



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, August 8, 2017

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **August 8, 2017** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the July 11, 2017, Regular Meeting of the Finance/Personnel Committee.
3. Fire Department Overtime and LifeQuest Services Billing Reports for July, 2017.
4. Approval of Police Overtime Report for July 2017
5. Review of Sale and Purchase Terms for Parcel WD-L179 (northeast corner of RichCo Court and American Boulevard) for Midland Plastics, Inc. *
6. Review of Definitely De Pere Public Art Proposal: Downtown Mural Program. *
7. Accept Donation to Police Department from Shopko Foundation and Kwik Trip Kares*
8. Acceptance of Pink Flamingo Donation to Police Department
9. Consider Proposed Eagle Scout Project for Fire Department Station #1.*
10. Amendments to Chapters 10 and 14 De Pere Municipal Code Regarding Amending City Office Designations (Ch.10) and Regarding Re-designation of Zoning Administrator and Attendant Responsibilities (Ch.14)
11. Discussion Regarding Status of 2018 Budget Development.
12. Public Comment and announcements.
13. Future agenda items.
14. Adjournment

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

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

Agenda Sent To:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Midland Plastics, Incorporated
Bill Scholfield, Owners Real Estate Representative Scholfield Group, LLC
Tina Quigley, Executive Director Definitely De Pere

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

MEETING DATE: August 8, 2017

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the July 11, 2017, Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- July 11, 2017 DRAFT Minutes (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, July 11, 2017

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. The meeting was called to order at 7:30 PM by Mayor Michael J. Walsh.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderman	Present	
Ryan Jennings	Alderman	Present	
Larry Lueck	Alderman	Present	
Casey Nelson	Alderman	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Fire Chief Alan Matzke, Economic Development and Planning Director Kimberly Flom, Police Chief Derek Beiderwieden, Finance Director Joe Zegers and Alderman Dean Raasch.

2. Approval of the Minutes of the June 13, 2017, Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderman
SECONDER:	Ryan Jennings, Alderman
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

3. Police Overtime Report for June 2017.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderman
SECONDER:	Casey Nelson, Alderman
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

4. Fire Department Overtime and LifeQuest Services Billing Reports for June 2017.

Alderman Crevier commented that ambulance runs for the last two months have been around 180, and higher than any other month noted in the reports provided. Chief Matzke advised that ambulance runs have increased this year and he expects this to continue.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderman
SECONDER:	Michael J. Walsh, Mayor
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

5. Request to Extend Option to Purchase Parcel WD-1136-3 Between the City of De Pere and WashWorld of De Pere LLC.

Alderman Crevier asked if there was any other interest in this property, to which Economic Development and Planning Director Flom advised that property cannot be marketed for sale while it is under an Option.

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

6. Recommendation to hire sparc, inc. for the De Pere Strategic Visioning & Branding Initiative in an amount not to exceed \$100,000.

Alderperson Crevier asked Economic Development and Planning Director Flom to explain Phase III of the Proposal, and she clarified the formatting of the insight blurbs in sparc, inc.'s Proposal and how they relate to each of the phases. A discussion followed regarding the work of the Consultant, the work the City will undertake once the Consultant's work has concluded and the implementation strategy that will be developed as part of this project. Alderperson Jennings asked about funds that will be budgeted in the future to implement this initiative, and Economic Development and Planning Director Flom explained that certain funds have already been delegated in the capital budget and funds will be flagged in the future to continue the momentum of the implementation process and to make the most use of the visioning & branding project.

Alderperson Lueck asked if any local companies submitted Proposals, and Economic and Planning Director Flom advised that of the 28 Proposals submitted: 7 were Wisconsin based, with 2 or 3 being local; 7 were from the Midwest; and the remaining 14 were from all over the country. While the local firms were not selected for this project given its diversity and team-approach requirements, very positive talent was shown from local firms, and it is possible that those firms may have an opportunity provide some assistance with the implementation phase.

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

7. Approval of Preliminary 2017 Borrowing.

Alderperson Crevier asked about the acronym SCBA, which Finance Director Zegers advised is self-contained breathing apparatus. Alderperson Crevier also confirmed that the amounts listed in the chart for Street Construction, would represent only the City's portion. Administrator Delo advised Committee Members that the listing encompasses the maximum amount that would potentially be borrowed, and that some of the smaller dollar amount items will likely be removed from the final Resolution.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

8. Discuss Proposal of Alderperson Nelson to Create an Ordinance Prohibiting Discrimination in Housing, Employment and Public Accommodations.

Alderperson Nelson shared that he believed it was a good time to initiate this discussion at the same time the City is working on the branding initiative and to showcase that De Pere is a welcoming community. In Wisconsin, Appleton, Milwaukee County and Madison have similar policies in effect. Appleton's ordinance is most similar to the

proposal for discussion, with the Mayor handling grievances. Alderperson Nelson met with the Appleton Mayor who indicated that the ordinance has been positive for their community and image. The proposal is a means to set forth the expectation of treating everyone equally.

Mayor Walsh expressed his support of the proposal and that it is a step in the right direction for the community. The Mayor asked City Attorney Schmidt-Lehman to explain whether further action is expected on this item, and she explained that since a draft ordinance was not submitted, she would expect the Committee to direct her office to draft a proposed ordinance to bring back to the Committee for review and approval. She further shared that the Committee may want to consider grievances being handled by a City staff person, rather than an elected official, and also shared her analysis of Appleton's ordinance in comparison to the more formal ordinances in place in Madison and Milwaukee County. A discussion followed regarding the appropriate staff person to handle grievances, most appropriately the City Administrator, and Attorney Schmidt-Lehman's direction to draft a proposed ordinance.

Alderperson Lueck confirmed that the draft will come back to this Committee for review and also requested that the City Attorney inform all of the alderpersons of this item prior to submission of the draft ordinance.

As this item was for discussion purposes, no further action was taken.

RESULT:	DISCUSSED
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9. Discussion Regarding Status of 2018 Budget Development.

Administrator Delo advised he will commence providing status updates to the Finance Committee on 2018 budget preparations. This week's Friday Memo will contain the revised, final version of the guidelines, and the Finance Department is assembling packets to be distributed to departments this Friday. August 11 is the deadline for department submissions, and individual meetings will be held during August 22-September 7 with each Department Head, the Mayor, City Administrator and the Finance Director. The final Executive Budget will be sent to Council on September 20, and the Study Session is scheduled for October 2. The final budget will be released, and a public hearing held, on November 21st for adoption. Administrator Delo indicated that the process is just getting underway, but he welcomed Committee members to submit any items for consideration to the Mayor, the Finance Director, City Administrator or appropriate department head and advised that it is not necessary to wait until the study session to do so.

This item was for discussion purposes only; no action was taken.

RESULT:	DISCUSSED
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10. Public Comment and announcements.

None.

11. Future agenda items.

None.

12. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 7:53 PM.

Respectfully submitted,
Angela Zills

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: August 8, 2017

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Reports
for July, 2017.

ATTACHMENTS:

- FIRE DEPT JULY OT REPORT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2016

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	124.25	126.00	168.00	126.00	108.75	137.75	186.00	101.25	170.00	239.75	221.50	203.75	1,913.00
EMS TRAINING	84.00	86.50	66.25	74.25	17.50	2.25	0.00	27.00	90.00	72.75	67.50	67.50	655.50
FIRE TRAINING	0.00	368.50	357.25	61.50	31.25	4.25	4.50	28.50	18.00	86.50	57.25	0.00	1,017.75
RESCUE CALLS	7.50	7.50	8.00	9.00	4.50	6.25	16.00	9.25	9.50	8.25	26.50	4.00	116.25
FIRE CALLS	7.25	0.00	0.00	0.00	5.50	0.00	0.00	0.00	3.25	7.50	0.00	3.50	27.00
MEETINGS	89.00	33.25	29.25	60.75	57.75	24.25	11.50	156.50	47.25	40.50	85.50	43.25	678.75
STAFFING REP.	0.00	4.50	0.00	132.75	0.00	0.00	144.00	231.00	13.50	43.00	734.25	144.00	1,447.00
MAINTENANCE	0.00	0.00	3.00	20.25	9.50	11.00	0.00	0.00	0.00	0.00	0.00	0.00	43.75
PUB. ED.	9.00	59.25	2.75	7.50	38.75	3.00	0.00	27.00	105.50	13.50	22.50	1.50	290.25
SPECIAL EVENTS	0.00	0.00	0.00	0.00	235.00	0.00	0.00	26.50	73.50	0.00	0.00	0.00	335.00
# FIRE RUNS	34.00	31.00	42.00	22.00	23.00	49.00	36.00	35.00	33.00	30.00	25.00	51.00	411.00
# of EMS RUNS	137.00	115.00	130.00	169.00	182.00	153.00	178.00	154.00	175.00	145.00	148.00	170.00	1,856.00
DISPATCH ERRORS	6.00	3.00	11.00	11.00	8.00	5.00	3.00	11.00	1.00	2.00	2.00	3.00	66.00
TOTAL HRS.	321.00	685.50	634.50	492.00	508.50	188.75	362.00	607.00	530.50	511.75	1,215.00	467.50	6,524.00

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2017

REASON	Jan.	Feb.	Mar. *	Apr.**	May***	June+	July++	Aug.+++	Sept.^	Oct.^^	Nov.^^^	Dec.**	TOTAL
DUTY CREW	219.75	184.50	154.50	147.00	184.75	75.00	132.00						1,097.50
EMS TRAINING	24.00	257.50	72.00	40.50	89.00	0.00	0.00						483.00
FIRE TRAINING	35.00	0.00	10.50	89.50	316.25	21.25	12.75						485.25
RESCUE CALLS	5.50	6.75	39.25	8.50	6.00	9.25	0.00						75.25
FIRE CALLS	0.00	0.00	8.75	0.00	0.00	0.00	6.00						14.75
MEETINGS	37.00	55.25	60.00	53.00	16.75	22.50	5.25						249.75
STAFFING REP.	34.50	0.00	0.00	72.00	99.75	72.00	64.25						342.50
MAINTENANCE	0.00	0.00	0.00	0.00	0.75	14.25	0.00						15.00
PUB. ED.	9.75	0.00	9.00	15.00	3.75	5.00	0.00						42.50
SPECIAL EVENTS	0.00	0.00	0.00	0.00	274.00	0.00	0.00						274.00
# FIRE RUNS	42.00	32.00	33.00	15.00	35.00	31.00	41.00						229.00
# of EMS RUNS	174.00	163.00	172.00	178.00	187.00	180.00	170.00						1,224.00
DISPATCH ERRORS	2.00	5.00	7.00	7.00	0.00	6.00	4.00						31.00
TOTAL HRS.	365.50	504.00	354.00	425.50	991.00	219.25	220.25	0.00	0.00	0.00	0.00	0.00	3,079.50

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through August 1, 2017 \$48,221, 51%

Notes: Effective March, 2017

*Period: 02/25/17-03/24/17

+Period: 06/03/17-06/30/17

^Period:

^{+}Period:

**Period: 03/25/17-04/21/17

++Period: 07/01/17-07/28/17

^^Period:

***Period: 04/22/17-06/02/17

+++Period:

^^^Period:

DE PERE FIRE RESCUE
JULY, 2017
***OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
07/03/17	24	36
07/17/17	15	22.5
TOTAL	39	58.5

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

**LIFEQUEST MEDICAL BILLING - 2017
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	155,297	111,851	117,957	107,123	147,335	111,145
PAYMENTS	65,035	53,532	79,615	47,651	37,737	60,272
CREDIT ADJUSTMENTS	70,467	39,304	53,476	37,865	50,331	45,957

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	151,958					
PAYMENTS	73,959					
CREDIT ADJUSTMENTS	87,127					

Payments to LifeQuest	
Jan. 2017	2,927
Feb. 2017	2,409
March 2017	3,535
April 2017	2,177
May 2017	1,757
June 2017	2,771
July 2017	3,336
Aug. 2017	
Sept. 2017	
Oct. 2017	
Nov. 2017	
Dec. 2017	
Total Paid	\$18,911

**See attached details

Attachment: FIRE DEPT JULY OT REPORT (6103 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2017.)



Billing, Collection, & Data Management Services

1-888-777-4911 • www.lifequest-services.com

N2930 State Road 22, Wautoma, WI 54982-5267

De Pere Fire Rescue

Income and Expenditures

252

July 2017

All Phases

Charges	Billing Phase 1	Collections Phases 2 & 3	Total
Collection Placements / Charges	\$108,272.80	\$43,682.36	\$151,955.16
Interest on Delinquent Accounts	\$0.00	\$0.00	\$0.00
Insurance Interest	\$0.00	\$0.00	\$0.00
Transaction Fees	\$0.00	\$0.00	\$0.00
Probate Fees	\$0.00	\$3.00	\$3.00
Subtotal of Charges	\$108,272.80	\$43,685.36	\$151,958.16
Account Transfers	\$19,633.93	\$24,048.43	\$43,682.36
Credit Summary			
Total Credits - All Types	\$160,482.75	\$146.76	\$160,629.51
Total Credit Adjustments	\$87,129.54	\$(3.00)	\$87,126.54
Total Closed Account Adjustments	\$0.00	\$3.00	\$3.00
Total Payments Received (Applied to Acct Bal's)	\$73,353.21	\$146.76	\$73,499.97
Total Overpayments (OP)	\$(1,708.30)	\$0.00	\$(1,708.30)
Total Payments Received (plus overpayments)	\$75,061.51	\$146.76	\$75,208.27
Total Overpayment Returns (\$ not deposited)	\$(713.20)	\$0.00	\$(713.20)
Total Payments Received (less OP returns)	\$74,348.31	\$146.76	\$74,495.07
Less Payment Kept By (PKB, \$ kept by service)	\$535.69	\$0.00	\$535.69
Total Deposits	\$73,812.62	\$146.76	\$73,959.38
Summary of Disbursement			
Total Deposits & Payments Kept By	\$74,348.31	\$146.76	\$74,495.07
Less Overpayment Refunds (patient / ins reimbursement)	\$(995.10)	\$0.00	\$(995.10)
Gross Revenue	\$73,353.21	\$146.76	\$73,499.97
Total LifeQuest Fee	\$3,300.89	\$32.29	\$3,333.18
Probate Fees	\$0.00	\$3.00	\$3.00
Other / Fees			\$0.00
Total Due LifeQuest	Check #	EFT	\$3,336.18
Total Service Revenue	\$70,052.32	\$114.47	\$70,166.79
Total Payment Kept By	\$535.69	\$0.00	\$535.69
Total Service Payable	\$0.00	\$0.00	\$0.00
Probate Fees	\$0.00	\$(3.00)	\$(3.00)
Other / Fees	\$0.03	\$0.00	\$0.03
Total Due Service	Check #	EFT	\$69,628.13

Attachment: FIRE DEPT JULY OT REPORT (6103 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2017.)



Billing, Collection, & Data Management Services

1-888-777-4911 • www.lifequest-services.com

N2930 State Road 22, Wautoma, WI 54982-5267

De Pere Fire Rescue

Billing Summary

252

July 2017

Phase 1 - 4.500%

Charges

Charges	\$108,272.80	
Interest on Delinquent Accounts	\$0.00	
Insurance Interest	\$0.00	
Transaction Fees	\$0.00	
Probate Fees	\$0.00	
Subtotal of Charges		\$108,272.80

Account Transfers

Transferred out of Phase 1	\$19,633.93	
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Credit Summary

Total Credits - All Types	\$160,482.75	
Total Credit Adjustments	\$87,129.54	
Total Closed Account Adjustments	\$0.00	
Total Payments Received (Applied to Acct Bal's)	\$73,353.21	
Total Overpayments (OP)	\$(1,708.30)	
Total Payments Received (plus overpayments)	\$75,061.51	
Less Overpayment Returns (\$ not deposited)	\$(713.20)	
Total Payments Received (less OP returns)	\$74,348.31	

Net Monthly Activity

\$(52,209.95)

Summary of Disbursement

Total Deposits & Payments Kept By	\$74,348.31	
Less Overpayment Refunds (patient / ins reimbursement)	\$(995.10)	
Gross Revenue	\$73,353.21	
Total LifeQuest Fee	\$3,300.89	
Probate Fees	\$0.00	
Total Due LifeQuest	\$3,300.89	
Total Service Revenue	\$70,052.32	
Total Payment Kept By	\$535.69	
Total Service Payable	\$0.00	
Probate Fees	\$0.00	
Other / Fees	\$0.00	
Total Due Service	\$69,516.63	

Messages:

Attachment: FIRE DEPT JULY OT REPORT (6103 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2017.)

Quality

Speed

Service

Total Page : 1 of 1
Page : 1 of 1
Date : 08/01/2017
Time : 10:43:50

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Totals
Sep 2016	0	10194	21964	14188	5161	1419	1770	275	3147	614	85	0 \$	5881
108605	0	9.4	20.2	13.1	4.8	1.3	1.6	0.3	2.9	0.6	0.1	0 %	54.
Oct 2016		230	18996	12712	10045	2854	3433	130	84	561	456	0 \$	4950
90309		0.3	21	14.1	11.1	3.2	3.8	0.1	0.1	0.6	0.5	0 %	54.
Nov 2016			531	15227	19568	6287	2859	1264	318	476	768	0 \$	4729
90282			0.6	16.9	21.7	7	3.2	1.4	0.4	0.5	0.9	0 %	52.
Dec 2016				272	22826	21099	10483	2516	742	1239	1028	0 \$	6020
106304				0.3	21.5	19.8	9.9	2.4	0.7	1.2	1	0 %	56.
Jan 2017					1058	17240	24091	10789	1553	4176	854	0 \$	5976
112345					0.9	15.3	21.4	9.6	1.4	3.7	0.8	0 %	53
Feb 2017						0	24766	11607	5859	1544	3858	0 \$	4763
110798						0	22.4	10.5	5.3	1.4	3.5	0 %	4
Mar 2017							6291	15478	13033	8750	4355	0 \$	4790
109191							5.8	14.2	11.9	8	4	0 %	43
Apr 2017								0	8066	20412	7986	0 \$	3640
107626								0	7.5	19	7.4	0 %	33
May 2017									1798	22981	23795	0 \$	4851
133686									1.3	17.2	17.8	0 %	36
Jun 2017										3377	21992	0 \$	2530
105523										3.2	20.8	0 %	1
Jul 2017											728	0 \$	71
75093											1	0 %	1
Aug 2017												0 \$	
0												0 %	
Averages	1st Mo	2nd Mo	3rd Mo	4th Mo	5th Mo	6th Mo	7th Mo	8th Mo	9th Mo	10th Mo	11th Mo	12th Mo	
Extended	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	1.2	16.5	17.4	8.9	2.9	2.4	0.8	0.5	1.5	0.5	0.1		

Attachment: FIRE DEPT JULY OT REPORT (6103 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2017.)

Total Page : 34 of 35

Page : 1 of 2

Date : 07/31/2017

Time : 19:59:47

History ID : 42247519

Credit Summary

Summary By Credit Code - Report Category/Code ID

Phase 1 Credit Report**DE PERE FIRE RESCUE**

<u>ID</u>	<u>Description</u>	<u>Credits</u>	<u>QTY %</u>	<u>Amount</u>	<u>Amount %</u>
Report Category	ADJUSTMENTS				
8	A--MEDICARE ADJUSTMENT	232	29.97	29882.64	18.62
9	A--MEDICAL ASSIST ADJUST	34	4.39	4123.02	2.57
15	A--APPROVED WRITE OFF	1	0.13	485.00	0.30
223	A--MC 2% SEQUESTERED AMT ADJ	50	6.46	254.02	0.16
466	A--W/COMP ADJUSTMENT	1	0.13	28.19	0.02
667	A--NOT MEDICALLY NECESSARY	2	0.26	1685.00	1.05
778	A--OTHER MC/MA MANDATORY ADJ	66	8.53	31037.74	19.34
LC	A--LIFEQUEST COLLECTIONS	33	4.26	19633.93	12.23
		419		87129.54	

Attachment: FIRE DEPT JULY OT REPORT (6103 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2017.)

Total Page : 9 of 9
 Page : 1 of 1
 Date : 07/31/2017
 Time : 19:59:16
 History ID : 42247516

Aging Summary

Phase 1 Aging Report

Report As Of July 31, 2017

Grouped By Schedule on Call

DE PERE FIRE RESCUE

ID	Description	Calls	Current	31 to 60	61 to 90	91 to 120	121 to 150	151 to 180	Over 180	Total
ATTY-EMS	Attorney (EMS)	2	0.00	793.20	0.00	0.00	0.00	0.00	1007.20	1800.40
CONT	CONTRACT SCHEDUL	2	0.00	0.00	752.20	0.00	0.00	866.28	0.00	1618.48
DENY	INSURANCE DENIED	19	3327.60	1687.60	255.00	1275.00	550.00	0.00	0.00	7095.20
I	INSURANCE Electronic	53	14325.00	14764.99	6927.00	7145.00	1919.60	2260.00	3925.20	51266.79
IMA	INSURANCE/MA	12	6664.60	1763.60	0.00	255.00	0.00	1123.20	0.00	9806.40
Innovis	Innovis Skip Trace Pro	18	275.00	3312.75	2426.80	4671.40	3287.40	1790.40	0.00	15763.75
IP	Insurance Paper HCF	8	1752.15	997.00	550.00	0.00	1068.40	1258.40	1142.60	6768.55
IPAY	INSURANCE Elec MAY	25	13419.20	3388.60	4797.00	2058.80	0.00	1935.00	0.00	25598.60
Lat	Latitude - Export to	3	0.00	0.00	0.00	0.00	1418.53	958.40	0.00	2376.93
MAHO	MA HMO/OUT OF STA	7	1742.60	1742.40	159.20	0.00	1075.20	0.00	0.00	4719.40
MAHOR	MA HMO/Out of State	3	0.00	0.00	0.00	0.00	759.40	2253.80	0.00	3013.20
MAWI	MEDICAID - WISCONSI	4	2168.00	0.00	0.00	0.00	0.00	0.00	0.00	2168.00
MCB	Medicare Part B	13	9773.40	645.00	0.00	0.00	0.00	0.00	0.00	10418.40
MCD	MEDICARE DENIED RE	1	705.20	0.00	0.00	0.00	0.00	0.00	0.00	705.20
MCIMA	PRIM PD/DENY 2ND IN	1	97.36	0.00	0.00	0.00	0.00	0.00	0.00	97.36
MCIN	PRIM PAID/DENY 2ND I	4	864.04	0.00	0.00	0.00	0.00	0.00	0.00	864.04
MCINE	PRIM PD/DENY 2ND IN	1	95.03	0.00	0.00	0.00	0.00	0.00	0.00	95.03
MCPP	PRIMARY PAID - PRN	83	15933.65	7696.79	1692.71	0.00	0.00	442.47	3707.30	29472.92
NSA	NO SCHEDULE ASSIG	26	1607.20	0.00	2689.00	14972.40	1085.00	0.00	2770.00	23123.60
OPMT	OVERPAYMENT SCHE	4	-296.50	0.00	-1066.00	-969.80	0.00	0.00	0.00	-2332.30
OPMTL	OVERPAYMENT - NEE	1	0.00	0.00	0.00	0.00	0.00	-112.88	0.00	-112.88
PCV	PreCollection Validatio	10	395.00	0.00	200.00	1801.58	2697.36	1191.80	1069.00	7354.74
PRIV	Private (Self) Pay - EM	54	24796.06	13127.20	4693.20	3094.40	1745.60	0.00	1043.92	48500.38
PRMX	PRIMARY PAID/DENY -	22	1453.13	621.03	0.00	0.00	0.00	0.00	0.00	2074.16
PSMA	PRIMARY PAID - HOL	3	253.31	0.00	0.00	0.00	0.00	0.00	0.00	253.31
RCP	RECOUPMENT SCHED	3	-206.88	0.00	0.00	-75.65	0.00	0.00	-817.38	-1099.91
SIG	SIGNATURE NEEDED	4	0.00	1739.40	1006.00	893.40	0.00	0.00	0.00	3638.80
SIGIPAY	SIG NEEDED TO RECV	3	0.00	793.20	1042.80	0.00	0.00	0.00	986.00	2822.00
T1	TIME PAY PHASE 1	23	5017.02	1140.15	495.64	0.00	0.00	0.00	0.00	6652.81
UHC	UHC DO NOT USE A0	1	0.00	0.00	0.00	0.00	0.00	997.00	0.00	997.00
VA	Veterans Admin Ins	5	0.00	0.00	1092.60	849.20	770.80	1001.40	226.95	3940.95
WORK	WORKER'S COMPENS	1	0.00	976.20	0.00	0.00	0.00	0.00	0.00	976.20

Company Totals: 252 DE PERE FIRE RESCUE

419	104161.17	55189.11	27713.15	35970.73	16377.29	15965.27	15060.79	270437.51
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Attachment: FIRE DEPT JULY OT REPORT (6103 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2017.)



1-888-777-4911 • www.lifequest-services.com

Billing, Collection, & Data Management Services

N2930 State Road 22, Wautoma, WI 54982-5267

DE PERE FIRE RESCUE

Billing Reconciliation Summary
July 2017

252

Charges

Prior Month's Balance	\$322,647.46
July Charges	\$108,272.80

Subtotal of Charges	\$430,920.26
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Adjustments

Intercept	\$0.00
Credit Tagged	\$0.00
Per Contract	\$0.00
LifeQuest Collections	\$19,633.93
Closed	\$0.00
Other	\$67,495.61

Total Adjustments for the Month	\$87,129.54
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Credits

Cash / Check	\$12,790.16
Contract Payments	\$0.00
Credit Card	\$0.00
Direct Deposit	\$49,172.11
Hospital	\$0.00
Insurance	\$12,563.55
Payment Kept By	\$535.69

Total Payments Received for the Month	\$75,061.51
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Overpayment

Recoupment	\$0.00
Refunds	\$-995.10
Returns	\$-713.20
Service Payable	\$0.00
Other	\$0.00

Total Overpayments for the Month	-\$1,708.30
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Total for Reconciliation Summary	\$270,437.51
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Ending Balance of Accounts Receivables	\$270,437.51
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Attachment: FIRE DEPT JULY OT REPORT (6103 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2017.)

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR JULY 2017



Incident Date	Incident Location	Shift	Reported Situation	Units Dispatched	Disposition
07/05/2017	1001 Main	C	Dumpster fire	E121	Extinguishment by fire personnel
07/06/2017	1900 Enterprise Dr.	C	Fire alarm sounding	C102, A111, E111, E121	Investigate, malfunction
07/07/2017	550 S. 9th St.	A	Oven fire	C101, E111	Investigate, fire out by arrival
07/07/2017	1501 Main Ave.	A	Overpressure rupture of air or gas pipe	E111, E121	Investigate, false call
07/07/2017	735 Killarny Trail	A	Natural vegetation fire	C102, E111, L111	Investigate, extinguishment by fire personnel
07/08/2017	968 Willard Drive (Village of Ashwaubenon)	A	Building Fire	C190, L111	Extinguishment by fire personnel
07/11/2017	117 N. Winnebago	C	Carbon monoxide detector sounding	A121, E111	Investigate, provide medical services
07/11/2017	845 Prosper	C	Fire alarm sounding	E111	Investigate, malfunction
07/12/2017	413 1st Street	B	Odor of smoke	C101, E111, E121, L111	Investigate, Incident Command
07/13/2017	435 S. Washington Street	C	Fire alarm sounding	E111, E121	Investigate, malfunction
07/13/2017	403 Southern Star	C	Carbon monoxide detector sounding	E121	Investigate, malfunction
07/14/2017	117 N. Winnebago	A	Carbon monoxide detector sounding	E111	Investigate, malfunction
07/14/2017	435 S. Washington Street	A	Fire alarm sounding	E111	Investigate, malfunction

Attachment: FIRE DEPT JULY OT REPORT (6103 : Fire Department Overtime and LifeQuest Services

Incident Date	Incident Location	Shift	Reported Situation	Units Dispatched	Disposition
07/14/2017	435 S. Washington Street	A	Fire alarm sounding	E111	Investigate, malfunction
07/15/2017	936 S. 9th Street	C	Carbon monoxide detector sounding	E121	Investigate, malfunction
07/15/2017	1610 Grace Street	A	Carbon monoxide detector sounding	E111	Investigate, malfunction
07/17/2017	400 Lewis Street	B	Oil spill	C102, E111	Investigate, identify, remove hazard
07/19/2017	1551 Lawrence Drive	A	Fire alarm sounding	C102, E111, E121	Investigate, unintentional
07/20/2017	821 James Street	C	Arcing, shorted electrical equipment	A121, E111, E121	Investigate, tree branch on overhead power line
07/20/2017	2000 American Blvd.	C	Fire alarm sounding	E111, E121, L111	Investigate, malfunction
07/22/2017	Highway 41	C	Passenger vehicle fire	C102, A111, E111, E121	Extinguishment by fire personnel
07/22/2017	409 S. Erie Street	C	Carbon monoxide detector sounding	E111	Investigate, malfunction
07/27/2017	519 N. Broadway	B	Fire alarm sounding	E111	Investigate, malfunction
07/27/2017	845 Prosper	A	Fire alarm sounding	E111, E121, L111	Investigate, malfunction
07/29/2017	17001 Chicago Street	C	Fire alarm sounding	E111	Investigate, unintentional
07/29/2017	1206 Pershing Road	B	Fire alarm sounding	E111	Investigate, unintentional
07/30/2017	633 Heritage Road	B	Fire alarm sounding	E121	Investigate, malfunction
07/31/2017	1969 Lost Dauphin Road	C	Fire alarm sounding	E111, E121	Investigate, furnace malfunction
07/31/2017	414 Apollo Way	C	Carbon monoxide detector sounding	E121	Investigate, new detector installed

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

MEETING DATE: August 8, 2017

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Police Overtime Report for July 2017

The overtime (OT) report covers a four-week period. Two previous years of overtime report summaries are attached for comparison.

Miscellaneous OT of 10.75 hours are comprised of 2 hours for a K-9 demonstration, 7.25 Patrol fraction allotments, and 1.5 hours for new hire background investigation.

The Reimbursed Miscellaneous OT of 57.5 hours are comprised of 6 OWI Task Force hours, 45 Click it or Ticket Task Force hours, and 6.5 Drug Task Force Hours.

Please let me know if you have any questions about this overtime report.

ATTACHMENTS:

- 2015 PD OT Report Summary (PDF)
- 2016 PD OT Report Summary (PDF)
- July 2017 PD OT Report (PDF)

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

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	32.00	77.50	59.50	59.50	54.50	23.50	23.00	70.50	29.00	22.50	45.00	28.00	524.50
OFFICER WORKED ON HOLIDAY	8.00	18.00	4.00	26.00	12.00	97.50	63.00	13.00	129.25	14.00	16.00	233.25	634.00
OFFICER FOR COURT	14.00	22.00	18.50	8.00	6.00	16.00	12.00	10.00	11.00	12.00	6.00	11.50	147.00
OFFICER TRAINING	19.00	144.50	132.50	73.75	78.00	54.50	17.00	65.50	179.50	97.50	99.25	75.50	1036.50
OFFICER RELIEF FOR FUNERAL			7.50										7.50
OFFICER ATTEND MEETING	12.00		12.00	7.50	0.50	16.00	4.00	22.50		17.00	8.50	18.00	118.00
STAFFING LEVEL	45.00	47.50	49.50	67.00	103.00	105.00	112.00	102.25	98.00	59.00	105.00	119.00	1012.25
INVESTIGATION	20.25	78.00	43.25	34.50	35.00	48.00	49.00	25.00	26.00	26.00	51.50	37.00	473.50
HONOR GUARD FOR FUNERAL				22.00	8.00	2.00				3.00	12.00		47.00
SCHOOL LIAISON REIMBURSED	17.00	35.00	19.00	21.50	8.50	21.50		14.00	30.50	38.50		9.00	214.50
COMMUNITY RELATIONS	1.00		2.00							3.50			6.50
SPECIAL ASSIGNMENT									22.50	24.50			47.00
SPECIAL ASSIGNMENT REIMBURSED		10.00		10.50	26.00	178.00	6.00		10.00			38.50	279.00
MISCELLANEOUS	6.00	14.25	7.75	8.75	35.00	18.50	9.75	8.75	53.25	6.25	25.50	22.00	215.75
MISCELLANEOUS REIMBURSED	59.50	33.50	24.00	39.00	20.50	28.50	33.25	30.00	44.00	15.00	46.00	71.50	444.75
Gross OFFICER OVERTIME	233.75	480.25	379.50	378.00	387.00	609.00	329.00	361.50	633.00	338.75	414.75	663.25	5207.75
SUBTOTAL REIMBURSED OVERTIME	(76.50)	(78.50)	(43.00)	(71.00)	(55.00)	(228.00)	(39.25)	(44.00)	(84.50)	(53.50)	(46.00)	(119.00)	(938.25)
NET OFFICER OVERTIME	157.25	401.75	336.50	307.00	332.00	381.00	289.75	317.50	548.50	285.25	368.75	544.25	4269.50
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$150,000.00

Est. Expenditures through 1/06/2016 \$122,227.00

Percent of Total Budget: 81.48%

NOTES:

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

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

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

^^Period 9/26/2015 - 10/23/2015

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

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

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

*+Period 10/24/2015 - 11/20/2015

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

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

^^Period 8/29/2015 - 9/25/2015

*+*Period 11/21/2015 - 1/1/2016

Attachment: 2015 PD OT Report Summary (6111 : Police July 2017 Overtime Report)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2016**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*++	TOTAL
OFFICER SICK RELIEF	42.00	8.00	21.00	29.00	71.50	12.50	30.50	71.75	60.50	119.50	113.50	38.50	618.25
OFFICER WORKED ON HOLIDAY	8.00	8.00	36.00	4.00	80.75	20.00	60.00	2.25	121.75	4.00	64.00	77.00	485.75
OFFICER FOR COURT	13.00	10.50	12.00		22.00	34.00	8.00	2.00	48.25	29.50	14.50	6.00	199.75
OFFICER TRAINING	40.50	42.50	155.75	227.50	132.25	191.00	35.00	90.25	45.25	131.00	209.50	103.25	1403.75
OFFICER RELIEF FOR FUNERAL		7.50		7.50	4.00								19.00
OFFICER ATTEND MEETING	14.00	10.00	20.00	14.00	4.50	15.50	10.00	7.50	16.00	7.00	2.50	11.50	132.50
STAFFING LEVEL	8.00	19.00	34.50	28.50	135.50	142.50	159.00	172.00	131.00	173.00	154.00	107.50	1264.50
INVESTIGATION	39.50	25.50	18.25	49.50	47.00	28.75	55.00	41.00	26.00	37.75	73.00	21.00	462.25
HONOR GUARD FOR FUNERAL		7.50						3.00			15.00		25.50
SCHOOL LIAISON REIMBURSED	21.50	20.00	7.00	17.50	26.00	13.50		9.50	56.50	39.00	15.50	11.00	237.00
COMMUNITY RELATIONS										16.50	5.50		22.00
SPECIAL ASSIGNMENT						9.00	2.00		4.00	4.00	28.00		47.00
SPECIAL ASSIGNMENT REIMBURSED		12.50			197.75								210.25
MISCELLANEOUS	8.00	17.25	46.00	15.50	36.75	18.00	11.25	27.50	23.25	21.75	32.00	16.75	274.00
MISCELLANEOUS REIMBURSED	76.50	42.00	112.00	89.00	43.00	24.00	14.00	19.50	7.00	25.00	39.50	5.50	497.00
Gross OFFICER OVERTIME	271.00	230.25	462.50	482.00	801.00	508.75	384.75	446.25	539.50	608.00	766.50	398.00	5898.50
SUBTOTAL REIMBURSED OVERTIME	(98.00)	(74.50)	(119.00)	(106.50)	(266.75)	(37.50)	(14.00)	(29.00)	(63.50)	(64.00)	(55.00)	(16.50)	(944.25)
NET OFFICER OVERTIME	173.00	155.75	343.50	375.50	534.25	471.25	370.75	417.25	476.00	544.00	711.50	381.50	4954.25
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$140,000
Expenditures through 12/23/2016 \$173,667
Percent of Total Budget: 124.05%

NOTES:

* Period 01/02/2016 - 01/29/2016
 **Period 1/30/2016 - 02/26/2016
 ***Period 02/27/2016 - 03/25/2016

+Period 3/26/2016 - 4/22/2016
 ++Period 4/23/2016 - 6/3/2016
 ^Period 6/4/2016 - 7/1/2016

#Period 7/2/2016 - 7/29/2016
 ##Period 7/30/2016 - 8/26/2016
 ^^Period 8/27/2016 - 9/23/2016

^^^Period 9/24/2016 - 10/21/2016
 *+Period 10/22/2016 - 12/2/2016
 **Period 12/3/2016 - 12/30/2016

Attachment: 2016 PD OT Report Summary (6111 : Police July 2017 Overtime Report)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2017**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	12.00	64.75	39.50	24.75	23.50	15.00	38.00						217.50
OFFICER WORKED ON HOLIDAY	97.00	13.75		31.00	97.00	21.75	54.75						315.25
OFFICER FOR COURT	9.00	10.00	6.00	1.75	21.00	10.00	4.00						61.75
OFFICER TRAINING	207.00	65.50	36.00	39.00	241.75	60.25	16.50						666.00
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	5.50	27.25	10.50	16.00	17.50	9.50	16.50						102.75
STAFFING LEVEL	63.00	22.50	39.25	39.50	199.50	74.00	66.50						504.25
INVESTIGATION	37.50	44.50	43.50	36.50	73.75	24.50	47.00						307.25
HONOR GUARD FOR FUNERAL		2.00		11.00									13.00
SCHOOL LIAISON REIMBURSED	18.00	23.50	25.00	7.00	31.50	15.00							120.00
COMMUNITY RELATIONS					2.00								2.00
SPECIAL ASSIGNMENT		6.25					9.00						15.25
SPECIAL ASSIGNMENT REIMBURSED		6.25		18.50	219.50	13.00							257.25
MISCELLANEOUS	27.50	13.50	42.75	20.25	26.25	17.75	10.75						158.75
MISCELLANEOUS REIMBURSED	66.00	130.00	45.00	60.00	104.00	67.50	57.50						530.00
Gross OFFICER OVERTIME	542.50	429.75	287.50	305.25	1057.25	328.25	320.50	0.00	0.00	0.00	0.00	0.00	3271.00
SUBTOTAL REIMBURSED OVERTIME	(84.00)	(159.75)	(70.00)	(85.50)	(355.00)	(95.50)	(57.50)	0.00	0.00	0.00	0.00	0.00	(907.25)
NET OFFICER OVERTIME	458.50	270.00	217.50	219.75	702.25	232.75	263.00	0.00	0.00	0.00	0.00	0.00	2363.75

Total Overtime Budget: **\$145,000.00**
Expenditures through 08/03/17 **\$109,786.00**
Percent of Total Budget: **75.71%**

08/03/2017
Report Date

NOTES:

* Period 12/31/2016 - 1/27/2017

**Period 1/28/2017 - 2/24/2017

***Period 02/25/2017 - 3/24/2017

+Period 03/25/2017 - 4/21/2017

++Period 4/22/2017 - 6/02/2017

^Period 6/03/2017 - 6/30/2017

#Period 7/1/2017 - 7/28/2017

##Period

^^Period

^^^Period

*+Period

*+*Period

Attachment: July 2017 PD OT Report (6111 : Police July 2017 Overtime Report)

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

MEETING DATE: August 8, 2017

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Review of Sale and Purchase Terms for Parcel WD-L179 (northeast corner of RichCo Court and American Boulevard) for Midland Plastics, Inc. *

ATTACHMENTS:

- Midland Plastics FP DA Memo 8-8-17 (DOCX)
- MPI - City of De Pere Parcel Purchase Incentive Request (PDF)
- C1.0 SITE PLAN - R2(PDF)
- 3D VIEWS (PDF)

City of De Pere MEMORANDUM



To: Finance & Personnel Committee

From: Kimberly Flom, Economic Development & Planning Director

Date: August 8, 2017

RE: **Sale and Purchase Agreement Terms with Midland Plastics, Inc. for property located at the northeast corner of American Boulevard and Richco Court, (Parcel WD-L179).**

Midland Plastics and their representatives are interested in purchasing and developing a 6.23 acre parcel of property in the West Industrial Park. The parcel is located at the northeast corner of American Boulevard and Richco Court (with frontage on the future intersection of Southbridge Road and American Boulevard). Midland Plastics is a privately held plastic custom component manufacturer and distributor of plastic stock shapes, headquartered in New Berlin, WI. They plan to move out of their current Ashwaubenon building in order to provide room for expansion. In addition to this location, they also operate six other facilities across Wisconsin, Illinois and Iowa.

On Parcel WD-L179, the developer plans to construct a 40,200 s.f. building that will be located on the southern part of the property. The purchaser plans to hold the north part of the property for future expansion. Preliminary building elevations and a site plan have been developed, but a formal site plan application has not been submitted.



Property Location (WD-L179)

Attachment: Midland Plastics FP DA Memo 8-8-17 (6099 : Midland Plastics Sale and Purchase Terms *)

A TID incentive is proposed for this project and includes the following terms:

Project Assumptions

- A proposed 40,200 s.f. building on Parcel WD-L179 located at the northeast corner of American Boulevard and Richco Court. Building to house Midland Plastics, a privately held distributor of plastic stock shapes and a plastic component manufacturer. Company has multiple locations in the midwest and is relocating/expanding a current 20,500 s.f. facility located in Ashwaubenon.
- Retention of 28 jobs from existing location and addition of 4-6 new jobs within 3 years.
- Guaranteed Assessed Value of \$1,820,000.
- Full vehicular access off of Richco Court (right-in/right-out access permitted on American Boulevard unless curb cut aligns with the Machine Plus curb cut).
- Compliance with all City codes, particularly as related to design standards. Building architecture and landscaping are expected to be of high quality due to the property location along the proposed Southern Bridge corridor. This means that, when expansion occurs, the façade that fronts the Southbridge corridor must be of very high visual quality.
- Acquisition of City property at listed price of \$35,000/acre (271,270 s.f./6.23 acres = \$218,050)
- Final project and sale and purchase agreement details to be reviewed and decided upon by City Council.
- Site Plan to be reviewed and decided upon by the Plan Commission prior to execution of sale and purchase Agreement.
- Project completion (full assessment) by January 1, 2019

Proposed Incentive

- 12% Total Incentive Package (\$218,050).
- \$218,050 Land Grant (to be repaid via increment generated by the project).
- PILOT required if Assessed Value falls under \$1,820,000.

Previously approved TID Incentives for the West Industrial Park typically range from 10% to 25% of guaranteed assessed value. Factors that influence the terms proposed for this project include:

- 1) Project is an existing business, currently located in Ashwaubenon but plans to expand operations.
- 2) Property is currently enrolled in the DNR VPLE program for environmental remediation, and is not yet closed out.
- 3) Project is located in newly created TID #11 which will generate increment until 2034.

More information about the company and draft preliminary conceptual plans are attached for review. If the Finance and Personnel Committee approves the above terms, the City will draft a sale and purchase agreement that will be reviewed by the Common Council at a future meeting.

Please contact me (kflom@mail.de-pere.org or 920-339-4043) with any questions regarding this item.



Real Estate. Real Results.

7/5/17

To:
 Kimberly Flom
 Director of Economic Development and Planning
 City of De Pere, WI
 385 Broadway St
 De Pere WI 54115
 kflom@mail.de-pere.org
 (920) 339-4043

From:
 Midland Plastics, Incorporated
 5405 S Westridge Ct,
 New Berlin, WI 53151
 Mark Hense (President/Owner)
 MHense@Midlandplastics.com
 (262) 938-7000

By: Bill Scholfield
 Owners Real Estate Representative
 Scholfield Group, LLC
bill@scholfieldgroup.com
 (715) 574-7007

RE: Proposed new site for a Midland Plastics Inc. (MPI) Facility

Kimberly,

Thank you and your staff for the assistance in our search for a location to move and expand our current facility in the region. MPI has successfully operated from its Green Bay Facility since 1973-1974 and been able to handle its growth on the parcel it owns on Ramada Way until now.

As we searched Brown County the site on American Boulevard has become a parcel we have investigated and are now interested in purchasing. As you are aware this is no small undertaking and the financial reality requires us to ask for any and all assistance that you can offer us. Some of the basics such as land cost and the fact that we would have to bring the sewer line for the new facility under American Boulevard impacts our decision making as do other factors unique to this site.

You and your team have initially answered a number of concern about the proposed parcel. Some of the concerns needing final determination include the City providing the environmental protection of the VPLE granting. And reassurance that the contamination that existed on the site and those soils stored on the neighboring parcel is not a concern for MPI's ownership of the 6 acre parcel you have created. The final wetland determination is of course another key element in making sure we have use of the full parcel. The use of the storm water facility you created is also important.

Attachment: MPI - City of De Pere Parcel Purchase Incentive Request (6099 : Midland Plastics Sale and Purchase Terms *)



Real Estate. Real Results.

As you are aware we have been working with Keller Construction on meeting or exceeding your park requirements in design and still meet our function and keep the development cost in control enough to make the project a reality.

I have included below most of the detail you requested and I am available as is Mark Hense and our team to answer any additional question you may have in your consideration of having MPI become a new and strong corporate citizen of the City of De Pere, WI.

Midland Plastics, Inc. is a privately held distributor of plastic stock shapes and a plastic custom component manufacturer celebrating over 72 years in business. We serve a wide cross-section of industrial and marine markets.

We are one of the oldest, and largest, plastic suppliers in the Midwest. Founded in 1945 as a distributor of stock plastic shapes, we have expanded into custom manufacturing and fabrication. In the 1960's, we added vacuum forming to our production capabilities and have expanded that division to include pressure-forming.

In addition to our headquarters in New Berlin, WI, a Milwaukee suburb, we also have branch locations in Green Bay, Madison and Wausau, WI.; Rockford, IL.; Davenport (Quad Cities), and Des Moines, IA.

Material Distribution – Midland stocks large inventories of sheet, rod, tubing and profiles in a wide variety of plastic types, among

them acrylic, polycarbonate, polyethylene, ABS, polypropylene, PVC and styrene.

Custom Manufacturer – We produce high-quality, custom plastic component parts utilizing advanced 3-axis and 5-axis CNC routing, machining and milling technologies. We also use traditional hand processes, like heat bending, to produce high quality fabricated parts.

Forming Division – Midland manufactures parts using vacuum, pressure and ridge forming technology. To ensure consistent, accurate and efficient trimming and routing of formed parts, we use robotic-like 5-axis routers to enhance our forming processes.

Our Green Bay Facility is 20,500 sq.ft in size and we have out grown its capacity in administration/sale offices, warehousing, and manufacturing as well as employee facility's which is a key item for maintaining a longer serving employee base. The facility currently employs 28 team members who live through-out the Green Bay and Valley area. The projections for growth and the need for the new facility are based on a reasonable 5 to 10% in manufacturing and distribution sectors and employee growth the next 3 years is 15 to 20%.

MPI's commitment and solid business operating principals require this new facility and is just a part of an over-all growth of the company as it plans on staying a leader in its field. A recently completed large addition to its main manufacturing facility in New Berlin, and extensions of it leases in its Iowa facilities are other indicators that MPI would be a valued addition to you community. MPI participates in the Communities it is part of such as contributions to the pier at Bay Beach and sponsors youth sports.



Real Estate. Real Results.

Other details:

Targeted Parcel identified as WD –L179

Site plan include building growth opportunity and is a buyer's requirement.

Use fits well in current I-3 Zoning

CSM indicates 6.228 acres with a purchase price at \$ 35,000.00 per acre

Proposed initial building is planned at 40,200 sq.ft

Site access has been discussed and planned for.

Site utilities and location have been identified.

Wetlands, and Environmental Reports are "Pending" from the City

Building cost initially targets at 2.6 million w/o Land Cost.

Targeted assessed value \$ 1,820,000.00 (using 70% assumption)

Please advise me of any additional information needed in you incentive consideration.

Bill Scholfield
(715) 574-7007

SHEET INDEX

C1.0	SITE PLAN
A1.0	FLOOR PLAN
A1.1	OFFICE FLOOR PLANS
A2.0	ELEVATIONS
A3.0	SECTIONS
T2.0	SPECIFICATIONS

PROJECT INFORMATION**APPLICABLE BUILDING CODE**

2009 INTERNATIONAL BUILDING CODE (WITH WISCONSIN AMENDMENTS)
ASHRE STANDARD 90.1-2007

BUILDING CONTENT**BUILDING & FIRE AREA SQUARE FOOTAGES**

FLOOR AREAS	PROPOSED
SECOND FLOOR	N/A
FIRST FLOOR	40,200 S.F.
CANOPIES (COLUMN SUPPORTED)	N/A
BASEMENT	N/A
BUILDING AREA SUB-TOTALS	40,200 S.F.
MEZZANINES	N/A
FIRE AREA TOTALS	40,200 S.F.

HIGH PILE STORAGE YES/NO
FIRE ALARM SYSTEM YES/NO

OCCUPANCY

B - BUSINESS
S1 - MODERATE-HAZARD STORAGE
F1 - MODERATE-HAZARD FACTORY
NON SEPARATED

CONSTRUCTION CLASSIFICATION

TYPE IIB CONSTRUCTION
SPRINKLED YES/NO
FIREWALL YES/NO

ALLOWABLE AREA

TABULAR FLOOR AREA: 15,500 S.F.
FRONTAGE INCREASE: 11,625 S.F.
SPRINKLER INCREASE: 46,500 S.F.
TOTAL ALLOWABLE AREA: 73,625 S.F.
ALLOWABLE FIRE AREA: 12,000 S.F. OR UNLIMITED W/ 60'-0" OF CLEAR

BUILDING/SITE CONTENT

BUILDING SIZE: 40,200 S.F. 14.4%
HARD SURFACE: 43,050 S.F. 15.5%
GREEN SPACE: 195,358 S.F. 70.1%
PARCEL SIZE (APPROX.): 278,617 S.F. 6.4 ACRES
PARKING PROVIDED: 55 STALLS (1 STALL/731 S.F.)
1/1,000 S.F. REQUIRED (40 STALLS)

ZONING INFORMATION

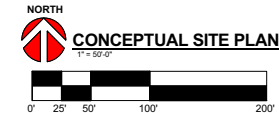
ZONING: I-3 - GENERAL INDUSTRIAL DISTRICT
FRONT YARD SETBACK: 0'-0"
SIDE YARD SETBACK: 0'-0"
REAR YARD SETBACK: 0'-0"
FAR: 3.0 MAX

PROPOSED FOR:

MIDLAND PLASTICS

DE PERE,

WISCONSIN



THE LOT DIMENSIONS AND BEARINGS SHOWN ON THIS PLAN ARE INTERPRETED VALUES. FOLLOW UP INVESTIGATION WITH STATE AND LOCAL AUTHORITIES AND/OR WITH CERTIFIED SURVEY MAP DATA WHEN AVAILABLE IS REQUIRED.

5.c

Keller
PLANNERS & BUILDERS

FOR CE: MADISON
NOTES: 711 Oak Dr.
P.O. Box: Sun Prairie, WI 53586
PHONE: 608.219.2256
FAX: 608.219.2257

FOR DR: MADISON
711 Oak Dr.
Sun Prairie, WI 53586
PHONE: 608.219.2256
FAX: 608.219.2257

FOR ID: MADISON
711 Oak Dr.
Sun Prairie, WI 53586
PHONE: 608.219.2256
FAX: 608.219.2257

PROPOSED FOR:

Attachment: C1.0 SITE PLAN - R2 (6099 : Midland Plastics Sale and Purchase Terms*)

NOTICE:
This is a preliminary drawing. It is not to be used for construction. It is not to be used for any other purpose without the written consent of Keller, Inc. or its affiliates. It is not to be used for any other purpose without the written consent of Keller, Inc. or its affiliates.

REVISIONS:

REV	DATE	DESCRIPTION
R1		
R2		

PROJ.: V. NYSTROM

DESIGNER: V. NYSTROM

DRAWN BY: TDP

EXP.:

SUP.:

PREP.:

CON.:

DAT.:

SHE.:

NO.: P17035

DATE: 02.08.2017

1.0

PRELIMINARY - NOT FOR CONSTRUCTION



DRAFT



Attachment: 3D VIEWS (6099 : Midland Plastics Sale and Purchase Terms *)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: August 8, 2017

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Review of Definitely De Pere Public Art Proposal: Downtown Mural Program. *

ATTACHMENTS:

- Mural Program FP Memo 8-2017 (DOCX)

City of De Pere
MEMORANDUM



To: Finance & Personnel Committee
 From: Kimberly Flom, Economic Development & Planning Director
 Date: August 8, 2017
 RE: Mural Program – Definitely De Pere Public Art Proposal (Excess Stadium Tax Project)

Project History

In February of 2017, the Common Council approved \$100,000 of Excess Stadium Tax funds to be allocated to Definitely De Pere for the design and installation of public art. Definitely De Pere has been working to develop a mural program as described below and to formalize an initial funding request of \$36,000 - \$49,000. The Council will review this item at their August 15, 2017 meeting.

Funding and Payment Process

Excess Stadium Tax revenue will fund this project in an amount not to exceed \$49,000. Payments are proposed to be made on a per mural basis, not to exceed 50% artist selection and 50% when the mural is complete. Definitely De Pere will submit invoices and supporting material to the Economic Development and Planning Director for review and administrative approval. Upon completion of the mural program, a report will be submitted to Council that includes mural information and associated costs.

Mural Program Summary

Submitted by: Definitely De Pere

Mural Project Goal

Definitely De Pere is preparing to issue an RFP to artists for wall murals for various locations around downtown. The overall mural sizes will be determined by location and by the artist's concept.

The goal of the mural call for artists is to provide public art that is of interest to residences and visitors and that conveys a piece of De Pere's history. The overall theme of the murals will celebrate the community's cultural traditions, reflect the current vibe of the city, and/or the vision of the future.

Application and Review Process

Artists will submit sketches of proposed murals that will be reviewed by the Design Committee. Finalists will be asked to submit detailed working drawings showing dimensions and placement on the building, materials and methods of installation, anticipated process and timeline, and maintenance plan. A panel of artists, design professionals and community members will review the proposed designs and make recommendations to property owners for approval. Selection criteria will be considered to ensure that the murals are relevant within the cultural, historical, social, and environment context of downtown De Pere.

Attachment: Mural Program FP Memo 8-2017 (6100 : Mural Program - Public Art Proposal by Definitely De Pere *)

Locations and Budget

The below locations are targeted for mural installation. Responses to the call for artists and reviews of each submittal will determine if all or some of the below will be installed.

Downtown East Locations

Paintin Pottety, 520 George St (east side of building) \$3,000 - 5,000

Broadway Theatre, 123 S Broadway (north and south facing buildings, 2nd story) \$2,000 - 3,000

Turba Building, 100 S Broadway (north side of building) \$8,000 - 10,000

Northwestern Building, 131 N Broadway (lower level facing James St) - 2,000 - 3,000

Title & Stone Gallery, 126 S Broadway 5,000 - 7,000

Systems Furniture, 125 S Broadway (north wall, 2nd story, facing Mission Square) - 2,000 - 3,000

Downtown West Locations

Credo, 301 Main Ave (south side of building facing Nicolet Square) 3,000 - 4,000

Jenstar, 365 Main Ave (east side of building, 2nd story) - 2,000 - 3,000

Matyas Law Office, 366 Main Ave (east side of building) 5,000 - 6,000

Gyro Kabobs/Nicky's Alley, 331-337 Main Ave, 4,000 - 6,000

Mural Project Budget - \$36,000 - 49,000

Timeline

Definitely De Pere will issue the mural call by the end of August. The submission deadline will be the end of September. The Design Committee will select finalists by mid September and final submissions will be due mid October. Installation will be determined by property preparation, artist schedule, and weather. We anticipate at least 2-3 murals completed in 2017 and the remaining by spring of 2018.

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

MEETING DATE: August 8, 2017

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Accept Donation to Police Department from Shopko Foundation and Kwik Trip Kares*

The police department is requesting acceptance of two recent donations as follows:

1. A donation from Kwik Trip Kares in the amount of \$1,000 to be encumbered for police equipment related to defense and arrest tactics training. This donation was solicited.
2. A donation from Shopko Foundation in the amount of \$1,000 to be placed in the police donation account and used for future police projects. This donation was not solicited.

Please recommend to the council acceptance of these donations on behalf of the City and police department. If you have any questions please contact me at your convenience.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: August 8, 2017

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Acceptance of Pink Flamingo Donation to Police Department

The police department is requesting acceptance of a donation from the Pink Flamingo event.

This year's theme for the Pink Flamingo event was to honor military and first responders (Police and Fire). Proceeds from the sales of unique t-shirts were distributed to the three entities. The Pink Flamingo has graciously donated \$1,000 to the police department. The accepted donation will be placed in the police donations account.

Please accept this donation. Thank you for your consideration and if you should have any questions please contact me at your convenience.

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: August 8, 2017

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consider Proposed Eagle Scout Project for Fire Department Station #1.*

ATTACHMENTS:

- PROPOSED EAGLE SCOUT PROJECT (PDF)

Memo



To: Honorable Mayor Michael Walsh
Members of the Finance & Personnel Committee

From: Alan Matzke, Fire Chief *AM*

Date: August 2, 2017

Re: Consider Proposed Eagle Scout Project for Fire Dept. Station #1

Sam VanStraten, a Boy Scout from Troop 1038 in De Pere, approached the Fire Department for an Eagle Scout project. The Eagle Scout proposed project would take place at Fire Station #1, 400 Lewis Street. The proposed project would consist of landscape enhancements, improving the appearance of the bell monument located on the corner of S. Broadway and Lewis Streets and donating new signage for the front of the Apparatus Bay. All costs associated with this proposed project would be funded by the monies raised by Mr. VanStraten.

Mr. VanStraten will be presenting his proposal and available to answer any questions the Council may have.

Thank you for your consideration.

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

MEETING DATE: August 8, 2017

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Amendments to Chapters 10 and 14 De Pere Municipal Code
Regarding Amending City Office Designations (Ch.10) and
Regarding Re-designation of Zoning Administrator and Attendant
Responsibilities (Ch.14)

ATTACHMENTS:

- Mayor-F-P-Chapter 10 and 14 DPMC Revisions-8-8-17 (PDF)
- CH 10 & 14 Ord Changes 2017 (PDF)

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
 Members of the Finance/Personnel Committee
 From: Judith Schmidt-Lehman, City Attorney
 RE: Consideration of Revisions to Chapters 10 and 14 De Pere Municipal Code (DPMC)
 Date: August 8, 2017

The proposed changes to Chapters 10 and 14, De Pere Municipal Code were initially precipitated by a re-distribution of zoning administrator and contract assessor liaison duties among city personnel. Additional changes to Chapter 10 city officer designations occurred as a result of re-evaluating the listed positions. Those changes are discussed more fully below.

City Administrator Delo has determined that re-distribution of the zoning inspector duties required under Chapter 14 DPMC (the zoning code) will produce efficiencies in both the Building Inspection Department (current zoning inspector) and the Economic Development and Planning Department, resulting in better service to city customers. The Chapter 14 ordinance changes required to accomplish this shift of duties (shown in red-lining) is attached. Additional efficiencies to operations will occur if the contract assessor liaison responsibilities are shifted to the City Clerk-Treasurer, since the Clerk-Treasurer currently has a good deal of contact with the assessor already. This change is noted on the attached red-lined ordinance through the elimination of "assistant city assessor" from the job title of the building inspector.

The final set of changes has to do with the proposed elimination of assistant city engineer as a city officer in §10-5(a) DPMC.

Under state statute, certain positions are designated as "officers," with a general delegation of certain powers and responsibilities.¹ Additionally, being appointed an "officer" carries with it certain rights of removal from "office" only by the council and only "for cause."² The list of appointed "officers" in city

¹ Wis. Stats. §62.09 (7) GENERAL PROVISIONS.

(a) The corporate authority of the city shall be vested in the mayor and common council. (b) Officers shall have generally the powers and duties prescribed for like officers of towns and villages, except as otherwise provided, and such powers and duties as are prescribed by law and except as to the mayor shall perform such duties as shall be required of them by the council. Officers whose powers and duties are not enumerated in this subchapter shall have such powers and duties as are prescribed by law for like officers or as are directed by the council. (c) All officers and departments may make the necessary rules for the conduct of their duties and incidental proceedings. (d) The general laws for the punishment of bribery, misdemeanors and corruption in office shall apply to city officers. (e) Whenever a city official in that official's official capacity is proceeded against or obliged to proceed before any court, board or commission, to defend or maintain his or her official position, or because of some act arising out of the performance of that official's official duties, and that official has prevailed in such proceeding, or the council has ordered the proceeding discontinued, the council may provide for payment to such official such sum as it sees fit, to reimburse the official for the expenses reasonably incurred for costs and attorney fees.

² 17.12 Removal and suspension of city officers.

(1) GENERAL AND SPECIAL CHARTER. Officers of cities, except public officials, as defined in s. 62.51 (1) (b), operating under the general law or under special charter including school officers, may be removed as follows:

(a) *Elective*. Elective officers by recall as provided in s. 9.10, or by the common council, for cause. (c) *Appointive*. Appointive officers, by whomsoever appointed, by the common council, for cause, except officers appointed by the council who may be removed by that body, at pleasure. Officers appointed by any other officer or body without confirmation or concurrence by the council, by the officer or body that appointed them, at pleasure. The council may conduct a hearing thereon by a committee which committee shall proceed in such manner as may be determined by it and make full report to the council, which shall determine the question upon such appeal. (d) *Votes required*. Removals by the common council may be made only by an affirmative vote of three-fourths of all the members thereof, and by any other body consisting of 3 or more members, by an affirmative vote of two-thirds of all the members thereof.

ordinance [§10-5 (a) DPMC] includes certain supervisory positions not included in the statutory enumeration of “officers.” It is being recommended that the position of “Assistant City Engineer” be removed from the list of officers. This will not affect the incumbent in this position since the manner of appointment to the position statutorily controls the powers, duties and termination of the position.

If you have any questions or concerns regarding this matter prior to the committee meeting, feel free to call me at 339-4042.

CHAPTER 10: CITY ADMINISTRATION

Sec. 10-5. - Selection and tenure of certain city officers.

- (a) *Offices created; enumeration.* The offices of the city: building inspector/~~assistant city assessor~~; health officer/director; city attorney/assistant city administrator; finance director; director of parks, recreation and forestry; director of public works; ~~assistant city engineer~~; street superintendent; human resources director; director of ~~planning and~~ economic development and planning; city engineer; and information technology administrator are hereby created. All officers shall be appointed by the mayor, subject to confirmation by the common council.

CHAPTER 14: ZONING CODE

14-03. - Definitions. Add the following definition:

(108) *Lot line, front.* That boundary of a lot which is along an existing or dedicated public street or, where no public street exists, along a public way. In cases of lots with more than one frontage, the front lot line shall be determined by the ~~Building Inspector~~ Zoning Administrator.

Add: Zoning Administrator shall mean the Director of Economic Development and Planning or that person's written designee.

14-19. - Organization.

- (1) The administration of this ordinance is hereby vested in three (3) offices of the government of the City of De Pere, County of Brown, as follows: ~~Building Inspector~~ Director of Economic Development and Planning, Board of Appeals, and City Plan Commission.

14-20. - ~~Building Inspector~~ Director of Economic Development and Planning.

- (1) The ~~Building Inspector~~ Director of Economic Development and Planning (Director) and such deputies or assistants who have been or shall be duly appointed shall enforce this ordinance and in addition thereto and in furtherance of such authority shall issue all zoning certificates and make and maintain records thereof; issue all certificates of occupancy and make and maintain records thereof; conduct inspections of buildings, structures, and use of land to determine compliance with the terms of this ordinance; maintain permanent and current records of this ordinance, including, but not limited to, all maps, amendments, conditional uses, variances, appeals, and applications therefor; forward to the Plan Commission all applications for conditional uses filed with the office of the ~~Director Building Inspector~~; and forward to the Board of Appeals applications for appeals, variances, or other matters on which the Board of Appeals is required to pass under this ordinance.

14-21. - The Board of Appeals.

- (1) *Jurisdiction.* The Board of Appeals is hereby vested with the following jurisdiction and authority: To hear and decide all matters referred to it or upon which it is required to pass under this ordinance, as prescribed by Section 62.23 of the Wisconsin Statutes [Wis. Stats. § 62.23].
- (2) *Meetings and rules.* All meetings of the Board of Appeals shall be held at the call of the Chair~~man~~ of the Board of Appeals, and at such times as the Board of Appeals may determine. All hearings conducted by said Board shall be open to the public. Any person may appear and testify at a hearing, either in

person or by a duly authorized agent or attorney. The Chair~~man~~ or, in ~~the his or her~~ absence ~~of the Chair, the Vice-Chair, the Acting Chairman,~~ may administer oaths and compel the attendance of witnesses. The Board shall keep minutes of its proceedings showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact, and shall also keep records of its hearings and other official actions. A copy of every rule or regulation, order, requirement, decision or determination of the Board of Appeals, shall be filed immediately in the office of the ~~Director Building Inspector~~ and shall be a public record. The Board shall adopt its own rules and procedures not in conflict with this ordinance or with the applicable Wisconsin Statutes and select or appoint such officers as it deems necessary.

(3) *Finality of decisions of the board of appeals.* All decisions and findings of the Board of Appeals on appeals or upon application for a variance, after a hearing, shall in all instances be final administrative decisions and shall be subject to judicial review as by law may be provided.

14-23. - Site plans.

(1) Prior to the issuance of a building permit for any multifamily dwelling unit, commercial (business) or industrial use, a site plan prepared pursuant to [Section 14-60](#) shall be submitted, reviewed, and approved as required herein. For an expansion of less than 2,000 square feet or for an exterior renovation, the ~~dDirector of planning~~ may administratively approve the site plan provided the expansion or renovation meets all applicable design and landscape standards and all city ordinances, codes, and policies.

14-25. - Zoning certificates.

(1) Except as hereinafter provided, no permit pertaining to the use of land or buildings shall be issued by any officer, department, or employee, unless the application for such permit has been examined by the ~~Zoning Administrator Building Inspector~~ and has affixed ~~their to it his or her~~ certificate ~~to it~~, indicating that the proposed building or structure complies with all the provisions of this ordinance. Any permit or certificate of occupancy, issued in conflict with the provisions of this ordinance, shall be null and void.

14-26. - Occupancy certificates.

(1) No building, or addition thereto, constructed after the effective date of [the] this ordinance [from which the appendix was derived], and no addition to a previously existing building, shall be occupied, and no land, vacant on the effective date of [the] this ordinance, shall be used for any purpose until a certificate of occupancy has been issued by the Building Inspector. No change in a use shall be made until a certificate of occupancy has been issued by the Building Inspector. Every certificate of occupancy shall state that the use or occupancy complies with the provisions of this ordinance.

(a) *Application for occupancy certificate.* Every application for a building permit (or zoning certificate) shall be deemed to be an application for an occupancy certificate. Every application for an occupancy certificate for a new use of land where no building permit is required shall be made directly to the Building Inspector.

(b) *Issuance of occupancy certificate.* No occupancy certificate for a building, or portion thereof, constructed after the effective date of [the] this ordinance, shall be issued until construction has

been completed and the premises inspected and certified by the Building Inspector to be in conformity with the plans and specifications upon which the zoning certificate was based. No occupancy certificate for a building or addition thereto, constructed after the effective date of [the] this ordinance, shall be issued and no addition to a previously existing building shall be occupied until the premises have been inspected and certified by the Building Inspector to be in compliance with all applicable performance standards.

Pending the issuance of a regular certificate, a temporary certificate may be issued to be valid for a period not to exceed six months from its date during the completion of any addition or during partial occupancy of the premises. The occupancy certificate shall be issued or written notice shall be given to the applicant stating the reasons why a certificate cannot be issued not later than seven (7) days after the Building Inspector is notified in writing that the building or premises are [is] ready for occupancy.

14-27. - Variances.

(1) *Purpose.* The Board of Appeals, after a public hearing, may vary the regulations of this ordinance, in harmony with its general purpose and intent, only in the specific instances hereinafter set forth, where such Board makes findings of fact in accordance with the standards hereinafter prescribed and, further, finds that there are practical difficulties of particular hardships in the way of carrying out the strict letter of the regulations of this ordinance.

(2) *Application for variance and notice of hearing.* An application for a variance shall be filed, in writing, with ~~the the Director Building Inspector~~. The application shall contain such information as the Board may, by rule, require. Notice of the time and place of such public hearing shall be published at least once in the official newspaper and also by mailing notice thereof to the parties in interest, said publication and mailing to be made at least ten (10) days prior to the date of the hearing. The Board shall thereafter reach its decision within thirty (30) days from the filing of the appeal.

14-28. - Appeals.

(1) *Scope of appeals.* One (1) appeal per year may be taken to the Board of Appeals by any person, firm, or corporation, or by any office, department, board, or bureau aggrieved by a decision of the ~~Director Building Inspector~~. Such an appeal shall be taken within thirty (30) days after the decision or the action complained, or by filing with the ~~Director Building Inspector~~ a notice of appeal specifying the grounds thereof. The ~~Director Building Inspector~~ shall forthwith transmit to the Board of Appeals all of the papers constituting a record upon which the action appealed from was taken.

(2) *Findings on appeals.*

(a) An appeal shall stay all proceedings in furtherance of the action appealed from unless the ~~Director Building Inspector~~ certifies to the Board of Appeals, after the notice of the appeal has been filed ~~with him or her~~, that by reason of facts stated in the certificate, a stay would, in ~~his or her the opinion of the Director, opinion~~, cause imminent peril to life and property, in which case the proceedings shall not be stayed unless otherwise by a restraining order which may be granted by the Board of Appeals or by a court of record on application, on notice of the ~~Director Building Inspector~~ and on due cause shown.

(b) The Board of Appeals shall select a reasonable time and place for the hearing of the appeal and give due notice thereof to the parties by one publication in the official newspaper and also by mailing notice thereof to the parties in interest, said publication and mailing to be made at least ten (10) days prior to the date of hearing. The Board shall thereafter reach its decision within thirty (30) days from the filing of the appeal. The Board may affirm or may reverse, wholly or in part, or modify the order, requirement, decision, or determination that, in its opinion, ought to be done and, to that end, shall have all the powers of the officer to whom the appeal is taken. The concurring vote

of four (4) members shall be necessary to reverse the order. The ~~Director Building Inspector~~ shall maintain records of all actions of the Board of Appeals relative to appeals.

14-29. - Amendments.

(3) *Application for amendment/notice of amendment.*

(a) *Application for amendment.* An application for an amendment shall be filed with the ~~Zoning Administrator Building Inspector~~ in such form, and accompanied by such information, as required. ~~by the Building Inspector.~~ The ~~Zoning Administrator Building Inspector~~ shall refer such amendment to the City Plan Commission.

14-30. - Conditional uses.

(2) *Application for conditional use.* An application for a conditional use shall be filed with the ~~Zoning Administrator Building Inspector~~ on a form prescribed ~~therefore by the Building Inspector.~~ The application shall be accompanied by such plans and/or data prescribed by the Plan Commission and shall include a statement, in writing, by the applicant and adequate evidence showing that the proposed conditional use will conform to the standards set forth in Subsection 5 hereinafter. All applications requesting conditional use approval for an overnight shelter facility shall include, in addition to such other information as required by the Plan Commission or ~~Zoning Administrator Building Inspector~~, information concerning the proposed hours of operation, specific services, if any, to be provided to the shelter users, and specific plans for assistance to the shelter users during the day time hours the shelter facility is closed. Such application shall be forwarded from the ~~Zoning Administrator Building Inspector~~ to the Plan Commission with a request to review said application and accompanying data and submit written recommendations thereon to the City Council.

9) *Revocation of a conditional use.* Upon the determination by the ~~Zoning Administrator Building Inspector~~ that the time limits cited in Section 14-06(3) or the conditions and stipulations of an approved conditional use have not been complied with, the ~~Zoning Administrator Building Inspector~~ shall send written notice to the party granted the conditional use of the actions necessary to comply with the conditional use permit. The notice shall specify that failure to comply with the required conditions or stipulations within thirty (30) days will invalidate the conditional use permit. Appeals to this determination shall be to the Plan Commission.

14-37-1. - Radio and television antennas, wireless telecommunication mobile service facilities.

2)(c) *New Towers and Facilities.* The siting and construction of a new mobile service support structure and facilities shall be subject to the following requirements:

1) *Application and Fee Process.* The applicant shall submit a written application to the ~~City Building Zoning Administrator Inspector~~ which shall include all of the following information.

14-55. - Off-street parking.

(7) *Design and maintenance.*

(a) *Plan.* Except for uses designated by this ordinance and residential uses, the design of parking lots or areas shall be subject to the approval of the ~~Director Building Inspector~~ in accordance with the standards approved by the Plan Commission.

8) *Driveways.*

(a) Before a driveway or curb cut for a driveway is made, a permit shall be obtained from the ~~Building Inspector~~ Director of Public Works after first obtaining approval of the parking plan and upon compliance with the provisions of Chapter 22, of the Municipal Code. All driveways shall meet the following requirements:

14-59. - [In general.]

(9)(b)3) *Zoning application.* Application for zoning to Planned Development District shall be ~~made by petition~~ submitted to the ~~Director City Clerk~~ and shall include, in addition to the normal zoning processing fee, as determined by resolution of the common council, together with the following:

- a) A written statement describing the area of the proposed redistricting and the general character of the intended development. In addition, this statement will contain all major planning assumptions and objectives of the proposed development, its concept and the benefits that will accrue from it to the community at large, as well as to its residents.
- b) An accurate map of the proposed area to be zoned.
- c) A "General Development Plan" as set forth in subsection b.1. hereof.

4) *Referral and hearing.*

- a) Upon ~~submittal receipt of the zoning application~~, the ~~Director City Clerk~~ shall refer the ~~petition application~~ and related exhibits to the ~~Common Council. Upon referral from the Common Council, the~~ Plan Commission ~~which~~ shall, within 60 days after ~~receipt thereof, referral~~, forward the ~~petition application~~ to the Common Council with a recommendation that the zoning and related General Development Plan be approved as submitted, approved with modification(s), or disapproved.
- b) ~~Upon receipt of the Plan Commission's recommendation, t~~The Common Council shall ~~hold schedule~~ a public hearing pursuant to the statutory provisions for zoning amendments.

5) *Approval.* Approval of the proposed zoning to a Planned Development District shall constitute approval of the related General Development Plan which shall be made part of the zoning record as an integral component of the right of use for the area in conformity with such plan.

6) *Submittal and Approval of Precise Implementation Plan.* Within twelve (12) months following the approval of the General Development Plan, unless the time is extended by the City, a Precise Implementation Plan for the entire area, or a portion thereof, shall be submitted to the ~~Director City Clerk~~ and shall include the following:

- a) A written statement describing the area of the proposed development and its relationship to the General Development Plan, along with any proposed variation.
- b) An accurate map of the proposed area to be developed.
- c) A Precise Implementation Plan as set forth in subsection b.2 hereof. The ~~Director City Clerk~~ shall refer the Precise Implementation Plan and related exhibits to the Plan

~~Commission Common Council.~~ The Plan Commission shall, within 60 days of referral from the ~~Director Council,~~ forward its recommendation that the plan be approved as submitted, approved with modification(s), or disapproved to the Common Council. The Common Council shall then take whatever action it deems appropriate on such plan.

d) Variations. Consistent with the basic goal of limited flexibility, minor variation may subsequently be permitted in details of the approved plans, subject to approval of the Plan Commission. If, in the opinion of the Plan Commission, any requested variation constitutes a substantial alteration of the original plan as approved, the matter shall be referred to the Common Council for a hearing and action thereof. The introduction of any new category of use or increase of more than 2% from the approved density shall automatically constitute a substantial alteration.

7) *Development Implementation.*

- a) No specific use or building permit shall be issued for any part of such approved General Development Plan except for an area covered by an approved Precise Implementation Plan and in conformity with such plan.
- b) A Precise Implementation Plan which is in conformity with an approved General Development Plan shall be entitled to approval, subject only to approval of the details of the specific implementation phase.
- c) Detailed building and landscape plans, as well as all other commitments and contractual agreements with the City related to a Precise Implementation Plan, shall be made a part of the official record and shall be considered supplementary components of the District regulations.

8) *Phasing time schedule.* Each Precise Implementation Plan shall be accompanied by a schedule showing the times within which each phase or segment of the Precise Implementation Plan will be completed. Approval of any Precise Implementation Plan by the Common Council shall carry with it approval of the time schedule for completion of each phase or segment thereof, including any changes or amendments imposed by the Common Council. In the event that any portion of such time schedule is not met, the Common Council, upon written request of the developer for an extension of time, delivered to the Common Council at least twenty (20) days prior to the expiration of the completion date for which such extension is requested, may, for good cause shown, extend said completion date for such length of time as the Common Council in its sole discretion deems justified by the circumstances. There shall be no limit upon the number of time extensions which may be requested. Upon failure of the developer to satisfactorily meet any phase or segment of the completion schedule, as determined by the ~~Director Building Inspector~~, within thirty (30) days of the expiration date thereof or within thirty (30) days of denial by the Common Council for extension thereof, all permits and approvals shall be denied or suspended on other segments of the Precise Implementation Plan until such time as the developer is able to be in conformance with the completion schedule phasing.

9) *Rescinding approval.* Failure to comply with the conditions, commitments, guarantees, or the recommendations established in the approval of such development project shall be cause for rescinding the approval of the same. Upon notice given by the ~~Director Building Inspector~~, the developer shall then be required to appear before the Common Council at its next public meeting to explain any such failure to comply. The Common Council at such hearing shall determine whether or not the developer shall have failed to comply and if there has been such a failure, may either:

- a) Rescind its approval, whereupon such rescission and the cessation of all rights and privileges of the developer and owner, including the right to complete construction or to

construct any building or other structure or improvements, shall become effective on the 31st day following mailing by certified mail to the developer at his or her last known address of a written notice of such rescission; or

b) Adjourn such hearing for a period not to exceed sixty (60) days to enable the developer to comply; whereupon, if the developer is then in substantial compliance and has then established to the reasonable satisfaction of the Council that there will be compliance in the future, the rights and privileges of the developer and owner shall continue for such period of time that there shall be such compliance. If the developer is not then in substantial compliance or does not establish to the reasonable satisfaction of the Council that there will be compliance in the future, the Council will proceed in accordance with subparagraph a., immediately above.

14-60. - Development and design standards in certain districts.

(5) *Administration.* The administration of this ordinance shall be vested in the following: Director of ~~Planning~~/Economic Development and Planning (Director), City Building Inspector, the City departments identified in Section (b), below, and the City Plan Commission.

(a) It shall be the duty of the Director ~~of Planning/Economic Development~~ to be in charge of the day-to-day administration and interpretation of the Development and Design Standards.

Enforcement of these standards is charged to the Director or the Director's written designee. De Pere Building Inspector in accordance with Chapter [Section] 62.23(7), Wisconsin Statutes [Wis. Stats. § 62.23(7)].

(b) All proposed site plans shall be forwarded to the following City departments: ~~Administrator~~, Building Inspection, Fire, and Public Works. These departments shall review each plan and make recommendations to approve, approve with conditions, or reject said plan to the City ~~of De Pere~~ Plan Commission. These departments shall be responsive to applicants and their possible time constraints and shall expedite the review process to the extent possible.

(c) From time to time the design criteria may be amended, changed or deleted. Such action shall take place originating before the Plan Commission in accordance with Chapter [Section] 62.23(7), Wisconsin Statutes [Wis. Stats. § 62.23(7)].

(d) Appeals. Unless otherwise provided herein, appeals to the requirements contained in these standards shall be heard by the Plan Commission.

(9) *Site plan.*

(a) *Procedure.* The following procedure shall be followed for the submittal of site plans. Where procedures and requirements imposed by this section of the ordinance are either more restrictive or less restrictive than comparable procedures and requirements imposed by any other provision of this ordinance or any other law, ordinance, resolution, rule or regulation of any kind, the regulations which are more restrictive or impose higher standards or requirements shall govern.

1) *Preliminary consultation.* Prior to the submittal of a site plan, it is recommended that the developer meet with the Director ~~of Planning~~, the Building Inspector, and/or other appropriate city staff to discuss zoning district, site plan, and landscaping plan requirements. Such meeting should occur prior to any extensive outlay of funds on the part of the developer since it is intended to identify potential problems and methods to alleviate them and to encourage a cooperative effort between the developer and the City.

2) *Plan submittal.* Fourteen (14) copies of all site plans requiring approval of the Plan Commission shall be submitted to the Director ~~of Planning/Economic Development~~ and one (1) digital copy on CD or DVD containing Auto CAD.dwg files referenced to the Brown

County Coordinate System NAD83, NAV88. All plans shall be drawn to an engineering scale no greater than one (1) inch equals one hundred (100) feet plus one (1) complete set of such plans reduced in size to eleven (11) inches by seventeen (17) inches and include the following information:

(10) *Landscaping*

(c) *Procedure.* The following procedure shall be followed for the submittal of landscape plans.

1) *Preliminary consultation.* Prior to the submittal of a landscape plan, it is recommended that the developer meet with the Director ~~of Planning~~, the Building Inspector, and/or other appropriate city staff to discuss zoning district, site plan, and landscaping plan requirements. Such meeting should occur prior to any extensive outlay of funds on the part of the developer since it is intended to identify potential problems and methods to alleviate them and to encourage a cooperative effort between the developer and the City.

2) *Plan submittal.* Fourteen (14) copies of all landscape plans requiring approval by the Plan Commission shall be submitted to the Director ~~of Planning~~. Landscaping plans may be submitted separately or included in the site plan. All plans shall be drawn to an engineering scale no greater than one (1) inch equals one hundred (100) feet plus one (1) complete set of such plans reduced in size to eleven (11) by seventeen (17) inches and contain the following information:

(12) *Off-street parking requirements: C-EO, Corporate-Executive Office; I-B-1, Industrial business 1; and I-B-2 Industrial Business 2 Districts.*

(h) *Driveway requirements.* Notwithstanding other provisions of this ordinance concerning appeals and review of plans submitted hereunder, permits for and review of driveway approaches and curb cuts shall be as provided at [Section 22-15](#), De Pere Municipal Code, subject to the requirements of this ordinance and [Section 14-55](#)(8), De Pere Municipal Code. Where this section conflicts with [Section 14-55](#)(8), De Pere Municipal Code, this section shall take precedence.

1) All off-street parking spaces shall have access from driveways and not directly from the public street.

2) Driveway access curb opening on a public street shall not be located less than 40 feet from each other.

3) The number and location of curb cuts shall be as determined by the ~~Building Inspector upon consultation with the~~ Public Works Department, taking into consideration traffic flow, safety concerns, and the needs of the business.

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

MEETING DATE: August 8, 2017

DEPARTMENT: Finance/Personnel Committee

FROM: Lisa Renier

SUBJECT: Discussion Regarding Status of 2018 Budget Development.
