	\$ -	\$ -	\$ -		
CHARLES SCHWAB INVESTMENTS	\$ -	\$ -	\$ -	\$ -		
MONEY MARKET	\$ -	\$ -	\$ -	\$ -		
TOTAL INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Attachment: June 2020 Cash and Investments (9874 : Review and possible action on City of De Pere Investments and Cash Detail for June

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2019

	31-Jan-2019	28-Feb-2019	31-Mar-2019	30-Apr-2019	31-May-2019	30-Jun-2019
CHECKING ACCOUNTS						
CITY CHECKING	\$ 825,289.48	\$ 553,303.45	\$ 204,276.91	\$ 1,016,068.70	\$ 655,555.09	\$ 727,308.78
HEALTH CHECKING	\$ 951,100.75	\$ 963,398.81	\$ 1,054,752.12	\$ 1,130,092.06	\$ 1,222,398.04	\$ 1,288,692.56
DENTAL CHECKING	\$ 25,718.97	\$ 27,095.40	\$ 28,528.22	\$ 29,472.36	\$ 31,203.17	\$ 32,415.90
SUBTOTAL	\$ 1,802,109.20	\$ 1,543,797.66	\$ 1,287,557.25	\$ 2,175,633.12	\$ 1,909,156.30	\$ 2,048,417.24
RESTRICTED						
REVOLVING LOAN	\$ 811,350.56	\$ 811,630.64	\$ 811,940.83	\$ 812,241.13	\$ 812,551.56	\$ 812,852.09
WATER BOND MM	\$ 211,361.51	\$ 211,434.47	\$ 211,515.28	\$ 211,593.51	\$ 211,674.38	\$ 211,752.67
SUBTOTAL	\$ 1,022,712.07	\$ 1,023,065.11	\$ 1,023,456.11	\$ 1,023,834.64	\$ 1,024,225.94	\$ 1,024,604.76
TOTAL CASH	\$ 2,824,821.27	\$ 2,566,862.77	\$ 2,311,013.36	\$ 3,199,467.76	\$ 2,933,382.24	\$ 3,073,022.00
INVESTMENTS						
LGIP	\$14,391,367.90	\$12,008,510.91	\$11,933,482.05	\$10,670,625.37	\$9,064,527.52	\$ 6,943,714.70
ASSOCIATED BANK TRUST	\$ 4,852,594.23	\$ 4,858,078.63	\$ 4,876,516.60	\$ 4,886,737.64	\$4,922,508.25	\$ 4,933,830.69
CHARLES SCHWAB INVESTMENTS	\$ 6,000,316.76	\$ 6,015,896.39	\$ 6,043,494.20	\$ 6,076,140.99	\$6,087,574.21	\$ 6,119,076.89
MONEY MARKET	\$ 2,034,996.72	\$ 2,038,118.90	\$ 2,041,580.90	\$ 2,045,541.00	\$2,049,710.53	\$ 2,053,753.79
TOTAL INVESTMENTS	\$ 27,279,275.61	\$ 24,920,604.83	\$ 24,895,073.75	\$ 23,679,045.00	\$ 22,124,320.51	\$ 20,050,376.07
TOTAL CASH AND INVESTMENTS	\$ 30,104,096.88	\$ 27,487,467.60	\$ 27,206,087.11	\$ 26,878,512.76	\$ 25,057,702.75	\$ 23,123,398.07

	31-Jul-2019	31-Aug-2019	30-Sep-2019	31-Oct-2019	30-Nov-2019	31-Dec-2019
CHECKING ACCOUNTS						
CITY CHECKING	905,026.81	426,041.63	735,827.64	974,406.51	882,803.46	209,460.95
HEALTH CHECKING	1,353,881.40	1,490,067.36	1,568,755.39	1,683,453.48	1,790,686.96	1,840,644.41
DENTAL CHECKING	29,314.13	30,520.16	36,811.43	38,962.71	39,864.83	41,737.06
SUBTOTAL	\$ 2,288,222.34	\$ 1,946,629.15	\$ 2,341,394.46	\$ 2,696,822.70	\$ 2,713,355.25	\$ 2,091,842.42
RESTRICTED						
REVOLVING LOAN	813,162.75	813,473.53	-	-	-	-
WATER BOND MM	211,833.60	211,914.56	211,992.94	212,073.96	212,152.40	212,233.48
SUBTOTAL	\$ 1,024,996.35	\$ 1,025,388.09	\$ 211,992.94	\$ 212,073.96	\$ 212,152.40	\$ 212,233.48
TOTAL CASH	\$ 3,313,218.69	\$ 2,972,017.24	\$ 2,553,387.40	\$ 2,908,896.66	\$ 2,925,507.65	\$ 2,304,075.90
INVESTMENTS						
LGIP	\$12,354,986.31	\$ 6,769,355.45	\$ 3,568,424.04	\$11,312,727.68	\$4,769,504.45	\$ 7,125,033.29
ASSOCIATED BANK TRUST	\$ 4,931,169.73	\$ 4,954,939.21	\$ 4,955,580.76	\$ 4,967,345.66	\$4,975,965.67	\$ 4,981,495.66
CHARLES SCHWAB INVESTMENTS	\$ 6,141,231.12	\$ 6,173,193.84	\$ 6,186,727.81	\$ 6,213,084.19	\$6,217,302.10	\$ 6,217,440.02
MONEY MARKET	\$ 2,057,940.06	\$ 2,062,134.87	\$ 2,880,835.35	\$ 2,885,484.14	\$2,889,199.69	\$ 2,892,880.44
TOTAL INVESTMENTS	\$ 25,485,327.22	\$ 19,959,623.37	\$ 17,591,567.96	\$ 25,378,641.67	\$ 18,851,971.91	\$ 21,216,849.41
TOTAL CASH AND INVESTMENTS	\$ 28,798,545.91	\$ 22,931,640.61	\$ 20,144,955.36	\$ 28,287,538.33	\$ 21,777,479.56	\$ 23,520,925.31

Attachment: June 2020 Cash and Investments (9874 : Review and possible action on City of De Pere Investments and Cash Detail for June



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 11, 2020

DEPARTMENT: Administration

FROM: Lawrence Delo

SUBJECT: Discussion and consideration to recommend an ordinance to create a no wake zone for certain sections of the Fox River within the city limits of De Pere.

ATTACHMENTS:

- Mayor & FP BoatingRegsFoxRiver (PDF)

CITY OF DE PERE MEMO



To: Mayor James G. Boyd, Chair
Finance/Personnel Committee
Common Council

From: Judith Schmidt-Lehman, City Attorney

Date: August 11, 2020 (Finance/Personnel Committee meeting date)

RE: Request to consider 'no-wake' ordinance for the Fox River

This topic is raised periodically. The purpose of this memo is to provide information concerning state law as it pertains to local authority over waters of the state.

State law specifically limits municipal regulation of boating activities. Specifically, Wis. Stats. §30.77 (3)(cr) allows local ordinances (including counties) to regulate boating only in the following ways, subject to review and approval of the DNR:

1. Restrictions on speed;
2. Restrictions on certain types of boating activities on all, or in specified parts, of the lake, river or stream;
3. Restrictions on certain types of boating activities during specified hours of the day or specified days of the week; and
4. Restrictions on the operation of a motorboat towing a person on water skis without an observer....

Parts of the Fox River are located exclusively within the jurisdiction of the City. Additionally, the city shares jurisdiction of the Fox River with the Towns of Ledgeview and Lawrence from approximately Belle Ave south on the west side. City action alone on an ordinance without similar ordinances in the Towns of Ledgeview and Lawrence is unlikely to resolve whatever issues are of concern. It is also unclear whether the DNR would approve a standalone ordinance in an area of multi-jurisdiction.

I will be at the Committee meeting to address questions you may have. If you have questions in advance of the meeting, please feel free to call me at 339-4042 or email at: jschmidt-lehman@deperewi.gov.

Attachment: Mayor & FP Boating Regs Fox River (9775 : Consideration of no wake zone)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 11, 2020

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Consideration of a request by Alderperson Kundinger to consolidate acceptance of donations by the Common Council to a quarterly basis.

The Finance-Personnel Committee voted unanimously to recommend approval at its July 14, 2020 meeting.

The Common Council voted unanimously at its July 21, 2020 meeting to refer this item back to the Finance-Personnel Committee for further review.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 11, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consider Request to Pursue Wisconsin Public Service Rewarding Responders Grant to Fire Department.*

ATTACHMENTS:

- WPS GRANT REQUEST TO FIRE DEPT (PDF)

Memo



To: Honorable Mayor James Boyd
Members of the Finance & Personnel Committee

From: Alan Matzke, Fire Chief *AM*

Date: August 6, 2020

Re: Retroactive Request to Pursue WPS Rewarding Responders Grant

De Pere Fire Rescue would like to retroactively request permission to apply for and accept a grant from Wisconsin Public Service in the amount of \$1,260.

Wisconsin Public Service Foundation helps support local public safety response agencies with the Rewarding Responders Grant. Since 2014, the foundation has awarded \$50,000 each year, reaching 164 agencies with \$300,000 of support.

Our organization was recently made aware of this grant opportunity, as well as the narrow window for application. Application was made in hopes of receiving consideration.

Water rescue has been a focus of our training curricula this year and we have trained all of our staff as rescue swimmers, as well as evaluated our equipment and response capabilities. Our staff has requested wet suits in the event we would have to launch a rescue swimmer in the river with water temperature below safe levels.

It is not realistic to offer a suit to each employee, so I am proposing purchasing six wet suits comprised of two suits of each of the most common three sizes.

The addition of this equipment will increase our capabilities through the water recreation season keeping our staff safer, so they can more effectively serve our community.

Thank you for your consideration of this request. We respectfully ask for your support to move this item forward to the City's Common Council for final action and acceptance. If you have any questions, please do not hesitate to ask.

Attachment: WPS GRANT REQUEST TO FIRE DEPT (9879 : Consider Request to Pursue WPS Rewarding Responders Grant to Fire Dept.*)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 11, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Discussion and Possible Action Concerning Temporary Absences in Fire Department Battalion Chief Position.*
