



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, July 9, 2019

6:30 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 **July 9, 2019** at **6:30 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 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 June 11, 2019 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment Period and other announcements.
4. Fire Department Overtime and LifeQuest Services Billing Reports for June, 2019.
5. Approval of June 2019 Police Overtime Report
6. Consideration and Acceptance of \$1000 Donation from Kwik Trip, Inc. to the Fire Department.*
7. Consideration and Acceptance of \$1000 Donation from Kwik Trip for the Police Department K-9*
8. Consideration and Acceptance of \$1000 Donation from Walmart to the Police Department*
9. Consideration and Acceptance of a Grant in the Amount of \$9,846 from Capital Credit Union "Elevate Communities Program" for Police Emergency Response Equipment*
10. Consider Approval of Northeast Wisconsin Technical College Hold Harmless Agreement for Current and Future Years*
11. Consideration and Possible Action on Request to Create Academy Trainee Position in the Police Department and Assigning the Position to the Appropriate Pay Grade in the City's Compensation Plan *
12. Consideration and Approval of Obtaining Drone Insurance with Global Aerospace*
13. Consideration and Possible Action Regarding Program Options for the Former Revolving Loan Fund (RLF) Program.*
14. Request of Ald. Hansen for Consideration of Creating an Ordinance Requiring Employers to Provide Notice to Employees of Right to Unpaid Time Off Work to Vote*
15. Review and Possible Action on City of De Pere Investments and Cash Detail for May 31, 2019.

16. Hearing on Grievance Submitted by the De Pere Professional Firefighter's Association, IAFF Local #141 - Concerning Elimination of Captain Position and 2010 Salary Therefore.

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(a), the Committee may convene in closed session for the purpose of deliberations concerning said grievance hearing. The Committee may then re-convene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

17. Future agenda items.

18. 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

Attorney Timothy E. Hawks, Hawks Quindel, S.C.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 9, 2019

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the June 11, 2019 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- June 11, 2019 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, June 11, 2019

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:00 PM on Tuesday, June 11, 2019, at the De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Ryan Jennings	Aldersperson	Late	7:32 PM
Amy Chandik Kunding	Aldersperson	Present	
Casey Nelson	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: Police Captain Jeremy Muraski, Development Services Director Kimberly T. Flom, Public Works Director Scott Thoresen, Fire Chief Alan Matzke, Finance Director Joe Zegers, Tina Quigley of Definitely De Pere and Kurt Voss of AmeriLux International.

2. Approval of the Minutes of the May 14, 2019 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Scott Crevier, Amy Chandik Kunding, Casey Nelson, Michael J. Walsh
EXCUSED:	Ryan Jennings

3. Public Comment and announcements.

No announcements were made. The Mayor offered the audience an opportunity to speak on any item not on the Agenda; no one came forward.

4. Fire Department Overtime and LifeQuest Services Billing Reports for May, 2019.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Aldersperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Scott Crevier, Amy Chandik Kunding, Casey Nelson, Michael J. Walsh
EXCUSED:	Ryan Jennings

5. Approval of May 2019 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Scott Crevier, Amy Chandik Kunding, Casey Nelson, Michael J. Walsh
EXCUSED:	Ryan Jennings

6. Consideration of Contract for "You Get it First" Alert System for Police Mass Notification.*

At the request of Alderperson Nelson, Captain Muraski explained that this app allows users to "opt in" to obtain information and notifications, and that the outreach currently utilized by the Police Department does not provide notification alerts, rather users must seek out postings or shared content. This technology would allow the department to broadcast alerts, news or issue warnings in real-time. Following discussion, Administrator Delo added that other communities have asked through tax bills or voter registrations that residents provide an e-mail for emergency purposes and have been able to increase numbers for this type of service; while staff hasn't fully discussed options there are ways to enhance participation. Alderperson Crevier commented that while he feels this system is community-minded, he would caution against over-broadcasting. In response to Alderperson Nelson, Captain Muraski did confirm that the system has different levels of capability and could be used for police information as well as city information, but only the PD notification option has currently been explored.

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

7. Consideration of a request by Definitely De Pere to waive Department of Public Works fees for downtown events including: Farmers Market, Art Walk, Food Truck Rally, Doggie Block Party, and De Pere Holly Day.*

Alderperson Jennings announced that he will abstain from voting on this item.

In response to Alderperson Crevier, Administrator Delo indicated that Definitely De Pere, as a 501(c)(3) organization, receives a 50% reduction of fees and is asking for the additional 50% to be waived, which is supported by City staff. In response to Alderperson Crevier's concerns regarding consistency, Administrator Delo indicated that this request is unique in that the City provides funding to Definitely De Pere and is somewhat paying itself through the event fees. Alderperson Chandik Kundinger shared the analysis of whether the City's investment of \$1,650 in waived fees is worth the advertising and marketing that results, and the Mayor indicated that waiving the fees makes sense to get the recognition and create awareness for the downtown.

A discussion followed regarding the recent food truck rally, which was well-attended and showed the success of Definitely De Pere and the results of its good work. In response to the Mayor, Tina Quigley indicated that through an informal sales analysis, it is estimated that food truck rally had approximately 3,000 attendees.

RESULT:	ADOPTED [4 TO 0]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Scott Crevier, Amy Chandik Kundinger, Casey Nelson, Michael J. Walsh
ABSTAIN:	Ryan Jennings

8. Consideration and possible action regarding a request for TID funds for a pilot Geofencing Visitor Data and Impact analysis. *

In response to Alderperson Nelson, Development Services (DSD) Director Flom advised that beta testing is available for a reduced price through the Wisconsin Economic Development Corporation Main Street program. This data will provide demographic

trends for events and results of programming and may shape future planning efforts. This is a discounted rate for one year and is cost share between three entities. The City's share would be split between TID #7 and TID #9 in the amount of \$500 each. After the discounted year, the City could evaluate further participation or just use the data. One benefit is that the City could compare its data against other downtowns. In response to Alderperson Chandik Kundinger's and Alderperson Crevier's questions and further discussion regarding the collection of data, location enabling on devices and whether data is still collected without location being enabled, whether users know the information is being collected, and individuals rights and opt-out options, DSD Flom indicated there is additional information in the packet, but the City would be provided with aggregated data from location-enabled phones, and she indicated she would obtain additional information to more specifically respond to these questions prior to next week's council meeting. Administrator Delo added that major retailers having been using this technology for a long time for targeted marketing.

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

9. Consideration and possible action regarding an option request for Parcel ED-2077-1 (Enterprise Drive - East Industrial Park). *

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

10. Consideration and possible action regarding the TID #9 Facade Grant program budget. *

In response to Alderperson Crevier, Development Services Director (DSD) Flom indicated that the \$30,000 limit has been in place for a long time and the cap is rarely hit, and due to recent program changes, there is increased interest in the program. The proposed renovation causing this request would result in a great renovation and a very different looking building. The grant program is funded by TID and is only bonding for what is awarded. Since the money is used as it is needed, DSD Flom is comfortable with the increase at this time, but doesn't feel a permanent increase to the funding is necessary, as the applications are not in hand and council has only approved one grant on the east side so far this year. Some highlights of the recent program changes are: an increase of a maximum grant award of \$10,000 to \$30,000 based upon the amount of street frontage and a decrease of match-funds from 4 to 1 to a dollar-for-dollar match. In response to Alderperson Nelson, DSD Flom clarified that the \$60,000 in grant funds split between the east and west sides would now total \$60,000 for the west side and \$30,000 for the east side for 2019.

In response to a discussion with Alderperson Crevier's on dollar amount limits for the program, Administrator Delo explained that since the money is bonded an amount is needed, and if no limit is set a determination would need to be made on borrowing if additional funds are needed or whether additional grants would then be postponed until the next year if the limit is exhausted to make the process easier. He further added that the timing would need to work with the TID closing in order for it to be repaid and that it is easy to consider an overage under the current process and continue in this way.

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

11. Discussion of OpenGov software rollout to staff and the public.

Finance Director Zegers indicated that in March department heads were given access to the Opengov software to get comfortable with using it; in May, a presentation was given by Opengov to the Finance/Personnel Committee to show a synopsis of how it works and information that could be obtained; and the next phase is the integration piece, which should be happening this week (June 10), with a soft opening to employees and council members for two to four weeks and then a public launch through the City's new website with tools, tutorials and navigation for reports. He wanted to provide a timeline of what has been done so far and what is to come. The Mayor mentioned that much time and effort has been put into this project, and he believes it will turn out well for transparency and will enable the public to get information quickly.

RESULT:	DISCUSSED
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12. City of De Pere investments and cash detail for April 30, 2019.

Finance Director Zegers indicated that this will now be a routine item every month, reporting cash and investment summaries; there will be a one-month lag to allow for the finalization of data. He indicated that at the end of April, the City had approximately \$2,000,000 in cash available and he walked the Committee through the chart provided in the packet and the City's four investment sources. Alderperson Nelson thanked Finance Director Zegers for the report, and he indicated that the City's new Deputy Clerk-Treasurer, Ann Ledvina, did the work preparing this report.

In response to Alderperson Jennings, Finance Director Zegers indicated that the termination of the revolving loan program is expected to be brought back before the Committee in July to discuss recommended options to enhance economic development moving forward. The City is not restricted with the money and is able to keep it, and funds will continue to trickle in and current loans are paid.

Alderperson Crevier thanked Finance Director Zegers for keeping the Committee informed, and that the analysis helps in understanding the City's financial health, as well as provides information to citizens.

RESULT:	DISCUSSED
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13. Approval of preliminary 2019 borrowing.*

Finance Director Zegers advised that this listing is based on department heads check-ins started approximately two months ago in reviewing projects, equipment purchases or revisions needed. The amount has decreased from 12.3 million down to 6.9 million, and the numbers may slightly revise one more time.

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

14. Future agenda items.

None.

15. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:21 P.M.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 9, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Reports for June, 2019.

ATTACHMENTS:

- FIRE DEPT OT RPT_JUNE 2019 (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2018

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	153.00	117.00	196.50	190.25	135.00	129.00	48.25	129.00	135.25	90.00	81.00	66.25	1,470.50
EMS TRAINING	79.50	31.50	98.00	67.00	61.50	17.75	0.00	0.00	98.50	117.50	121.50	99.00	791.75
FIRE TRAINING	21.75	31.50	24.00	18.00	94.25	16.00	18.50	15.75	0.00	55.00	66.50	34.50	395.75
RESCUE CALLS	17.00	6.75	16.50	10.50	4.00	10.75	4.50	0.00	0.00	24.25	13.00	9.75	117.00
FIRE CALLS	1.00	4.00	0.50	1.25	0.00	0.00	0.00	1.75	0.00	1.50	0.75	2.50	13.25
MEETINGS	30.25	41.25	10.50	12.75	3.75	5.50	4.25	31.50	17.25	5.25	0.00	14.50	176.75
STAFFING REP.	0.00	0.00	77.25	109.00	93.75	36.00	83.00	69.75	85.50	6.00	49.50	309.75	919.50
MAINTENANCE	26.50	6.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.25
PUB. ED.	13.50	0.00	17.75	0.75	14.25	6.00	6.00	19.50	29.25	48.00	1.50	0.00	156.50
SPECIAL EVENTS	58.75	0.00	0.00	0.00	211.50	0.00	0.00	32.50	0.00	23.50	6.00	21.00	353.25
# FIRE RUNS	39	35	31	47	38	39	46	48	50	30	38	36	477
# EMS RUNS	193	168	164	196	179	179	169	194	202	178	177	184	2,183
DISPATCH ERRORS	6	1	2	4	5	4	6	4	1	3	10	9	55
TOTAL HRS.	401.25	238.75	441.00	409.50	618.00	221.00	164.50	299.75	365.75	371.00	339.75	557.25	4,427.50

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through January 2, 2019, \$93,505, 98%

*Period: 12/30/17-01/26/18 +Period: 03/24/18-04/20/18 ^Period: 06/30/18-07/27/18 #Period: 09/22/18-11/02/18
 **Period: 01/27/18-02/23/18 ++Period: 04/21/18-06/01/18 ^^Period: 07/28/18-08/24/18 ##Period: 11/03/18-11/30/18
 ***Period: 02/24/18-03/23/18 +++Period: 06/02/18-06/29/18 ^^^Period: 08/25/18-09/21/18 ###Period: 12/01/18-12/28/18

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							233.25
EMS TRAINING	40.75	129.25	108.25	107.25	8.00	3.75							397.25
FIRE TRAINING	3.50	43.50	15.50	86.75	56.50	9.00							214.75
RESCUE CALLS	13.00	2.25	11.25	2.00	0.00	9.50							38.00
FIRE CALLS	13.50	4.50	23.50	9.75	7.50	0.00							58.75
MEETINGS	3.00	33.00	22.25	8.50	19.00	2.25							88.00
STAFFING REP.	89.25	15.50	0.00	153.00	152.25	171.75							581.75
MAINTENANCE	0.00	0.00	0.00	3.25	8.25	0.75							12.25
PUB. ED.	2.25	0.00	4.50	34.00	0.00	7.50							48.25
SPECIAL EVENTS	0.00	0.00	0.00	0.00	210.00	0.00							210.00
# FIRE RUNS	56	31	50	52	40	32							261
# EMS RUNS	191	178	167	223	191	186							1,136
DISPATCH ERRORS	6	6	8	2	4	4							30
TOTAL HRS.	238.00	282.00	207.75	473.50	464.50	216.50	0.00	0.00	0.00	0.00	0.00	0.00	1,882.25

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through July 2, 2019, \$37,805, 40%

*Period: 12/29/18-01/25/19 +Period: 03/23/19-05/03/19 ^Period: #Period:
 **Period: 01/26/19-02/22/19 ++Period: 05/04/19-05/31/19 ^^Period: ##Period:
 ***Period: 02/23/19-03/22/19 +++Period: 06/01/19-06/28/19 ^^^Period: ###Period:

Attachment: FIRE DEPT OT RPT_JUNE 2019 (8503 : Fire Department Overtime and LifeQuest Services Billing Reports for June, 2019.)

**OVERTIME CAUSED BY SICK LEAVE
JUNE, 2019**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
06/08/2019	23	34.5
06/12/2019	24	36
06/14/2019	19.5	29.25
06/15/2019	24	36
06/22/2019	24	36
TOTAL	114.5	171.75

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

**DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR JUNE, 2019**



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
06/03/2019	302 George Street	CO detector activation, due to malfunction	E111	Investigate	N/A
06/07/2019	1010 S. Broadway	Dumpster or other rubbish fire	C102, BC111	Extinguishment by fire service personnel	Ashwaubenon, Ledgeview
06/10/2019	127 S. Ontario Street	CO detector activation, due to malfunction	E111	Investigate	N/A
06/10/2019	821 James Street	High angle rescue	BC111, A111, L111	Rescue, remove from harm	N/A
06/12/2019	255 S. Libal Street	Trash or rubbish fire, contained	BC111, E111	Extinguishment by fire service personnel	N/A
06/13/2019	4104 Lime Kiln Road (Town of Ledgeview)	Excessive heat, scorch burns with no ignition	C102, L111	Standby	N/A
06/13/2019	255 S. Libal Street	Trash or rubbish fire, contained	C102, E111, E121, L111	Extinguishment by fire service personnel	Dispatched & Canceled En Route
06/13/2019	127 N. Broadway	Gas leak	C102, E111, E121	Ventilate	N/A
06/14/2019	901 Main Ave	Smoke or odor removal	BC111, A111, E111, E121	Investigate	N/A
06/17/2019	555 Main Ave	Alarm system activation, no fire, unintentional	BC111	Investigate	N/A
06/17/2019	449 N. Michigan Street	Outside rubbish, trash or waste fire	C102, BC111, E111, E121	Incident Command, extinguishment by fire service personnel	Dispatched & Canceled En Route
06/18/2019	811 Pilgrim Way (Village of Ashwaubenon)	Smoke in building	BC111, L111	Dispatched & canceled en route	N/A
06/18/2019	632 N. Wisconsin Street	Arcing, shorted electrical equipment	BC111, E111	Investigate	N/A
06/20/2019	255 S. Libal Street	Outside rubbish, trash or waste fire	BC111, E121	Incident command, investigate, ventilate	N/A
06/29/2019	1523 Ridgeway Drive	Excessive heat, scorch burns with no ignition	C102, E111, E121	Incident Command, investigate, ventilate, remove hazard	Dispatched & Canceled En Route
06/30/2019	1634 Cofrin Drive (City of Green Bay)	Vehicle fire	N/A	Unable to respond, committed to other calls	N/A
06/30/2019	133 Nob Hill Lane	Building fire	C102, BC111, E111, E121	Incident Command, extinguishment by fire service personnel, salvage & overhaul, ventilate, investigate	Ashwaubenon, Bellevue, County Rescue, Ledgeview

Attachment: FIRE DEPT OT RPT_JUNE 2019 (8503 : Fire Department Overtime and LifeQuest Services Billing Reports for June, 2019.)

**LIFEQUEST MEDICAL BILLING - 2019
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	143,655	104,733	155,785	152,178	84,427	163,643
PAYMENTS	55,433	56,668	75,702	53,535	65,318	52,157
CREDIT ADJUSTMENTS	63,699	48,843	69,520	52,183	52,374	33,099

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES						
PAYMENTS						
CREDIT ADJUSTMENTS						

Payments to LifeQuest	
January	3,057
February	3,823
March	4,791
April	3,407
May	3,661
June	3,277
July	
August	
September	
October	
November	
December	
Total Paid	\$22,016

**See attached details

City Of De Pere
Income and Expenditures
June 2019
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$146,222.80	\$17,419.75	\$163,642.55
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$146,222.80	\$17,419.75	\$163,642.55
Account Transfers		\$2,050.05	\$15,369.70	\$17,419.75
Credit Summary				
Total Credits		\$79,942.85	\$7,417.22	\$87,360.07
Less Adjustments	-	\$33,098.99	\$0.00	\$33,098.99
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$2,103.80	\$2,103.80
Less Overpayments	-	\$(633.52)	\$(1,039.16)	\$(1,672.68)
Gross Payments Received		\$47,477.38	\$6,352.58	\$53,829.96
Plus Overpayment Returns	+	\$(93.53)	\$(1,019.00)	\$(1,112.53)
Net Payments Received		\$47,383.85	\$5,333.58	\$52,717.43
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$47,383.85	\$5,333.58	\$52,717.43
Summary of Disbursement				
Total Deposits & Payments Kept By		\$47,383.85	\$5,333.58	\$52,717.43
Plus Overpayment Refunds	+	\$(539.99)	\$(20.16)	\$(560.15)
Gross Revenue		\$46,843.86	\$5,313.42	\$52,157.28
LifeQuest Fee		\$2,107.97	\$1,168.95	\$3,276.92
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$2,107.97	\$1,168.95	\$3,276.92
Service Revenue		\$44,735.89	\$4,144.47	\$48,880.36
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	\$0.18
Total Due Service	Check # EFT	\$44,735.89	\$4,144.47	\$48,880.54

Messages:

Service Revenue adjustment = \$.18 due to DD test payout.

Total Deposits EOM differ from bank statement by \$2370.32 due to 5/30 \$255.56 HWHO, 5/31 \$240.80 Molina now posted, 6/4 \$1019.00 ACH return and 6/11 \$1063.80 Aetna, 6/11 \$83.65 WPS, 6/28 \$700.05 NHIC not posted eli 7.1.19



(888) 777-4911

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

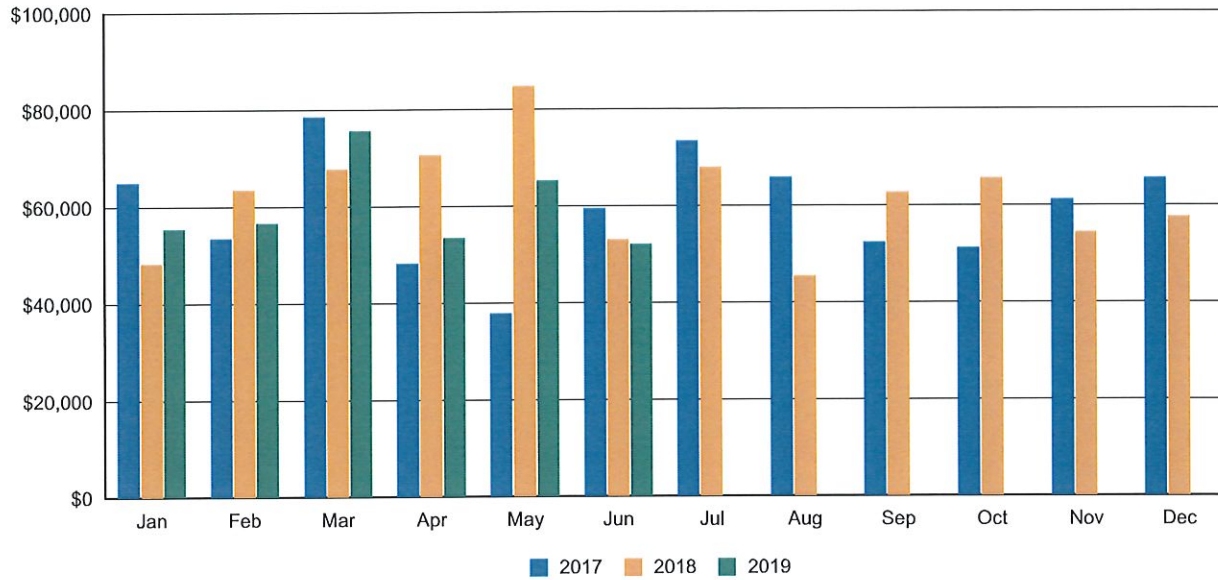
7/1/2019

Page 1 of 4

252.6.2019.M001

All Phases Gross Revenue

City of De Pere
January 2017 to June 2019



	2017	2018	2019
January	\$65,035	\$48,362	\$55,433
February	\$53,532	\$63,538	\$56,668
March	\$78,566	\$67,787	\$75,702
April	\$48,367	\$70,664	\$53,535
May	\$38,017	\$84,800	\$65,318
June	\$59,532	\$53,162	\$52,157
July	\$73,500	\$67,954	\$0
August	\$65,845	\$45,566	\$0
September	\$52,557	\$62,667	\$0
October	\$51,374	\$65,610	\$0
November	\$61,219	\$54,498	\$0
December	\$65,635	\$57,599	\$0
Total Gross Revenue	\$713,180	\$742,207	\$358,814

City Of De Pere

Billing Summary

June 2019

Phase 1

Charges			
Billing Charges		\$146,222.80	
Other	+	\$0.00	
Subtotal of Charges			\$146,222.80
Account Transfers			
Billing to Collections Transfer Total			\$2,050.05
Credit Summary			
Total Credits		\$79,942.85	
Less Adjustments	-	\$33,098.99	
Less Overpayments	-	\$(633.52)	
Gross Payments Received			\$47,477.38
Plus Overpayment Returns	-	\$(93.53)	
Net Payments Received			\$47,383.85
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$47,383.85
Summary of Disbursement			
Total Deposits & Payments Kept By		\$47,383.85	
Plus Overpayment Refunds	+	\$(539.99)	
Gross Revenue			\$46,843.86
LifeQuest Fee		\$2,107.97	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$2,107.97
Service Revenue		\$44,735.89	
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		\$44,735.89

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



(888) 777-4911

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

7/1/2019

Page 2 of 4

252.6.2019.M001

Attachment: FIRE DEPT OT RPT_JUNE 2019 (8503 : Fire Department Overtime and LifeQuest Services Billing Reports for June, 2019.)

Billing Reconciliation Summary

City of De Pere

For the month of June 2019

Beginning Balance of Accounts Receivables			\$184,962.65
Total Charges entered for the Month		+	\$146,222.80
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$2,050.05		
Other	\$31,048.94		
Total Adjustments for the Month	\$33,098.99	-	\$33,098.99
Payments			
Cash	\$7,077.92		
Contract Payments	\$1,100.20		
Credit Card	\$0		
Direct Deposit	\$27,474.65		
Hospital	\$0		
Insurance	\$11,824.61		
Payment Kept By	\$0		
Other	\$0		
	\$47,477.38	-	\$47,477.38
Overpayment			
Recoupment	\$0		
Refunds	\$(539.99)		
Returns	\$(93.53)		
Service Payable	\$0		
Other	\$0		
	\$(633.52)	-	\$(633.52)
Total for Reconciliation Summary			\$251,242.60
Ending Balance of Accounts Receivables			\$251,242.60

Total Page : 1 of 1
 Page : 1 of 1
 Date : 07/01/2019
 Time : 11:04:02

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Totals
Jul 2018	5253	16866	18074	7409	3552	617	-605	1057	46	-959	283	46 \$	51639
106754	4.9	15.8	16.9	6.9	3.3	0.6	-0.6	1	0	-0.9	0.3	0 %	48.4
Aug 2018		6334	25569	15117	8189	4149	712	268	597	0	0	399 \$	61335
122254		5.2	20.9	12.4	6.7	3.4	0.6	0.2	0.5	0	0	0.3 %	50.2
Sep 2018			1902	31023	13383	6534	5556	1489	1523	0	55	0 \$	61465
122220			1.6	25.4	11	5.3	4.5	1.2	1.2	0	0	0 %	50.3
Oct 2018				2562	26437	15902	6530	2176	3331	3794	382	189 \$	61304
115714				2.2	22.8	13.7	5.6	1.9	2.9	3.3	0.3	0.2 %	53
Nov 2018					223	24640	14380	9451	2818	232	0	-157 \$	51586
106478					0.2	23.1	13.5	8.9	2.6	0.2	0	-0.1 %	48.4
Dec 2018						831	22268	14799	8020	2832	3152	1863 \$	53766
107646						0.8	20.7	13.7	7.5	2.6	2.9	1.7 %	49.9
Jan 2019							0	17895	24350	7265	2742	2194 \$	54445
121031							0	14.8	20.1	6	2.3	1.8 %	45
Feb 2019								360	27858	15532	7822	6557 \$	58128
109224								0.3	25.5	14.2	7.2	6 %	53.2
Mar 2019									0	18625	14767	2190 \$	35582
96217									0	19.4	15.3	2.3 %	37
Apr 2019										2228	30061	21238 \$	53526
116914										1.9	25.7	18.2 %	45.8
May 2019											186	12315 \$	12501
109269											0.2	11.3 %	11.4
Jun 2019												0 \$	0
49235												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	1.5	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	1.5	20.6	14.9	6.3	3.3	1.5	1	0.3	0.1	-0.3	0.3	0	

Attachment: FIRE DEPT OT RPT_JUNE 2019 (8503 : Fire Department Overtime and LifeQuest Services Billing Reports for June, 2019.)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 9, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of June 2019 Police Overtime Report

The overtime (OT) report covers a four (4)-week period. Two previous years of overtime report summaries are attached for comparison.

Miscellaneous OT of 22.75 total hours is comprised of 8.25 hours of Patrol fraction allotments, 5.5 hours for SWAT Callout, 2 hours for a presentation and 6.5 hours for K-9 a deployment and an event.

Reimbursable Miscellaneous OT of 50 total hours is all comprised of hours for the Drug Task Force officer.

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

ATTACHMENTS:

- 2017 PD OT Report Summary (PDF)
- 2018 PD OT Report Summary (PDF)
- June 2019 PD OT Report (PDF)

**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	37.00	18.00	32.75	4.00	23.00	332.25
OFFICER WORKED ON HOLIDAY	97.00	13.75		31.00	97.00	21.75	54.75	8.00	121.75	16.00	66.00	87.00	614.00
OFFICER FOR COURT	9.00	10.00	6.00	1.75	21.00	10.00	4.00	25.00	4.00	22.00	15.00	4.00	131.75
OFFICER TRAINING	207.00	65.50	36.00	39.00	241.75	60.25	16.50	46.75	259.25	203.00	51.25	97.00	1323.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	5.50	27.25	10.50	16.00	17.50	9.50	16.50	3.00	2.00	12.00	2.00	14.00	135.75
STAFFING LEVEL	63.00	22.50	39.25	39.50	199.50	74.00	66.50	97.50	130.50	209.50	98.00	69.00	1108.75
INVESTIGATION	37.50	44.50	43.50	36.50	73.75	24.50	47.00	26.25	23.50	108.50	28.50	57.50	551.50
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		5.00	41.00	61.00	10.00	16.00	253.00
COMMUNITY RELATIONS					2.00			3.50	3.50	3.00			12.00
SPECIAL ASSIGNMENT		6.25					9.00						15.25
SPECIAL ASSIGNMENT REIMBURSED		6.25		18.50	219.50	13.00			8.00	29.50	29.00		323.75
MISCELLANEOUS	27.50	13.50	42.75	20.25	26.25	17.75	10.75	11.50	9.75	35.50	17.00	20.25	252.75
MISCELLANEOUS REIMBURSED	66.00	130.00	45.00	60.00	104.00	67.50	57.50	51.00	30.50	42.50	26.00	19.00	699.00
Gross OFFICER OVERTIME	542.50	429.75	287.50	305.25	1057.25	328.25	320.50	314.50	651.75	775.25	346.75	406.75	5766.00
SUBTOTAL REIMBURSED OVERTIME	(84.00)	(159.75)	(70.00)	(85.50)	(355.00)	(95.50)	(57.50)	(56.00)	(79.50)	(133.00)	(65.00)	(35.00)	(1275.75)
NET OFFICER OVERTIME	458.50	270.00	217.50	219.75	702.25	232.75	263.00	258.50	572.25	642.25	281.75	371.75	4490.25

Total Overtime Budget: **\$145,000.00**
Expenditures through 1/02/2018 **\$182,422.00**
Percent of Total Budget: **125.81%**

01/02/2018
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 7/29/2017 - 8/25/2017
^^Period 8/26/2017 - 9/22/2017

^^^Period 9/23/2017 - 11/3/2017
*+Period 11/4/2017 - 12/1/2017
**+Period 12/2/2017 - 12/29/2017

Attachment: 2017 PD OT Report Summary (8508 : Police June 2019 Overtime)

**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 8/25/2018 - 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 Report Summary (8508 : Police June 2019 Overtime)

**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							133.00
OFFICER WORKED ON HOLIDAY	105.00	22.25	4.00	30.00	91.75	12.00							265.00
OFFICER FOR COURT	22.50	10.00	18.50	10.50	14.00	8.00							83.50
OFFICER TRAINING	29.50	89.00	124.00	160.75	82.75	77.25							563.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00	2.00	12.00	13.00		2.00							32.00
STAFFING LEVEL	39.00	60.00	124.50	85.50	169.25	131.25							609.50
INVESTIGATION	33.00	38.50	16.00	58.50	29.00	27.00							202.00
HONOR GUARD FOR FUNERAL		10.00											10.00
SCHOOL LIAISON REIMBURSED	25.50	30.50	14.00	30.00	8.00	25.00							133.00
COMMUNITY RELATIONS					2.00								2.00
SPECIAL ASSIGNMENT				8.25	32.00	6.00							46.25
SPECIAL ASSIGNMENT REIMBURSED		14.00											14.00
MISCELLANEOUS	8.00	31.25	22.75	41.50	14.50	22.75							140.75
MISCELLANEOUS REIMBURSED	14.50	16.50	13.00	30.50	75.00	50.00							199.50
Gross OFFICER OVERTIME	300.50	340.50	363.75	517.00	527.75	384.25	0.00	0.00	0.00	0.00	0.00	0.00	2433.75
SUBTOTAL REIMBURSED OVERTIME	(40.00)	(61.00)	(27.00)	(60.50)	(83.00)	(75.00)	0.00	0.00	0.00	0.00	0.00	0.00	(346.50)
NET OFFICER OVERTIME	260.50	279.50	336.75	456.50	444.75	309.25	0.00	0.00	0.00	0.00	0.00	0.00	2087.25

Total Overtime Budget: **\$160,000.00**
Expenditures through 7/3/2019 **\$119,122.38**
Percent of Total Budget: **74.45%**

NOTES:

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

+Period 3/23/2019 - 5/03/2019

#Period

^^Period

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

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

##Period

*+Period

***Period 02/23/2019 - 3/22/2019

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

^^Period

*+*Period

Attachment: June 2019 PD OT Report (8508 : Police June 2019 Overtime)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 9, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consideration and Acceptance of \$1000 Donation from Kwik Trip, Inc. to the Fire Department.*

ATTACHMENTS:

- KWIK TRIP DONATION (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Walsh
Members of the Finance and Personnel Committee

From: Alan Matzke, Fire Chief

Date: June 26, 2019

RE: Consider Donation from Kwik Trip, Inc.

The Fire Department is requesting acceptance of a donation from Kwik Trip, Inc. They have graciously donated \$1,000 to the Fire Department. The accepted donation would be placed in the Fire Department donation account.

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: KWIK TRIP DONATION (8497 : Consider donation from Kwik Trip, Inc. to the Fire Department.*)

Kwik Trip, Inc.
PO Box 2107
1626 OAK ST
LA CROSSE, WI 54603

Vendor # 100001352		Check Date 06/13/2019	Check Number 1187775	
Invoice	Date	Amount	Discount	Paid
GO	06/12/2019	1,000.00	0.00	1,000.00
Total		1,000.00	0.00	1,000.00

Vendor Number 100001352

Check Number 1187775

DO NOT CASH THIS CHECK WITHOUT A GREEN BACKGROUND

Kwik Trip, Inc.

PO Box 2107
1626 OAK ST
LA CROSSE, WI 54603

FIFTH THIRD BANK
NORTHERN KENTUCKY

NO. 1187775

73-27
421

DATE 06/13/2019
Void After 180 Days

PAY ONE THOUSAND AND 00 /100 DOLLARS

AMOUNT\$*****1,000.00*

TO DE PERE CITY OF
THE 335 S BROADWAY ST
ORDER DE PERE WI 54115
OF

Don J. Howell

W. J. W. W. W.

Authorized Signature

SIGNATURE HAS A COLORED BACKGROUND • BORDER CONTAINS MICROPRINTING

118777504210027274807950411

Packet Pg. 25

Attachment: KWIK TRIP DONATION (8497 : Consider donation from Kwik Trip, Inc. to the Fire Department.)*



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 9, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Acceptance of \$1000 Donation from Kwik Trip for the Police Department K-9*

The police department has received a \$1,000 donation from Kwik Trip to be used for the police K-9 program. I am requesting the committee recommend acceptance of the donation.

If you have any questions about this donation, please contact me at your convenience. Thank you for your consideration



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 9, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Acceptance of \$1000 Donation from Walmart to the Police Department*

The police department has received a \$1,000 donation from Walmart to be used for the general police needs. I am requesting the committee recommend acceptance of the donation.

If you have any questions about this donation, please contact me at your convenience. Thank you for your consideration.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 9, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Acceptance of a Grant in the Amount of \$9,846 from Capital Credit Union "Elevate Communities Program" for Police Emergency Response Equipment*

Capital Credit Union has a grant program called Elevate Communities. The grant program is a once a year funding opportunity for organizations and groups to seek assistance with projects or equipment. This year the police department, through SGT Jacob Nowak, applied for funding to purchase nine additional active shooter emergency response kits that include a ballistic helmet, an exterior ballistic vest, accessories and a carrying bag. Currently each of the patrol vehicles have an active shooter emergency response kit in them, but none of the other response vehicles in the fleet have one which creates a certain disadvantage and vulnerability to first responding officers driving those vehicles. The nine response kits will cost about \$9,846.00 to purchase and the components can be ordered locally. The Elevate Communities program has approved the grant for the full amount recognizing the need for the De Pere community.

Please recommend acceptance of this grant as an important added layer of protection for the first responding officers. 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: July 9, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consider Approval of Northeast Wisconsin Technical College Hold Harmless Agreement for Current and Future Years*

The City of De Pere utilizes the Northeast Wisconsin Technical College (NWTC) facilities for testing potential police candidates by using their gym and classrooms. The classrooms are used for written testing and the gym is used for the police abilities testing. The NWTC facilities are ideal especially the abilities course in that the course obstacles are stored near the gym and set up is quick. In order to use the facilities, NWTC has requested that we sign a hold harmless agreement each year. Attached is a sample of the agreement.

We request approval of this agreement and for the recommendation to move forward to the Council. We also request authorization for the Mayor to sign future hold harmless agreements that are substantially similar without having to return to the council each time.

The City Attorney has not reviewed this agreement. The above requests will not go into effect until final review and authorization is given by the City Attorney.

If you have any questions about this request please contact Derek Beiderwieden at 339-4075 or Shannon Metzler at 339-4045. Thank you for your consideration.

ATTACHMENTS:

- Hold Harmless Agreement (PDF)



Hold Harmless Agreement

_____, shall indemnify and hold harmless Northeast Wisconsin Technical College, and all employees and assigns from any and all damage or liability whatsoever occasioned by reason of any bodily injury to or death of any person(s), or by reason of any damage to property of any person(s) occasioned by act or omission, neglect, or wrongdoing of the employees of _____, or any of its officers, agents, representatives or volunteers for the time period of _____.

_____, also shall, at its own expense, defend and protect Northeast Wisconsin Technical College and all of the agents and individuals listed above against all such claims and demands.

It is further agreed that neither Northeast Wisconsin Technical College nor any of it's departments, agents, or employees shall be responsible for paying to _____, or anyone else, the cost of transporting or rendering aid to any person.

By: _____ Date: _____
 (Signature of User)

Witness: _____ Date: _____
 (Signature of NWTC Representative)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 9, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Action on Request to Create Academy Trainee Position in the Police Department and Assigning the Position to the Appropriate Pay Grade in the City's Compensation Plan *

Please see attached memo

ATTACHMENTS:

- Academy Trainee memo to Finance Mar 2019 (DOCX)

MemoCity of De Pere

To: Honorable Mayor Michael J. Walsh
Members of the Finance/Personnel Committee

From: Shannon Metzler, Human Resources Director
Derek Beiderwieden, Chief of Police

RE: Consider Request to Add Pay Grade and Position of Police Academy Trainee

Date: July 9, 2019

Past recruitment efforts by the Human Resource and Police Departments have resulted in many competent new hires for the City of De Pere. However, economic, political and social influences have caused a reduction of qualified applicants and thus there has been a reduction in the number of candidates on the hiring lists. This has caused additional work by staff by continuously having to run recruiting efforts and hiring processes. Also, the police department wishes to become more diverse and more representative of the city population.

In order to become more attractive to the candidate pool, we propose to offer sponsorships through the police academy to highly qualified applicants as an incentive for those who otherwise cannot afford the academy cost or to be without a job for 16 weeks. The cost of the academy is about \$5,000 including tuition, supplies, books, ammunition, etc. Normally a candidate would pay for the cost of the academy. We are proposing the City of De Pere front the cost of the academy then get reimbursement from the Wisconsin Department of Justice through the Training and Standards Bureau for those candidates that successfully complete the academy training. De Pere would be responsible for any salary, uniforms, some equipment and the like. The city would enter into an agreement/contract with the candidate in order to re-coup any city costs should the candidate fail or resign from the police academy.

In order to offer this program to selected applicants, the city will need to create a pay grade category to slot the new hire in. We are proposing the pay grade E which is \$16.53-\$22.68 per hour. New hires in this pay grade would be eligible for benefits further incentivizing the position.

We strongly believe there are applicants that are highly qualified and able to be a police officer but because of family or economic conditions lack the funds to attend a police academy. As a city, we owe it to ourselves to try to be more diverse while retaining highly qualified personnel.

If you have any questions please feel free to contact Derek at 339-4075 or Shannon at 339-4045.

Attachment: Academy Trainee memo to Finance Mar 2019 (8504 : Academy Recruit Position)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 9, 2019

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration and Approval of Obtaining Drone Insurance with Global Aerospace*

ATTACHMENTS:

- Memo to Finance and Council (DOCX)
- 2019 Drone Liability Proposal (PDF)

CITY OF DE PERE MEMO



To: Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Date: July 9, 2019
RE: Recommendation to Bind Drone Insurance with Global Aerospace

The City recently purchased a drone. We have insurance on the drone itself, but are in need of liability insurance. We are asking approval to bind insurance with Global Aerospace. The yearly premium for liability insurance is \$572 which includes additional coverage as well.

If you have any questions in advance of the meeting, please contact me at 339-4045. Thank you.

Attachment: Memo to Finance and Council (8496 : Recommendation to Bind Drone Insurance with Global Aerospace*)

**An Insurance Proposal
Prepared For**

**City of De Pere
335 S Broadway
De Pere, WI, 54115**

Presented by:

**Marty Malloy, MS, CPCU, ARM-P, CSR
Account Executive**



Account Profile

First Named Insured:

City of De Pere

Street Address:

335 S Broadway
De Pere, WI 54115

Mailing Address:

335 S Broadway
De Pere, WI 54115

Phone Number:

(920) 339-4050

Fax Number:

(920) 339-9492

Contacts:

Shannon Metzler
Tracy Hood

“Disclaimer: The descriptions of coverages used throughout this proposal are merely our abbreviated outline, offered as visuals to a basic understanding of coverages, **and are not the coverages themselves.** The actual coverages are those contained in your policy. We do not intend to express any legal opinion as to the actual coverages and we strongly suggest that you refer only to your policy for the specific details.”

Attachment: 2019 Drone Liability Proposal (8496 : Recommendation to Bind Drone Insurance with Global Aerospace*)

Drone Liability

Insurer: Global Aerospace
Effective Dates: TBD

LIABILITY	LIMIT	PREMIUM
Liability Limit	\$ 1,000,000	\$ 572
Personal Injury	\$ 1,000,000	
Contractual Liability	\$ 1,000,000	
Product Liability	\$ 1,000,000	
Fire Legal Liability	\$ 100,000	
Medical Expense Limit	\$ 5,000	
Bail Bonds	\$ 5,000	

War, hi-jacking and other perils Physical Damage Coverage for Drones, Ground Equipment and Payload included.

Liability and physical damage applies when the drone is in motion and not in motion.

Carrier Ratings

Your insurance coverage has been either quoted or placed with the following carrier(s). The current A.M. Best Rating for each carrier is also listed below and it is followed by a brief explanation.

CARRIER NAME	A.M. BEST RATING
Global Aerospace	

A.M. Best Company: is the leading provider of ratings and financial data for the insurance industry worldwide and Best's Ratings are recognized as the benchmark for assessing the financial strength of insurance related organizations and the credit quality of their obligations.

What is a Best's Rating? A Best's Rating is an independent third-party evaluation that subjects all insurers to the same rigorous criteria, providing a valuable benchmark for comparing insurers, regardless of their country of domicile. A.M. Best assigns three types of ratings. All are independent opinions, based on comprehensive quantitative and qualitative evaluation, of a company's balance sheet strength, operating performance and business profile.

A.M. Best's Financial Strength Ratings:

The following list outlines A.M. Best's rating scale and associated descriptions.

SECURE	VULNERABLE
A++, A+ (Superior)	B, B- (Fair)
A, A- (Excellent)	C++, C+ (Marginal)
B++, B+ (Good)	C, C- (Weak)
	D (Poor)
	E (Under Regulatory Supervision)
	F (In Liquidation)
	S (Rating Suspended)

A.M. Best's Financial Size Categories:

A.M. Best also assigns each letter rated (A++ through D) insurance company a Financial Size Category (FSC). The FSC is designed to provide a convenient indicator of the size of the company in terms of its statutory surplus and related accounts.

FSC	ADJUSTED POLICYHOLDERS' SURPLUS	FCS	ADJUSTED POLICYHOLDERS' SURPLUS
I	Less than 1	IX	250 to 500
II	1 to 2	X	500 to 750
III	2 to 5	XI	750 to 1,000
IV	5 to 10	XII	1,000 to 1,250
V	10 to 25	XIII	1,250 to 1,500
VI	25 to 50	XIV	1,500 to 2,000
VII	50 to 100	XV	2,000 or greater
VIII	100 to 250		

Note: Ranges are in millions of U.S. dollars. Source: www.ambest.com

Compensation Disclosure

At M3 Insurance, we strive to be your trusted business partner. It's important that you feel comfortable working with us and that we play an active role in helping you meet your business goals. It's also important that you're comfortable with how we're compensated for the services we provide.

To obtain a clearer picture of our compensation, please review the information below. For additional explanation or a summary of the compensation we receive from our partnership with you, please contact your M3 account executive.

Common Methods of Compensation

How we're compensated depends upon the agreement we have with each client, insurance carrier and provider. The two most common methods of payment are:

1. **Commission** – a broker may receive commission from an insurer on the placement of insurance. This is generally calculated as a percentage of premiums as quoted by an insurer.
2. **Broker Fees** – a client may prefer to pay a fee in lieu of, or in addition to, commission. In many cases, client agreements allow for a combination of commission and fees.

Additional Methods to Consider

Consulting agreements come into play when clients ask us to provide guidance or advice on specific topics. The answers they're seeking may fall outside our normal scope of services. In those situations, consulting agreements can be provided to meet the clients' particular needs.

Some carriers may offer **insurer incentives** or bonuses to brokers for placing quantities of business or quality of risk with their company. Of utmost importance to us is finding the right insurance carrier to meet clients' needs, not ours. So while we do accept these payments, two parameters are firmly in place to ensure client needs come first:

- **No sales reward** – our account executives are not rewarded for placing business with specific insurers. They are only rewarded for their ongoing relationship with clients.
- **No knowledge** – our account teams are shielded from knowledge of insurer incentives. We don't want financial rewards driving the advice we provide clients, so we take knowledge of such payments out of the equation. If we meet a carrier incentive, it's because that carrier is providing a product that our clients want, not because we directed business to that carrier.

Fees and Interest

Finally, if clients choose to pay their fees in installments, there may be **administrative fees** and/or **interest** associated with the installment payment. M3 may earn interest on premium deposits until payment is remitted to the insurance carrier.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 9, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Consideration and Possible Action Regarding Program Options for the Former Revolving Loan Fund (RLF) Program.*

ATTACHMENTS:

- CDBG Close FP Memo 7-9-19 (PDF)

CITY OF DE PERE MEMO



To: De Pere Finance & Personnel Committee
 From: Kim Flom, Development Services Director
 Date: July 9, 2019

RE: **Revolving Loan Fund – Future Program Options**

In 1986, the Wisconsin Development Fund awarded De Pere \$595,000 to administer as part of the CDBG-ED Revolving Loan Fund program. For over 30 years, we issued loans to new and expanding businesses located in the City of De Pere. The loan program focused on job creation for low and moderate income individuals. A recent HUD monitoring at the Wisconsin Department of Administration resulted in a concerning number of 'findings.' HUD therefore recommended that the state consider termination of the CDBG-ED Revolving Loan Fund program. That recommendation was approved via a substantial amendment to create a CDBG-CLOSE program that began on February 1, 2019. More information about the program can be found here: <https://doa.wi.gov/Pages/CDBGCLOSE.aspx>.

The City administered our program in a fiscally responsible manner and did not receive any federal program funds after January 1, 1992. Because of that, the DOA approved our request to retain the funds for local use rather than to participate in the CDBG-CLOSE program.

Other than grants (like the WEDC CDI grant), the City previously only offered three incentive programs to support economic development; Tax Increment Financing, Façade Grant and the Revolving Loan Fund. The De Pere Revolving Loan Fund program has been an important pillar to our economic development program. Through RLF, we have provided critical funding to support new and expanding businesses locating in De Pere. The Revolving Loan Fund manual, last updated in 2013, established the following objectives for the program:

Economic development activities assisted with funds made available through the RLF Program are intended to meet the following objectives:

- (1) To encourage the creation and retention of permanent jobs, which provide a wage, appropriate to the skills and experience of the local labor force and that is competitive. The recipient of funds must agree that a minimum of 51 percent of the jobs created or retained shall be made available to low and moderate income persons.
- (2) To encourage the leveraging of new private investment into the City in the form of fixed asset investment, particularly in land and buildings.
- (3) To perpetuate a positive and proactive business climate which encourages the retention and expansion of existing businesses and helps to attract desirable new businesses.
- (4) To implement the City of De Pere's Economic Development Plan goals and objectives.
- (5) To maintain and promote a diverse mix of employment opportunities and to minimize seasonal or cyclical employment fluctuations.

- (6) To encourage the development and use of modern technology and safe work environments.
- (7) To encourage dairy producers to undertake capital improvement projects that will result in a significant increase in milk production

As of June 30, 2019, the RLF fund has a cash balance of \$1,014,725.80 and \$389,028.33 in outstanding loans (Total account balance = \$1,402,882.48). The outstanding loans are all in good standing and held by the following:

AmerLux International - \$177,414.82
 HZ Properties - \$71,369.78
 D2 Ingredients LP - \$51,280.72
 Black Honey Hashery, LLC - \$46,482.68
 Battle House GB, LLC - \$41,608.64

Through research and interdepartmental meetings, staff brainstormed program ideas for use of the funds that would still maintain a business focused economic development objective. The team agreed to further develop three alternatives for presentation to the Finance/Personnel Committee and the City Council.

City Revolving Loan Fund Program

The Revolving Loan Fund was one of three economic development tools offered by the City (with TID and Façade Grants). Since inception, the program has successfully supported new business development and existing business expansion for a wide range of companies throughout the City. We could partner with a local Financial Institution to provide a local Revolving Loan Fund that is not governed by state regulations. While the CDBG-RLF Program relied on job opportunity for low-moderate income individuals, a local program could focus on other targeted criteria as established by the Council. Examples include a specific business type or employment type/quantity.

Considerations

- Funds would continue to cycle through and may accumulate interest, creating a self-sustaining economic development tool (The City's initial grant fund of \$595,000 has now grown into a fund balance of approximately \$1.4M).
- Unlike the previous Revolving Loan program, the City would contract with a Financial Institution to administer and distribute loan proceeds.
- In order to be effective, we recommend a starting balance of at least \$600,000 for this program.
- The following questions should be considered to provide program direction:
 1. What types of businesses are eligible? Are there any businesses that are not eligible?
 2. What is the maximum funding level and how is the maximum level of funding determined? Business type? Employees? Other?
 3. What are eligible and ineligible activities? Working capital, furniture/fixture/equipment, construction, acquisition?
 4. How do we measure program success?

Façade or Building Investment Grant (non-TID)

Property owners in TID #7 and TID #9 are able to access the Façade Grant Program when making building improvements. However, not all downtown properties are located within a TID (especially on the east side) and building investment may be desired in other commercial areas of the City. If this is the case, some funds could be allocated into a program designed to encourage specific types of façade or business investment. This program would terminate upon expenditure of the funds.

Considerations

- Funds would be available as a one-time use. Program would terminate upon full utilization of funds.
- Council should establish objective criteria for program qualification in order to support De Pere specific economic development objectives (business type, capital investment, geographic area, employee count, etc.).
- The following questions should be considered to provide program direction:
 1. What types of buildings are targeted? Any capital investment? Interior + Exterior? Renovation? Promotion of mixed use/housing?
 2. How is the maximum level of funding determined? Building size? Other?
 3. How are funds awarded? Up front or upon review of receipt? Is a match required?
 4. How do we measure program success?

Acquisition Fund

Throughout the City, but in the downtown in particular, there are several privately owned vacant parcels that have development or redevelopment potential. A portion of the CDBG-RLF funds could be set aside to be used for strategic property acquisition.

Considerations

- Program could be structured as one time use or in a way to replenish the fund through property sales for redevelopment or recapture of future TID Increment.
- The following questions should be considered to provide program direction:
 1. What types of properties are targeted? Environmental or wetland issues? Challenging size or utility concerns? Other?
 2. What level of investment per property is appropriate? Appraised value? Above appraised value? Below appraised value?
 3. Are there geographic target areas? Should the properties be in a TID (that already has a funding source?) or be in areas with future TID potential?
 4. How do we measure program success?

We request Committee and Council input and direction for the use of RLF program funds. Even if detailed direction is not provided at this stage of review, the current account balance can be moved from the RLF account to a Special Account to be used for economic development objectives. Specific projects can always be reviewed on an individual basis by the Finance/Personnel Committee and the Common Council. Upon Council direction, the legal department will draft a resolution that will terminate the CDBG-ED RLF program and direct the funding to the appropriate account.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 9, 2019

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Request of Ald. Hansen for Consideration of Creating an Ordinance
Requiring Employers to Provide Notice to Employees of Right to
Unpaid Time Off Work to Vote*

Aldersperson Hansen requested the attached ordinance be drafted and submitted to the Committee for its review and possible recommendation to the Council.

ATTACHMENTS:

- Ord 19- Notice of time off for voting 4-26-19 (PDF)
- Wis.Stats 6.76(PDF)
- Ald Hansen communications (PDF)

ORDINANCE #19-XX

CREATING SECTION YYY DE PERE MUNICIPAL CODE REGARDING EMPLOYER NOTICE TO EMPLOYEES OF STATE LAW PROVIDING FOR UNPAID TIME OFF FOR VOTING

WHEREAS, citizens exercising their right to vote is fundamental to the well-being of a democracy; and

WHEREAS, many citizens find it logistically difficult to exercise their right to vote due to conflicting work schedules; and

WHEREAS, Wis. Stats. § 6.76 attempts to mitigate these logistical challenges by granting citizens the right to take up to three consecutive unpaid hours off from work in order to vote; and

WHEREAS, citizens may be unaware of their right to take unpaid time off to vote on election days, and Wis. Stats. § 6.76 does not require employers to notify employees of the right to take unpaid time off to vote, nor does it prohibit local governments from enacting such a notice requirement; and

WHEREAS, the Common Council finds that it is in the public interest to educate eligible voters and citizens of their right to take unpaid time off of work so that eligible voters may fully engage in the electoral process and participate in our democracy; and

WHEREAS, the Council further finds that requiring employers in the City to provide said notice is rationally related to and reasonably calculated to fulfill this important public interest; and

WHEREAS, in order to ensure citizens are fully aware of their opportunity to take unpaid time off from work to vote and fully participate in all election opportunities, the Council believes it necessary and prudent to require employers located within the corporate boundaries of the City of De Pere to provide notice of these rights to their employers.

NOW THEREFORE, UPON THE FOREGOING,

THE COMMON COUNCIL OF THE CITY OF DE PERE DO ORDAIN AS FOLLOWS:

Section 1: § 2-3.5 Elections; Employers to provide employees notice of right to unpaid time off from work to vote.

(1) Definitions.

(A) “*Employer*” means any business location within the corporate limits of the City of De Pere with 25 or more Full Time Equivalent Employees (FTEE).

- (B) “Employee” means any person working for the Employer and receiving wages for the work performed.
- (C) “Full Time Equivalent Employees” means employees who, in the aggregate, work hours equivalent to a full-time, 40 hour a week employee.
- (D) “Notice” means information supplied to employees through any of the following means:
1. Employee newsletter;
 2. Payroll stuffer (via the same delivery method as the paycheck or electronic deposit notice);
 3. Written information posted in a prominent location in an employee gathering area such as employee break room, employee kitchen, locker room and the like; or
 4. Written information mailed to an employee’s home address.
- (2) *Employer to provide employees notice of right to unpaid time off for voting.*
- (A) Every employer in the City shall provide, by January 30th of each year, the following notice to employees of the business of their right to unpaid time off to vote under Wis. Stats. §6.76:
- Time off for voting.** Any person entitled to vote at an election is entitled to be absent from work while the polls are open for a period not to exceed 3 successive hours to vote. Any employee who wishes to exercise this right shall notify (*name of person at employer*) before election day of the intended absence. (*Name of employer*) has the right to designate the time of day for the absence.
- Election dates for (*current year*) are: (*list election dates to be obtained from city clerk web-site*)
- (B) On or before January 15th of each year, the City Clerk shall post on the Clerk’s page of the City’s official website (www.de-pere.org) all election dates known for the current year.
- (C) Special election dates to be held in the year that are not scheduled as of January 15th of that year are not required to be included either on the Clerk’s website or on the notice required of the Employer.
- (3) Any employer who violates any provision in the section shall be subject to forfeiture as set by resolution of the common council.

Ordinance #19-time off for voting
Page 3 of 3

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

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this ____ day of
____, 2019.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Carey Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: _____
Publication Date: _____
Effective Date: _____

DRAFT

Wis. Stats. §6.76 Time off for voting.

(1) Any person entitled to vote at an election is entitled to be absent from work while the polls are open for a period not to exceed 3 successive hours to vote. The elector shall notify the affected employer before election day of the intended absence. The employer may designate the time of day for the absence.

(2) No penalty, other than a deduction for time lost, may be imposed upon an elector by his or her employer by reason of the absence authorized by this section.

(3) This section applies to all employers including the state and all political subdivisions of the state and their employees, but does not affect the employees' right to holidays existing on June 28, 1945, or established after that date.

Carey E. Danen

From: Jonathon Hansen
Sent: Tuesday, July 02, 2019 8:11 AM
To: Carey E. Danen
Cc: Judy Schmidt-Lehman; Larry Delo
Subject: Fwd: Voting Ordinance
Attachments: image003.jpg

Begin forwarded message:

From: Jayme Sellen <JSellen@greatergbc.org>
Date: June 5, 2019 at 3:26:45 PM CDT
To: 'Jonathon Hansen' <jhansen@mail.de-pere.org>, "'mw Walsh@mail.de-pere.org'" <mwalsh@mail.de-pere.org>
Subject: Voting Ordinance

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Mayor Walsh and Alderman Hansen,

I reached out to a handful of our members with businesses located in De Pere regarding the proposed ordinance to require employers to notify employees of the state law allowing time off for voting. The collective agreement among these employers was that while we encourage every eligible voter to perform their civic duty, it is not the responsibility of the employer to ensure they know the voting laws. In fact, they feel it is the responsibility of the government to educate voters as to their rights.

There are multiple ways for the City to inform voters of their rights including social media, earned media, signage throughout the community, statements within water bills or newsletters to name a few. We would much rather that the City take a proactive approach rather than placing another mandate on local businesses.

I encourage the City to consider seeking alternative methods of education before enacting an ordinance.

Thank you for considering my comments.

Sincerely,

Jayme

Jayme Sellen
 Vice President of Government and Community Relations
 920.593.3428 | cell 920.254.0406 | JSellen@greatergbc.org



www.greatergbc.org
www.facebook.com

Attachment: Ald Hansen communications (8166 : Consideration of proposed Ordinance Requiring Employers to Provide Notice to Employees of

Carey E. Danen

To: Jonathon Hansen
Subject: RE: Ordinance

From: Jonathon Hansen
Sent: Monday, July 1, 2019 10:50 PM
To: church office
Subject: RE: Ordinance

Hello Ms. Radtke,

Thank you very much for the feedback. Yes, Wisconsin State Statute 6.76 requires that employers provide their employees with up to three hours of unpaid time off for voting, as long as they request it before Election Day. From my experience, however, many workers are unaware that they can request this time off. My intent with introducing the ordinance, therefore, is to ensure that employees are annually provided with notice of their right to take this time off. This notice can be provided through one of several different means, including: mailing the notice to the employee's home address; including the notice in an employee newsletter; posting the notice on a bulletin board in the break room; or including the notice as a payroll stuffer.

Thank you again for reaching. I will make sure your thoughts are shared with the Finance/Personnel Committee, which will be considering this proposal at their next meeting on July 9.

Sincerely,

Ald. Jonathon Hansen

From: church office [churchoffice@stmarkpartners.org]
Sent: Wednesday, June 26, 2019 2:37 PM
To: Jonathon Hansen
Subject: Ordinance

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Jonathan Hansen,

We are a polling station and have never seen or had anyone say their employer ever had a problem with them going to vote. Every citizen has that right under the constitution. Do we really need an ordinance to dictate what is already a right?

Colleen Radtke
 Administrative Assistant/
 Data coordinator

--

St. Mark Ev Lutheran Church
 2066 Lawrence Dr
 De Pere, WI 54115
 920-336-2485
stmarkdepere.com
church.office@stmarkdepere.com

Attachment: Ald Hansen communications (8166 : Consideration of proposed Ordinance Requiring Employers to Provide Notice to Employees of



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 9, 2019

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Review and Possible Action on City of De Pere Investments and Cash Detail for May 31, 2019.

ATTACHMENTS:

- Cash & Inv. May 2019 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: July 2, 2019
Subject: Cash and Investments Report for May 31, 2019

I have attached a summary of the City's Cash and Investments for your information and review as of May 31, 2019. I have also attached a monthly summary of the accounts from January 1 to May 31, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments are performing well compared to the 2019 budget. The 2019 investment income budget was conservatively estimated based on 2018 results at the time the budget was prepared.

Feel free to contact me should you have any questions on this.

Attachment: Cash & Inv. May 2019 (8502 : City of De Pere investments and cash detail for May 31, 2019)

DE PERE CASH AND INVESTMENTS SUMMARY

May 31, 2019

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 655,555.09
HEALTH CHECKING	\$ 1,222,398.04
DENTAL CHECKING	\$ 31,203.17
SUBTOTAL	\$ 1,909,156.30
RESTRICTED	BALANCE
REVOLVING LOAN	\$ 812,551.56
WATER BOND MM	\$ 211,674.38
SUBTOTAL	\$ 1,024,225.94
TOTAL CASH	\$ 2,933,382.24

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 9,064,527.52	\$ 128,835.90	1.98%
ASSOCIATED BANK TRUST	\$ 4,922,508.25	\$ 76,039.21	3.77%
CHARLES SCHWAB INVESTMENTS	\$ 6,087,574.21	\$ 126,573.93	5.10%
MONEY MARKET	\$ 2,049,710.53	\$ 18,164.65	2.15%
TOTAL INVESTMENTS	\$ 22,124,320.51	\$ 349,613.69	
TOTAL CASH AND INVESTMENTS	\$ 25,057,702.75		

NOTE: The City budgeted \$262,000 for general fund revenues in the 2019 Adopted Budget

Attachment: Cash & Inv. May 2019 (8502 : City of De Pere investments and cash detail for May 31, 2019)

DE PERE CASH AND INVESTMENT YEARLY SUMMARY

7/2/2019

	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	
HEALTH CHECKING	\$ 951,100.75	\$ 963,398.81	\$ 1,054,752.12	\$ 1,130,092.06	\$ 1,222,398.04	
DENTAL CHECKING	\$ 25,718.97	\$ 27,095.40	\$ 28,528.22	\$ 29,472.36	\$ 31,203.17	
SUBTOTAL	\$ 1,802,109.20	\$ 1,543,797.66	\$ 1,287,557.25	\$ 2,175,633.12	\$ 1,909,156.30	\$ -
RESTRICTED						
REVOLVING LOAN	\$ 811,350.56	\$ 811,630.64	\$ 811,940.83	\$ 812,241.13	\$ 812,551.56	
WATER BOND MM	\$ 211,361.51	\$ 211,434.47	\$ 211,515.28	\$ 211,593.51	\$ 211,674.38	
SUBTOTAL	\$ 1,022,712.07	\$ 1,023,065.11	\$ 1,023,456.11	\$ 1,023,834.64	\$ 1,024,225.94	\$ -
TOTAL CASH	\$ 2,824,821.27	\$ 2,566,862.77	\$ 2,311,013.36	\$ 3,199,467.76	\$ 2,933,382.24	\$ -
INVESTMENTS						
LGIP	\$ 14,391,367.90	\$ 12,008,510.91	\$ 11,933,482.05	\$ 10,670,625.37	\$ 9,064,527.52	
ASSOCIATED BANK TRUST	\$ 4,852,594.23	\$ 4,858,078.63	\$ 4,876,516.60	\$ 4,886,737.64	\$ 4,922,508.25	
CHARLES SCHWAB INVESTMENTS	\$ 6,000,316.76	\$ 6,015,896.39	\$ 6,043,494.20	\$ 6,076,140.99	\$ 6,087,574.21	
MONEY MARKET	\$ 2,034,996.72	\$ 2,038,118.90	\$ 2,041,580.90	\$ 2,045,541.00	\$ 2,049,710.53	
TOTAL INVESTMENTS	\$ 27,279,275.61	\$ 24,920,604.83	\$ 24,895,073.75	\$ 23,679,045.00	\$ 22,124,320.51	\$ -
TOTAL CASH AND INVESTMENTS	\$ 30,104,096.88	\$ 27,487,467.60	\$ 27,206,087.11	\$ 26,878,512.76	\$ 25,057,702.75	\$ -

Attachment: Cash & Inv. May 2019 (8502 : City of De Pere investments and cash detail for May 31, 2019)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 9, 2019

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Hearing on Grievance Submitted by the De Pere Professional Firefighter's Association, IAFF Local #141 - Concerning Elimination of Captain Position and 2010 Salary Therefore.

ATTACHMENTS:

- Fire Grievance 7-9-19 (Captain Pay) (PDF)

CITY OF DE PERE MEMO



To: Captain Thomson

From: Shannon Metzler, Human Resources Director *SM*
Alan Matzke, Fire Chief

Date: 5-13-19

RE: Elimination of Fire Captain Position

As you are aware, the City is restructuring the Fire department and with the restructure we are eliminating the position of Captain. This memo is to notify you that the position of Captain is being eliminated effective June 1, 2019. We created three new Lieutenant positions and are offering you one of those positions. If you wish to accept a Lieutenant position, please send this letter back to the Human Resources office by May 30, 2019 to acknowledge your acceptance into the Lieutenant position. If you accept the position, your salary will be red-circled at your current rate until such time the Lieutenant salary increases above your current salary or you assume a different position.

If you have any questions, please contact myself or Chief Matzke.

cc: Fire Labor Union
Payroll

ACCEPTANCE:

Name: _____

Date: _____

Signature: _____

Attachment: Fire Grievance 7-9-19 (Captain Pay) (8499 : De Pere Firefighter Grievance - Red-lining of pay for Lieutenants formerly Captains.)

GREEN BAY FIREFIGHTER'S LOCAL 141

GRIEVANCE FORM

Date 05/29/2019 Rec. by Committee 05/29/2019. Case No. 2019-01 DP

Name of Employee Brian Thomson, Ed Balcer, and Ben Cheslock.

Job Classification Date(s): Captain

Case Occurred 05/13/2019

Where case occurred De Pere Fire Department.

Description of Case (Incident) Member of Local 141, Captain of De Pere Fire Department, Brian Thomson, was officially notified on 05/13/2019 in writing, to sign a form acknowledging that his position is being reclassified from a Captain to a Lieutenant and his wages will be frozen at the 2019 rate, forgoing the upcoming 2020 raise and all other raises until the Lieutenant rate reaches that of his current pay.

Violation of Practice (Other) The City of De Pere, Wisconsin and the De Pere Fire Department is bound to continue the Captain pay grade for the life of the current contract. The Captain's rate of pay is part of the current bargained contract, ending December 31, 2020. Therefore, those personnel being reclassified from Captain to Lieutenant should receive the Captain's rate of pay for the duration of the current contract including all applicable raises.

Violation of Contract and any other Articles which may apply.

Article 12: Salaries

Solution Requested: That all personnel being reclassified from Captain to Lieutenant and currently receiving the Captain rate of pay, should receive the Captain rate of pay and any other economic or non-economic benefit conferred by the contract upon employees holding the rank of captain for the remainder of the current contract including the raise due Jan 1, 2020.

Chairman Grievance Comm.



(attach all relative documentation-----File two copies, one will be returned with Management's reply)

Recd _____ DATE _____

Attachment: Fire Grievance 7-9-19 (Captain Pay) (8499 : De Pere Firefighter Grievance - Red-lining of pay for Lieutenants formerly Captains.)

CITY OF DE PERE

Fire Rescue

400 Lewis Street, De Pere, WI 54115 | 920-339-2467 | www.de-pere.org



June 10, 2019

Mr. Bernie Carwardine and Grievance Committee

Re: Grievance Response

Dear Mr. Bernie Carwardine and Grievance Committee:

Your grievance of May 29, 2019 alleges that the salary provision of the Collective Bargaining Agreement has been violated. However, all three grievants are receiving the 2019 Captain rate of pay. Therefore, your grievance is denied.

Respectfully yours,

Alan Matzke
Fire Chief

Attachment: Fire Grievance 7-9-19 (Captain Pay) (8499 : De Pere Firefighter Grievance - Red-lining of pay for Lieutenants formerly Captains.)



**Hawks
Quindel** S.C.
ATTORNEYS AT LAW

MILWAUKEE OFFICE
222 E. Erie Street, Suite 210
P.O. Box 442
Milwaukee, WI 53201-0442
PH: 414-271-8650 FAX: 414-271-8442

June 13, 2019

VIA EMAIL: deperchr@mail.de-pere.org

Shannon Metzler, Human Resource Director
City of De Pere
335 South Broadway
De Pere, WI 54115

RE: De Pere Firefighters
Captains' Grievance

Dear Ms. Metzler:

Please be advised that we will be representing the Local 141 relative to the Captains' grievance. Please advise who will be representing the City in this matter.

This is also to request that the dates to meet with the Finance/Personnel Committee be provided to the undersigned.

Thank you for your assistance in this matter.

Very truly yours,

HAWKS QUINDEL, S.C.

Timothy E. Hawks
thawks@hq-law.com

TEH:kak

cc: Via Email
Ryan Hintz, President, Local 141
Bernie Carwardine, Local 141
Alan Matzke, Fire Chief, City of De Pere