



# Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

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

## Regular Meeting

### Agenda

**Tuesday, July 8, 2014**

**7:30 PM**

**De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **July 8, 2014** 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](http://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](http://www.depere.tv).*

Call to order.

1. Roll call.
2. Approval of the minutes of the June 10, 2014 regular meeting of the Finance/Personnel Committee.
3. Consideration of Approval of Police Overtime Report for June
4. Fire Department Overtime Report for the month of June.
5. Recommendation from the Board of Public Works to Repair Dam Liner Repair and Allocate \$30,000 for the Upstream Liner Repair in 2014\*
6. Request to apply for Georgia Pacific Bucket Brigade Grant
7. Approve out of state travel for Park and Recreation Supervisor to attend NRPA Convention.
8. Consider options for renovating or replacing the gazebo at Crevier Commons.
9. Consideration of Municipal Court Prosecutor Proposals\*
10. Consideration of Proposals for Benefit Consulting Services \*

Negotiation

PLEASE TAKE NOTICE, that during discussions on the requests for proposals under both items 9 and 10, the Committee may convene in closed session under Wis. Stats. §19.85 (1)(e) to consider negotiation or negotiation strategies pertaining to said proposals.

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

11. Consideration of WisDOT offer to purchase City property at HWY 57 and Heritage Rd for round-a-bout construction\*

Competitive Business

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

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

12. Consideration of Claim of Kendra Smale and Matt Shuma.\*

Litigation Reasons

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(g), the Committee may convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

13. Public comment and announcements.
14. Future agenda items.
15. 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  
Mark Bartels, Stellflug Law S.C.  
Richard Lubinski, Lubinski, Reed & Klass, S.C.  
Timothy O'Connell, O'Connell Law Office

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

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**MEETING DATE:** July 8, 2014

**DEPARTMENT:** City Attorney

**FROM:** Jeni Dupont

**SUBJECT:** Approval of the minutes of the June 10, 2014 regular meeting of the Finance/Personnel Committee.

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**ATTACHMENTS:**

- June 10, 2014 DRAFT Minutes (DOC)



# Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

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

## Regular Meeting

### Draft Minutes

Tuesday, June 10, 2014

7:30 PM

De Pere City Hall Council Chambers

Call to order.

Mayor Michael Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on June 10, 2014 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

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

Also present City Administrator Lawrence Delo, Police Chief Derek Beiderwieden, Interim Fire Chief Jeff Roemer, Finance Director Joe Zegers, Human Resources Director Shannon Metzler and members of the public.

2. Approval of the minutes of the May 13, 2014 regular meeting of the Finance/Personnel Committee.

|                  |                                          |
|------------------|------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>               |
| <b>MOVER:</b>    | Scott Crevier, Aldersperson              |
| <b>SECONDER:</b> | Michael Donovan, Aldersperson            |
| <b>AYES:</b>     | Crevier, Donovan, Lueck, Rafferty, Walsh |

3. Consideration of Police Overtime for May 2014  
Discussion followed motion with Chief Beiderwieden responding to committee member questions regarding the increase in staffing level.

|                  |                                          |
|------------------|------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>               |
| <b>MOVER:</b>    | Larry Lueck, Aldersperson                |
| <b>SECONDER:</b> | Scott Crevier, Aldersperson              |
| <b>AYES:</b>     | Crevier, Donovan, Lueck, Rafferty, Walsh |

4. Fire Department Overtime Report for the month of May.

|                  |                                          |
|------------------|------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>               |
| <b>MOVER:</b>    | Michael Donovan, Aldersperson            |
| <b>SECONDER:</b> | Michael J. Walsh, Mayor                  |
| <b>AYES:</b>     | Crevier, Donovan, Lueck, Rafferty, Walsh |

5. Presentation of Preliminary Draft of 2013 Audit Management Letter.  
Mike Konecny of Schenck S.C. presented the 2013 draft management communications letter and responded to committee member questions. Upon discussion, Mayor Walsh moved, seconded by Aldersperson Lueck to recommend approval of the letter to the Common Council. Upon vote, motion was approved unanimously.

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>DISCUSSED</b> |
|----------------|------------------|

6. Consideration of new Compensation Policy which includes pay for performance \*  
Agenda Item #6 was addressed out of order after Agenda Item #4.

Human Resources Director Metzler provided an overview of the performance management team and the main components of the new pay for performance plan they put together. Human Resources Director Metzler and team members Chrystal Woller and Carey Danen responded to committee member questions. Discussion followed. Upon discussion, Alderperson Donovan moved, seconded by Mayor Walsh, to:

1. Approve the new compensation policy; and
2. Take an online performance management software contract directly to the next Common Council meeting

Upon vote, motion was approved unanimously.

|                  |                                          |
|------------------|------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>               |
| <b>MOVER:</b>    | Michael Donovan, Alderperson             |
| <b>SECONDER:</b> | Michael J. Walsh, Mayor                  |
| <b>AYES:</b>     | Crevier, Donovan, Lueck, Rafferty, Walsh |

7. Public comment and announcements.

Mayor Walsh encouraged the community to attend the ArtWalk on Friday, June 13, 2014 sponsored by Definitely De Pere.

8. Future agenda items.  
None.

9. Adjournment.

Upon motion by Mayor Walsh, seconded by Alderperson Rafferty, the Finance/Personnel Committee unanimously adjourned at 8:56 p.m.

Respectfully submitted,  
Jennifer Dupont

## City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** July 8, 2014

**DEPARTMENT:** Police

**FROM:** Derek Beiderwieden

**SUBJECT:** Consideration of Approval of Police Overtime Report for June

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Please see attached report for June overtime. 2013 and 2012 overtime report summaries are included for comparison.

Staffing level hours remain high due to two officers from same shift on Family Medical Leave Act sick time.

The Memorial Day parade and Celebrate De Pere events are included in the overtime amount. The parade amounts are not reimbursed, but half of the Celebrate amounts are reimbursed.

June's Miscellaneous of 62.75 hours is comprised of 9.75 hours Patrol 1.5 fraction allotments, 42 hours for the Memorial Day Parade, and 11 hours for SWAT Training/Shoots.

The June Reimbursed Miscellaneous OT of 141.75 is comprised of 53.25 Drug Task Force Investigation hours, and 88.50 OWI Saturation Grant hours.

If you have any questions please contact me at your convenience at 339-4075.

**ATTACHMENTS:**

- 2012 PD OT Summary (PDF)
- 2013 PD OT Report Summary (PDF)
- June 2014 PD OT Report (PDF)

**DE PERE POLICE DEPARTMENT  
OVERTIME BY REASON  
2012**

| REASON                           | JAN*     | FEB**    | MAR***   | APR+     | MAY++    | JUN ^    | JUL #    | AUG ##   | SEPT^^   | OCT^^^   | NOV*+    | DEC*+*   | TOTAL     |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| OFFICER SICK RELIEF              | 111.00   | 69.00    | 49.50    | 59.25    | 89.25    | 36.00    | 87.00    | 57.75    | 70.50    | 46.50    | 81.00    | 55.50    | 812.25    |
| OFFICER WORKED ON HOLIDAY        | 169.75   | 10.00    | 12.00    | 32.50    | 4.00     | 81.00    | 63.75    | 26.50    | 121.00   | 12.00    | 58.00    |          | 590.50    |
| OFFICER FOR COURT                | 15.00    | 18.00    | 6.00     | 20.25    | 7.50     | 14.00    | 9.00     | 15.00    | 25.50    | 6.00     | 10.50    | 9.50     | 156.25    |
| OFFICER TRAINING                 | 31.00    | 13.00    | 40.25    | 120.50   | 50.00    | 50.00    | 8.00     | 107.00   | 13.75    | 70.25    | 73.75    | 29.00    | 606.50    |
| OFFICER RELIEF FOR FUNERAL       |          |          |          |          |          |          | 13.50    |          |          |          |          |          | 13.50     |
| OFFICER ATTEND MEETING           |          | 8.25     |          |          |          |          |          | 15.00    |          |          |          | 1.25     | 24.50     |
| STAFFING LEVEL                   | 133.50   | 79.50    | 23.25    | 53.25    | 136.75   | 162.00   | 189.00   | 243.00   | 192.75   | 183.75   | 252.00   | 73.50    | 1722.25   |
| INVESTIGATION                    | 142.25   | 68.75    | 38.25    | 56.50    | 77.50    | 36.75    | 61.50    | 135.00   | 90.00    | 61.00    | 42.75    | 60.75    | 871.00    |
| HONOR GUARD FOR FUNERAL          |          |          |          |          |          |          |          |          |          |          |          |          | 0.00      |
| SCHOOL LIAISON REIMBURSED        | 31.50    | 43.00    | 56.25    | 27.00    | 31.25    | 25.50    |          | 33.00    | 48.75    | 78.00    | 28.50    | 27.00    | 429.75    |
| COMMUNITY RELATIONS              |          |          |          |          |          |          |          |          |          |          |          |          | 0.00      |
| SPECIAL ASSIGNMENT               |          |          |          |          |          |          |          |          |          |          |          |          | 0.00      |
| SPECIAL ASSIGNMENT REIMBURSED    |          | 11.25    |          | 10.50    | 11.25    | 301.00   | 49.75    | 7.50     | 9.00     | 33.50    | 69.00    | 11.75    | 514.50    |
| MISCELLANEOUS                    | 5.75     | 16.50    | 4.00     | 11.50    | 9.50     | 4.25     | 7.50     | 7.00     | 7.00     | 4.50     | 11.25    | 20.75    | 109.50    |
| MISCELLANEOUS REIMBURSED         | 72.75    | 95.50    | 63.25    | 127.50   | 77.25    | 143.75   | 93.00    | 110.25   | 113.25   | 58.50    | 60.00    | 108.25   | 1123.25   |
| <b>Gross OFFICER OVERTIME</b>    | 712.50   | 432.75   | 292.75   | 518.75   | 494.25   | 854.25   | 582.00   | 757.00   | 691.50   | 554.00   | 686.75   | 397.25   | 6973.75   |
| SUBTOTAL REIMBURSED OVERTIME     | (104.25) | (149.75) | (119.50) | (165.00) | (119.75) | (470.25) | (142.75) | (150.75) | (171.00) | (170.00) | (157.50) | (147.00) | (2067.50) |
| <b>NET OFFICER OVERTIME</b>      | 608.25   | 283.00   | 173.25   | 353.75   | 374.50   | 384.00   | 439.25   | 606.25   | 520.50   | 384.00   | 529.25   | 250.25   | 4906.25   |
| <b>Community Service Officer</b> | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00      |

Total Overtime Budget: \$130,000.00  
Expenditures through 01/03/2013 \$137,720.00  
Percent of Total Budget: 105.94%

**NOTES:**

\* Period 12/24/2011 - 2/3/2012  
\*\*Period 2/4/2012 - 3/2/2012  
\*\*\*Period 3/3/2012 - 3/30/2012

+Period 3/31/2012 - 4/27/2012  
++Period 4/28/2012 - 5/25/2012  
^Period 5/26/2012 - 6/22/2012

#Period 6/23/2012 - 8/3/2012  
##Period 8/04/2012 - 8/31/2012  
^^Period 9/1/2012 - 9/28/2012

^^^Period 9/29/2012 - 10/26/2012  
\*+Period 10/27/2012 - 11/23/2012  
\*+\*Period 11/24/2012 - 12/21/2012

S:MONTHLY/Overtime by reason.xlsx

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

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

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

**NOTES:**

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

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

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

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

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

| REASON                           | JAN*     | FEB**    | MAR***   | APR+     | MAY++    | JUN ^    | JUL # | AUG ## | SEPT^^ | OCT^^^ | NOV*+ | DEC*+* | TOTAL     |
|----------------------------------|----------|----------|----------|----------|----------|----------|-------|--------|--------|--------|-------|--------|-----------|
| OFFICER SICK RELIEF              | 35.25    | 82.50    | 83.25    | 53.25    | 62.25    | 52.50    |       |        |        |        |       |        | 369.00    |
| OFFICER WORKED ON HOLIDAY        | 4.00     | 4.00     | 8.00     | 41.25    | 18.50    | 54.25    |       |        |        |        |       |        | 130.00    |
| OFFICER FOR COURT                | 36.00    | 12.00    | 15.00    | 9.00     | 18.50    | 21.00    |       |        |        |        |       |        | 111.50    |
| OFFICER TRAINING                 |          | 13.00    | 32.25    | 90.50    | 19.75    | 59.75    |       |        |        |        |       |        | 215.25    |
| OFFICER RELIEF FOR FUNERAL       |          |          |          |          |          |          |       |        |        |        |       |        | 0.00      |
| OFFICER ATTEND MEETING           | 40.50    |          | 6.00     | 9.75     | 11.25    |          |       |        |        |        |       |        | 67.50     |
| STAFFING LEVEL                   | 27.75    | 16.50    | 35.50    | 51.75    | 142.00   | 221.25   |       |        |        |        |       |        | 494.75    |
| INVESTIGATION                    | 34.75    | 22.25    | 8.25     | 37.50    | 64.75    | 18.75    |       |        |        |        |       |        | 186.25    |
| HONOR GUARD FOR FUNERAL          |          |          |          |          |          |          |       |        |        |        |       |        | 0.00      |
| SCHOOL LIAISON REIMBURSED        | 24.00    | 49.50    | 21.75    | 34.50    | 24.75    | 32.25    |       |        |        |        |       |        | 186.75    |
| COMMUNITY RELATIONS              |          |          |          |          |          |          |       |        |        |        |       |        | 0.00      |
| SPECIAL ASSIGNMENT               |          |          |          |          |          |          |       |        |        |        |       |        | 0.00      |
| SPECIAL ASSIGNMENT REIMBURSED    |          | 15.00    |          |          | 34.00    | 255.25   |       |        |        |        |       |        | 304.25    |
| MISCELLANEOUS                    | 14.00    | 25.25    | 28.50    | 5.50     | 26.50    | 62.75    |       |        |        |        |       |        | 162.50    |
| MISCELLANEOUS REIMBURSED         | 107.25   | 102.00   | 119.25   | 107.00   | 93.00    | 141.75   |       |        |        |        |       |        | 670.25    |
| <b>Gross OFFICER OVERTIME</b>    | 323.50   | 342.00   | 357.75   | 440.00   | 515.25   | 919.50   | 0.00  | 0.00   | 0.00   | 0.00   | 0.00  | 0.00   | 2898.00   |
| SUBTOTAL REIMBURSED OVERTIME     | (131.25) | (166.50) | (141.00) | (141.50) | (151.75) | (429.25) | 0.00  | 0.00   | 0.00   | 0.00   | 0.00  | 0.00   | (1161.25) |
| <b>NET OFFICER OVERTIME</b>      | 192.25   | 175.50   | 216.75   | 298.50   | 363.50   | 490.25   | 0.00  | 0.00   | 0.00   | 0.00   | 0.00  | 0.00   | 1736.75   |
| <b>SECRETARY OVERTIME</b>        |          |          |          |          |          |          |       |        |        |        |       |        | 0.00      |
|                                  |          |          |          |          |          |          |       |        |        |        |       |        |           |
| <b>Community Service Officer</b> | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00  | 0.00   | 0.00   | 0.00   | 0.00  | 0.00   | 0.00      |

**Total Overtime Budget: \$133,357.00**

**Expenditures through 06/20/2014 \$30,926.10**

**Percent of Total Budget: 23.19%**

**NOTES:**

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

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

#Period

^^Period

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

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

##Period

\*+Period

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

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

^^Period

\*+\*Period

City of De Pere, Wisconsin



**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** July 8, 2014

**DEPARTMENT:** Fire Department

**FROM:** Diane Yashinsky

**SUBJECT:** Fire Department Overtime Report for the month of June.

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**ATTACHMENTS:**

- June (PDF)

**DE PERE FIRE RESCUE**  
**OVERTIME BREAKDOWN BY REASON**  
**FOR THE YEAR OF 2013**

| REASON          | Jan.   | Feb.   | Mar.   | Apr.   | May   | June   | July  | Aug.  | Sept.  | Oct.   | Nov.   | Dec.   | TOTAL   |
|-----------------|--------|--------|--------|--------|-------|--------|-------|-------|--------|--------|--------|--------|---------|
| STBYS/DUTY CREW | 54     | 55.25  | 27     | 33     | 24.25 | 36     | 51    | 90    | 139.5  | 153    | 105.75 | 144.5  | 913.25  |
| EMS TRAINING    | 292.25 | 81     | 93     | 69.75  | 9     | 9.75   | 10.25 | 8.75  | 131.75 | 79.5   | 67.5   | 64.5   | 917     |
| FIRE TRAINING   | 20.5   | 42.25  | 78     | 20.25  | 30    | 4.5    | 9     | 0     | 22     | 7.5    | 26.5   | 19     | 279.5   |
| RESCUE CALLS    | 7.5    | 7      | 5      | 9.5    | 38.5  | 14.75  | 4.75  | 19.5  | 3.5    | 23     | 6.25   | 14     | 153.25  |
| FIRE CALLS      | 2.25   | 3.75   | 9.75   | 1      | 41.25 | 12.5   | 7.75  | 0.75  | 0      | 0.75   | 0      | 3.25   | 83      |
| OFFICER MTGS.   | 9      | 9      | 9      | 21     | 18    | 8.25   | 18    | 24    | 18     | 5.5    | 12     | 4.5    | 156.25  |
| STAFFING REP.   | 0      | 40.5   | 57     | 566.75 | 117   | 317    | 86.25 | 47.25 | 83.75  | 147.75 | 108    | 36     | 1607.25 |
| MAINTENANCE     | 0      | 0      | 0      | 0      | 10.5  | 0      | 8.5   | 0     | 0      | 169.5  | 51.75  | 2.5    | 242.75  |
| PUB. ED.        | 0      | 0      | 0      | 0      | 0     | 0      | 0     | 1.25  | 0      | 73.75  | 6      | 0      | 81      |
| SPECIAL EVENTS  | 0      | 0      | 0      | 0      | 0     | 25     | 0     | 27    | 0      | 0      | 0      | 0      | 52      |
| # FIRE RUNS     | 28     | 31     | 18     | 13     | 42    | 32     | 26    | 28    | 27     | 30     | 25     | 40     | 340     |
| # of EMS RUNS   | 146    | 153    | 160    | 132    | 139   | 143    | 123   | 170   | 142    | 147    | 152    | 152    | 1759    |
| TOTAL HRS.      | 385.5  | 238.75 | 278.75 | 721.25 | 288.5 | 402.75 | 195.5 | 191.5 | 398.5  | 660.25 | 383.75 | 288.25 | 4485.25 |

**OVERTIME BREAKDOWN BY REASON**  
**FOR THE YEAR OF 2014**

| REASON          | Jan.  | Feb.   | Mar.  | Apr.  | May    | June  | July | Aug. | Sept. | Oct. | Nov. | Dec. | TOTAL |
|-----------------|-------|--------|-------|-------|--------|-------|------|------|-------|------|------|------|-------|
| DUTY CREW       | 73.5  | 147    | 98.75 | 48    | 112.5  | 85.25 |      |      |       |      |      |      | 565   |
| EMS TRAINING    | 70.5  | 83     | 81    | 53.5  | 35.5   | 3     |      |      |       |      |      |      | 326.5 |
| FIRE TRAINING   | 11    | 5.5    | 6     | 48.75 | 0      | 8     |      |      |       |      |      |      | 79.25 |
| RESCUE CALLS    | 15.5  | 17     | 3.5   | 8.5   | 15.5   | 0     |      |      |       |      |      |      | 60    |
| FIRE CALLS      | 0     | 0      | 0     | 0     | 0      | 0     |      |      |       |      |      |      | 0     |
| OFFICER MTGS.   | 15    | 16.5   | 18    | 26.25 | 21     | 11.25 |      |      |       |      |      |      | 108   |
| STAFFING REP.   | 0     | 41.25  | 3     | 0     | 6.75   | 51    |      |      |       |      |      |      | 102   |
| MAINTENANCE     | 0     | 3.5    | 0     | 0     | 31     | 23    |      |      |       |      |      |      | 57.5  |
| PUB. ED.        | 0     | 0      | 5.25  | 0     | 0      | 3     |      |      |       |      |      |      | 8.25  |
| SPECIAL EVENTS  | 0     | 20     | 0     | 21    | 36     | 119.5 |      |      |       |      |      |      | 196.5 |
| # FIRE RUNS     | 30    | 31     | 22    | 25    | 30     | 25    |      |      |       |      |      |      | 163   |
| # of EMS RUNS   | 147   | 145    | 136   | 139   | 160    | 174   |      |      |       |      |      |      | 901   |
| DISPATCH ERRORS | 6     | 1      | 3     | 3     | 9      | 1     |      |      |       |      |      |      | 23    |
| TOTAL HRS.      | 185.5 | 333.75 | 215.5 | 206   | 258.25 | 304   | 0    | 0    | 0     | 0    | 0    | 0    | 1500  |

Special Events included in Overtime - Celebrate De Pere

Total Overtime Budget \$97,012 Expenditures through June 20 \$27,928 28.79%

**DE PERE FIRE RESCUE**  
**STANDBY OVERTIME BREAKDOWN BY AREA**  
**FOR THE YEAR OF 2014**

| AREA        | Jan. | Feb. | Mar. | Apr. | May  | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | TOTAL |
|-------------|------|------|------|------|------|------|------|------|-------|------|------|------|-------|
| LEDGEVIEW   | 6.5  | 12   | 16.1 | 6.8  | 14.7 | 7.8  |      |      |       |      |      |      | 63.9  |
| LAWRENCE    | 11.5 | 18   | 11   | 6.5  | 13.3 | 8.8  |      |      |       |      |      |      | 69.1  |
| ASHWAUBENON | 2    | 8    | 2.2  | 3.1  | 8.4  | 2.9  |      |      |       |      |      |      | 26.6  |
| CTY RESCUE  | 0.5  | 1    | 0    | 0    | 0    | 0.9  |      |      |       |      |      |      | 2.4   |
| OTHER       | 0.5  | 1    | 0    | 0    | 0.7  | 0.9  |      |      |       |      |      |      | 3.1   |
| TOTAL HRS.  | 21   | 40   | 29.3 | 16.4 | 37.1 | 21.3 | 0    | 0    | 0     | 0    | 0    | 0    | 150   |

**Incident Type Report (Summary)**  
**From 01/01/14 To 06/30/14**  
**Report Printed On: 07/01/2014**

| Incident Type                                               | Count      | % of Incidents | Est. Property Loss | Est. Content Loss  | Total Est. Loss    | % of Losses   |
|-------------------------------------------------------------|------------|----------------|--------------------|--------------------|--------------------|---------------|
| <b>1 Fire</b>                                               |            |                |                    |                    |                    |               |
| Fire, other (100)                                           | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Building fire (111)                                         | 9          | 1.14%          | \$58,500.00        | \$12,500.00        | \$71,000.00        | 96.19%        |
| Fires in structure other than in a building (112)           | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Cooking fire, confined to container (113)                   | 4          | 0.51%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Mobile property (vehicle) fire, other (130)                 | 1          | 0.13%          | \$800.00           | \$0.00             | \$800.00           | 1.08%         |
| Passenger vehicle fire (131)                                | 2          | 0.25%          | \$1,500.00         | \$300.00           | \$1,800.00         | 2.44%         |
| Outside rubbish, trash or waste fire (151)                  | 2          | 0.25%          | \$10.00            | \$0.00             | \$10.00            | 0.01%         |
| Garbage dump or sanitary landfill fire (152)                | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Dumpster or other outside trash receptacle fire (154)       | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Outside equipment fire (162)                                | 1          | 0.13%          | \$100.00           | \$100.00           | \$200.00           | 0.27%         |
|                                                             | <b>23</b>  | <b>2.93%</b>   | <b>\$60,910.00</b> | <b>\$12,900.00</b> | <b>\$73,810.00</b> | <b>99.99%</b> |
| <b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b> |            |                |                    |                    |                    |               |
| Overpressure rupture, explosion, overheat other (200)       | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Excessive heat, scorch burns with no ignition (251)         | 2          | 0.25%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
|                                                             | <b>3</b>   | <b>0.38%</b>   | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>0.00%</b>  |
| <b>3 Rescue &amp; Emergency Medical Service Incident</b>    |            |                |                    |                    |                    |               |
| Rescue, EMS incident, other (300)                           | 132        | 16.75%         | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Medical assist, assist EMS crew (311)                       | 5          | 0.63%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Emergency medical service, other (320)                      | 49         | 6.22%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| EMS call, excluding vehicle accident with injury (321)      | 394        | 50.00%         | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Motor vehicle accident with injuries (322)                  | 13         | 1.65%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Motor vehicle/pedestrian accident (MV Ped) (323)            | 2          | 0.25%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Motor vehicle accident with no injuries. (324)              | 4          | 0.51%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Extrication of victim(s) from vehicle (352)                 | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Removal of victim(s) from stalled elevator (353)            | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| High-angle rescue (356)                                     | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Ice rescue (362)                                            | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Rescue or EMS standby (381)                                 | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
|                                                             | <b>604</b> | <b>76.66%</b>  | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>0.00%</b>  |
| <b>4 Hazardous Condition (No Fire)</b>                      |            |                |                    |                    |                    |               |
| Combustible/flammable gas/liquid condition, other (410)     | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Gasoline or other flammable liquid spill (411)              | 2          | 0.25%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Gas leak (natural gas or LPG) (412)                         | 2          | 0.25%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Carbon monoxide incident (424)                              | 11         | 1.40%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Electrical wiring/equipment problem, other (440)            | 3          | 0.38%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Overheated motor (442)                                      | 3          | 0.38%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Power line down (444)                                       | 3          | 0.38%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
|                                                             | <b>25</b>  | <b>3.17%</b>   | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>0.00%</b>  |
| <b>5 Service Call</b>                                       |            |                |                    |                    |                    |               |
| Service Call, other (500)                                   | 3          | 0.38%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Person in distress, other (510)                             | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Lock-out (511)                                              | 3          | 0.38%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Water problem, other (520)                                  | 6          | 0.76%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Water or steam leak (522)                                   | 2          | 0.25%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Smoke or odor removal (531)                                 | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Public service assistance, other (550)                      | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Assist police or other governmental agency (551)            | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Public service (553)                                        | 2          | 0.25%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Assist invalid (554)                                        | 12         | 1.52%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
|                                                             | <b>32</b>  | <b>4.06%</b>   | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>0.00%</b>  |
| <b>6 Good Intent Call</b>                                   |            |                |                    |                    |                    |               |
| Good intent call, other (600)                               | 2          | 0.25%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Dispatched and cancelled en route (611)                     | 15         | 1.90%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Wrong location (621)                                        | 14         | 1.78%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| No incident found on arrival at dispatch address (622)      | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Steam, other gas mistaken for smoke, other (650)            | 2          | 0.25%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Smoke scare, odor of smoke (651)                            | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| HazMat release investigation w/no HazMat (671)              | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
|                                                             | <b>36</b>  | <b>4.57%</b>   | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>0.00%</b>  |
| <b>7 False Alarm &amp; False Call</b>                       |            |                |                    |                    |                    |               |
| False alarm or false call, other (700)                      | 12         | 1.52%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Malicious, mischievous false call, other (710)              | 1          | 0.13%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Extinguishing system activation due to malfunction (732)    | 2          | 0.25%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |
| Smoke detector activation due to malfunction (733)          | 2          | 0.25%          | \$0.00             | \$0.00             | \$0.00             | 0.00%         |

Attachment: June (2358 : Fire Department June OT Report.)

|                                                          |            |              |               |                         |                    |              |
|----------------------------------------------------------|------------|--------------|---------------|-------------------------|--------------------|--------------|
| Heat detector activation due to malfunction (734)        | 1          | 0.13%        | \$0.00        | \$0.00                  | \$0.00             | 0.00%        |
| Alarm system sounded due to malfunction (735)            | 7          | 0.89%        | \$0.00        | \$0.00                  | \$0.00             | 0.00%        |
| CO detector activation due to malfunction (736)          | 16         | 2.03%        | \$0.00        | \$0.00                  | \$0.00             | 0.00%        |
| Unintentional transmission of alarm, other (740)         | 4          | 0.51%        | \$0.00        | \$0.00                  | \$0.00             | 0.00%        |
| Smoke detector activation, no fire - unintentional (743) | 7          | 0.89%        | \$0.00        | \$0.00                  | \$0.00             | 0.00%        |
| Alarm system activation, no fire - unintentional (745)   | 9          | 1.14%        | \$0.00        | \$0.00                  | \$0.00             | 0.00%        |
| Carbon monoxide detector activation, no CO (746)         | 2          | 0.25%        | \$0.00        | \$0.00                  | \$0.00             | 0.00%        |
|                                                          | <b>63</b>  | <b>7.99%</b> | <b>\$0.00</b> | <b>\$0.00</b>           | <b>\$0.00</b>      | <b>0.00%</b> |
| <b>9 Special Incident Type</b>                           |            |              |               |                         |                    |              |
| Special type of incident, other (900)                    | 1          | 0.13%        | \$0.00        | \$0.00                  | \$0.00             | 0.00%        |
| Citizen complaint (911)                                  | 1          | 0.13%        | \$0.00        | \$0.00                  | \$0.00             | 0.00%        |
|                                                          | <b>2</b>   | <b>0.26%</b> | <b>\$0.00</b> | <b>\$0.00</b>           | <b>\$0.00</b>      | <b>0.00%</b> |
| <b>Total Incident Count:</b>                             | <b>788</b> |              |               | <b>Total Est. Loss:</b> | <b>\$73,810.00</b> |              |

**DE PERE FIRE RESCUE  
MUTUAL AID REPORT  
JUNE, 2014**

**MUTUAL AID GIVEN**

| <u>RUN #</u> | <u>AGENCY</u>   | <u>TYPE OF CALL</u> |
|--------------|-----------------|---------------------|
| 878          | AUSTIN STRAUBEL | FIRE                |
| 881          | COUNTY RESCUE   | EMS                 |
| 961          | ASHWAUBENON     | FIRE                |
| 990          | GREEN BAY       | FIRE                |
| 1011         | ASHWAUBENON     | EMS                 |
| 1043         | BRILLION RESCUE | EMS                 |

**MUTUAL AID RECEIVED**

| <u>RUN #</u> | <u>AGENCY</u> | <u>TYPE OF CALL</u> |
|--------------|---------------|---------------------|
| 880          | GREEN BAY     | EMS                 |
| 903          | ASHWAUBENON   | EMS                 |
| 981          | GREEN BAY     | EMS                 |
| 1022         | GREEN BAY     | EMS                 |
| 1054         | GREEN BAY     | EMS                 |
| 1055         | COUNTY RESCUE | EMS                 |
| 1071         | GREEN BAY     | EMS                 |

JUNE, 2014

\*OVERTIME CAUSED BY SICK LEAVE

| DATE   | HOURS OF SICK<br>LEAVE | OVERTIME<br>PAID |
|--------|------------------------|------------------|
| 27-May | 7                      | 10.5             |
| 5-Jun  | 3                      | 4.5              |
| 14-Jun | 24                     | 36               |
|        |                        |                  |
|        |                        |                  |
|        |                        |                  |
|        |                        |                  |
| TOTAL  | 34                     | 51               |

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

## DE PERE AMBULANCE VS. EMS BILLING

4.a

|             | DE PERE    | EMS BILLING | DE PERE    | EMS BILLING | DE PERE    | EMS BILLING | DE PERE    | EMS BILLING |
|-------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|
|             | SEPT. '12  | SEPT. '13   | OCT. '12   | OCT. '13    | NOV. '12   | NOV. '13    | DEC. '12   | DEC. '13    |
| CHARGES     | 101,994.00 | 92,266.50   | 103,599.00 | 91,013.50   | 84,739.00  | 70,395.00   | 104,816.00 | 102,556.50  |
| PAYMENTS    | 36,053.51  | 0.00        | 40,424.01  | 19,888.59   | 80,362.45  | 47,268.95   | 58,582.09  | 75,414.29   |
| ADJUSTMENTS | 15,987.12  | 26,098.22   | 23,905.73  | 29,586.08   | 46,990.35  | 24,018.23   | 30,473.85  | 31,739.09   |
| WRITE OFFS  | 5,461.15   | 0.00        | 3,279.06   | 160.00      | 1,796.77   | 4.88        | 3,476.29   | 33.00       |
|             | JAN. '13   | JAN. '14    | FEB. '13   | FEB. '14    | MAR. '13   | MAR. '14    | APR. '13   | APR. '14    |
| CHARGES     | 94,084.00  | 88,627.20   | 106,986.50 | 75,042.91   | 117,303.50 | 100,284.32  | 89,582.00  | 87,748.37   |
| PAYMENTS    | 63,284.89  | 77,460.64   | 57,431.66  | 50,483.50   | 84,595.75  | 44,840.19   | 88,305.27  | 53,295.33   |
| ADJUSTMENTS | 30,495.96  | 31,499.36   | 26,135.63  | 23,106.15   | 45,632.43  | 32,787.11   | 50,304.45  | 29,913.64   |
| WRITE OFFS  | 8,441.31   | 372.50      | 2,567.84   | 0.05        | 3,277.54   | 10.50       | 616.14     | 8.50        |
|             | MAY '13    | MAY '14     | JUNE '13   | JUNE '14    | JULY '14   | JULY '14    | AUG. '14   | AUG. '14    |
| CHARGES     | 92,696.00  | 108,197.93  | 81,726.00  |             |            |             |            |             |
| PAYMENTS    | 47,440.27  | 52,627.52   | 52,844.41  |             |            |             |            |             |
| ADJUSTMENTS | 19,604.93  | 35,436.60   | 30,071.49  |             |            |             |            |             |
| WRITE OFFS  | 5,982.65   | 4.00        | 2,370.96   |             |            |             |            |             |

| Payments to EMS |                   |
|-----------------|-------------------|
| Jan. 2014       | 5422.24           |
| Feb. 2014       | 3533.85           |
| March 2014      | 3138.81           |
| April 2014      | 3730.67           |
| May 2014        | 3683.93           |
| June 2014       | Not available yet |
| Total Paid      | \$19,509.50       |

|      | DP<br>Charges<br>2013 | EMS<br>Charges<br>2014 |
|------|-----------------------|------------------------|
| Jan. | 94,084.00             | 88,627.20              |
| Feb. | 106,986.50            | 75,042.91              |
| Mar. | 101,014.50            | 100,284.32             |
| Apr. | 89,582.00             | 87,748.37              |
| May  | 92,696.00             | 108,197.93             |
| June | 81726                 | ---                    |
|      | 302,085.00            | 263,954.43             |

|       | DP<br>Collections<br>2013 | EMS<br>Collections<br>2014 |
|-------|---------------------------|----------------------------|
| Jan.  | 63,284.89                 | 77,460.64                  |
| Feb.  | 57,431.66                 | 50,483.50                  |
| Mar.  | 84,595.75                 | 44,840.19                  |
| April | 88,305.27                 | 53,295.33                  |
| May   | 47,440.27                 | 52,627.52                  |
| June  | 52,844.41                 | ---                        |
|       | \$205,312.30              | \$172,784.33               |

Attachment: June (2358 : Fire Department June OT Report.)

## City of De Pere, Wisconsin



### Request For Finance/Personnel Committee Action

**MEETING DATE:** July 8, 2014

**DEPARTMENT:** Public Works

**FROM:** Eric Rakers

**SUBJECT:** Recommendation from the Board of Public Works to Repair Dam Liner Repair and Allocate \$30,000 for the Upstream Liner Repair in 2014\*

**Update: The Board of Public Works approved the recommendation to repairing the dam liner and allocate \$30,000 for the upstream liner repair in 2014.**

The City owns a small portion of the dam on the Fox River. The section is located off the end of James

Street and extends to the Fox River Navigational Authority property at the locks. In 2010, the City and Wisconsin Department of Natural Resources (WDNR) completed a field review. Seepage was identified at several points through the dam. City staff began monitoring the seepage depth and upstream elevations of the reservoir. Based on these observations, it was determined that the seepage through the dam decreases as the reservoir depth decreases and actually reaches a point where the main seepage points completely stop.

The City contracted with the Army Corps of Engineers (ACOE) to complete an analysis of the dam to determine the source/location of the leak. The report was completed in July of 2013. ACOE completed a survey and ran several tests to determine the point of the leak. Through the use of a dye test, ACOE identified the location of the leak near the west end of the dam. ACOE is recommending a repair be made to the liner on the upstream side and a seepage filter be constructed on the downstream side.

Last October the City attempted to have the dam liner repaired when the reservoir was lowered by ACOE for the repairs being completed by Expera (formerly Thilmany) on the west side of the river. Unfortunately, the water elevation was not low enough to complete the repair.

City staff removed the riprap over the top of the liner to expose the area in question and placed a blue tarp at the area. This tarp is visible.

The City applied for a grant to repair the dam this year. However, the City is not eligible for a grant because the City does not own the entire dam.

The Wisconsin Department of Natural Resources is requesting that the City repair the upstream liner in 2014 while the plans for the seepage filter are completed.

Staff is recommending that the Board allocate \$30,000 for the upstream liner repair in 2014. Funding was not included in the 2014 budget. The funding will be from TID #7.

## City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

---

**MEETING DATE:** July 8, 2014

**DEPARTMENT:** Fire Department

**FROM:** Jeffrey Roemer

**SUBJECT:** Request to apply for Georgia Pacific Bucket Brigade Grant

---

The Georgia Pacific Bucket Brigade Grant program is accepting applications until June 27, 2014. This grant is available to fire departments covering their facilities for critical fire department equipment needs. The grant is for 100% of requested items and does not include any match and up to \$10,000. I am asking the Councils approval to pursue this grant. We have already submitted the paperwork due to the deadline, but will need Council approval to accept the award if approved. We have submitted for replacement chain and heavy cutting saws.

**ATTACHMENTS:**

- bucket\_brigade\_app\_2014\_gbo (PDF)



## THE GEORGIA-PACIFIC BUCKET BRIGADE 2014 GRANT PROGRAM APPLICATION

**Instructions:** From the menu select File Save As. Name the file. Type information in the light blue areas or print and fill out with pen.

FIRE DEPARTMENT NOMINATED \_\_\_\_\_ of \_\_\_\_\_

**Note: All entries must be received no later than June 27, 2014.**

ALL FIELDS MUST BE COMPLETED

### TO BE FILLED OUT BY GP FACILITY

|                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                     |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|----------|
| GP FACILITY NAME                                                                                                                                                                                                                                                                                                                                                                                                           |  | GP BUSINESS NAME    |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                            |  | BP                  | PKG NACP |
| FACILITY SIZE CATEGORY (Select One Only)                                                                                                                                                                                                                                                                                                                                                                                   |  |                     |          |
| <b>Small:</b> less than 400 employees<br>Small facilities only - grants <b>up to</b> \$5,000 will be funded totally by GP Foundation<br><br><b>Large:</b> more than 400 employees<br>Large facilities only - grants <b>up to</b> \$10,000<br>Mill manager must agree to match GP Foundation Grant (half paid by Foundation / half paid by Facility). Provide Charge Code.<br>GP Charge Code: _____ - _____ - _____ - _____ |  |                     |          |
| GP CONTACT NAME                                                                                                                                                                                                                                                                                                                                                                                                            |  | PHONE NUMBER<br>( ) |          |
| TITLE                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                     |          |

### APPROVAL

**Facility Manager approval required for all applications.**

|                            |            |      |
|----------------------------|------------|------|
| FACILITY MANAGER SIGNATURE | PRINT NAME | DATE |
|                            |            |      |

**DO NOT SUBMIT WITHOUT FACILITY APPROVAL**

### TO BE FILLED OUT BY FIRE DEPARTMENT

#### UNIT INFORMATION

|                                                                                                                                                                      |                   |                                |                                                                                                                                      |                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------|--|
| VOLUNTEER UNIT? (Select One Only)<br>(Will not impact judging - for our records only)                                                                                |                   | FIREFIGHTING UNIT CONTACT NAME |                                                                                                                                      | TELEPHONE NUMBER |  |
| Yes No                                                                                                                                                               |                   |                                |                                                                                                                                      | ( )              |  |
| ADDRESS                                                                                                                                                              |                   |                                | EMAIL                                                                                                                                |                  |  |
|                                                                                                                                                                      |                   |                                |                                                                                                                                      |                  |  |
| CITY                                                                                                                                                                 | STATE OR PROVINCE | COUNTRY                        | ZIP OR POSTAL CODE                                                                                                                   |                  |  |
|                                                                                                                                                                      |                   |                                |                                                                                                                                      |                  |  |
| Please attach a copy of your fire department W9 for accounting purposes.<br>In the event your fire department is not selected for a grant, the W9 will be destroyed. |                   |                                |                                                                                                                                      |                  |  |
| <b>501(c)(3) Status</b><br><b>These questions are for GP internal use only, and will not affect your eligibility for a grant..</b>                                   |                   |                                |                                                                                                                                      |                  |  |
| IS YOUR UNIT A GOVERNMENT OR NON-GOVERNMENT ENTITY?<br>(Select One Only)                                                                                             |                   |                                | IF NON-GOVERNMENT, HAS YOUR DEPARTMENT APPLIED FOR 501(c)(3) STATUS? IF YES, PLEASE ATTACH A COPY OF YOUR CURRENT 501 (c)(3) LETTER. |                  |  |
| Government Non-Government                                                                                                                                            |                   |                                | Yes No                                                                                                                               |                  |  |

**DESCRIPTION OF NEED (Not more than 300 words - attach sheets as needed)**

WHAT MATERIALS / SERVICES ARE NEEDED AND WHY? (Try to be specific as possible)

HOW WILL THE GRANT PROVIDE FOR BASIC NECESSITIES OF FIREFIGHTING THAT WILL MATERIALLY IMPROVE THE EFFECTIVENESS OF THE UNIT AND/OR THE SAFETY OF THE FIREFIGHTERS?

ESTIMATED COST TO MEET NEED (Itemize if appropriate)

HOW WILL THE GRANT INCREASE THE UNIT'S ABILITY TO SERVE THE COMMUNITY?

**COMMUNITY INVOLVEMENT (Not more than 100 words - attach sheets as needed)**

IN WHAT WAYS HAS THE UNIT SERVED THE COMMUNITY? (Use specific actions for general programs including working with schools and/or local organizations.)

HOW LONG HAS THE UNIT BEEN IN OPERATION?

ABOUT HOW MANY PEOPLE/HOUSEHOLDS DOES IT SERVE?

SERVICES PERFORMED

WHAT PERCENTAGE OF YOUR CALL VOLUME IS FIRE RELATED, AND WHAT PERCENTAGE IS EMS RELATED?

Attachment: bucket\_brigade\_app\_2014\_gbo (2346 : Request to apply for Georgia Pacific Bucket Brigade Grant)

**SPECIAL CONSIDERATIONS**

ARE GP EMPLOYEES MEMBERS OF YOUR VOLUNTEER FIREFIGHTING TEAM UNIT? (Select One Only)

Yes

No

IF YES, PROVIDE NAMES

OTHER INFORMATION THAT WILL ADD TO THE JUDGES' UNDERSTANDING OF THE FIREFIGHTERS' NEEDS (Not more than 100 words-attach additional information, if necessary or desired.)

Entry forms and attachments may be in written, typed or printed hard copy. No videos, recordings, computer discs or CDs, please. Photographs, renderings or drawings and images may be attached but will not be returned. Maximum dimensions of submission sheet should be 8.5" x 11" (flat or folded). All materials to be considered must be capable of being photocopied. Please do not include covers or binding.

All materials submitted become the property of Georgia-Pacific LLC.

**Firefighting units must process applications through their local GP facility contact -  
GP Facility Manager approval signature required.**

**Applications due by June 27, 2014**

**Questions?** Email: michael.kawleski@gapac.com

Attachment: bucket\_brigade\_app\_2014\_gbo (2346 : Request to apply for Georgia Pacific Bucket Brigade Grant)

City of De Pere, Wisconsin



**Request For Finance/Personnel Committee Action**

---

**MEETING DATE:** July 8, 2014

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Approve out of state travel for Park and Recreation Supervisor to attend NRPA Convention.

---

**ATTACHMENTS:**

- Finance.out of state (DOC)



# Memorandum

---

To: Finance and Personnel Committee

From: Marty J. Kosobucki, Director of Parks, Recreation and Forestry

Re: Budget Calendar

Date: July 8, 2014

The Annual Congress for the National Recreation and Parks Association this year will be held in Charlotte, North Carolina from Tuesday, October 14<sup>th</sup> through Thursday, October 16<sup>th</sup>.

I am requesting approval for Stephanie Schlag, Parks and Recreation Supervisor, to attend this conference. The program seminars, training sessions, and exhibitors will provide numerous opportunities to learn of the latest instruction, equipment and programs available to continue to provide quality services and programming for the Parks, Recreation and Forestry Department. The 2014 Parks, Recreation and Forestry budget has sufficient monies under the “seminars and conferences” line account to support this conference.

Attachment: Finance.out of state (2359 : Approve out of state travel for Park and Recreation Supervisor to attend NRPA Convention.)

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

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**MEETING DATE:** July 8, 2014

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Consider options for renovating or replacing the gazebo at Crevier Commons.

---

See memo.

**ATTACHMENTS:**

- memo.crevier commons (DOC)
- 14-142 Gazebo Contract (PDF)
- 20140530112730668 (PDF)



# Memorandum

To: Finance/Personnel Committee

From: Marty J. Kosobucki, Director of Parks, Recreation and Forestry

Re: Crevier Commons

Date: July 8, 2014

Staff has been asked to review options for repairing and/or replacing the gazebo in Crevier Commons and provide information to the City leaders. I have summarized the possible options below for your consideration. At this time, there are no funds allocated for this project. Options for funding renovations or repairs to the gazebo would need to come from reserves or propose in the 2015 budget.

**Option 1 – Repair current gazebo by hiring a contractor.**

Staff attempted to get three quotes in repairing the gazebo, however was successful in only getting two. The two bids range from \$5400 to \$10,000. I have included the two bids for your review. In obtaining the bids, we asked contractors to go out and evaluate the condition of the gazebo and recommend repairs.

**Option 2 – Replace current gazebo**

An option for replacing the current gazebo would be to purchase a gazebo kit and have staff handle the demolition and construction of new gazebo. Cost to install a new gazebo would be around \$9,000. This would include the purchase of a gazebo kit, demolition, and concrete work.

**Option 3 – Remove gazebo and replace with decorative concrete and benches.**

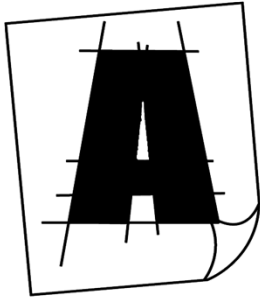
This option would call have City staff remove the gazebo and then have a contractor pour decorative concrete. The anticipated cost of doing this would be around \$3500 which would include decorative concreted, landscaping and 3-4 benches.

**Option 4 – Have City staff conduct repairs to gazebo.**

Although this is an option, staff would not recommend. The gazebo is in need of some extra maintenance that exceeds our professional skillset with our employees.

In reviewing the options, I would recommend the City consider Option 1 or Option 3. Although I do believe our staff could successfully accomplish Option 2 or Option 4, both would be time consuming and take employees away from other tasks.

Attachment: memo.crevier commons (2361 : Consider options for renovating or replacing the gazebo at Crevier Commons.)



# Alliance

## CONSTRUCTION & DESIGN

|     |                            |                            |          |             |           |
|-----|----------------------------|----------------------------|----------|-------------|-----------|
| TO: | Marty Kosobucki            | PHONE:                     | 339-4065 | DATE:       | 6/12/2014 |
|     | City of DePere Parks Dept. | PROJECT NAME AND LOCATION: |          |             |           |
|     | 925 S. Sixth Street        | Crevier Commons Gazebo     |          |             |           |
|     | De Pere, WI 54115          | JOB #                      | 14-192   | SALESPERSON | MVH       |

### PROJECT PROPOSAL

#### GAZEBO REMODEL

#### WE HEREBY AGREE TO PROVIDE THE FOLLOWING:

|                                                                               |  |
|-------------------------------------------------------------------------------|--|
| Replace existing roof sheeting and shingles.                                  |  |
| Replace existing wood decking.                                                |  |
| Replace existing rotten spindles and railing.                                 |  |
| Replace existing fascia boards.                                               |  |
| All exposed fasteners to be non rusting.                                      |  |
| Pressure wash, caulk and paint all exposed wood. (Excluding the deck boards.) |  |
| Dispose of all construction debris.                                           |  |
|                                                                               |  |
|                                                                               |  |
|                                                                               |  |
|                                                                               |  |
|                                                                               |  |
|                                                                               |  |
|                                                                               |  |
|                                                                               |  |
|                                                                               |  |
|                                                                               |  |
| Alternate add -                                                               |  |
| Install composite deck boards in lieu of treated boards - Add \$750.00        |  |

**TOTAL AMOUNT OF PROJECT**

**\$5,400.00**

|                                                                                   |       |              |       |
|-----------------------------------------------------------------------------------|-------|--------------|-------|
|                                                                                   |       |              |       |
| CONTRACTOR SIGNATURE:                                                             | DATE: | ACCEPTED BY: | DATE: |
| 1020 ORLANDO DRIVE - DEPERE, WI 54115 - PHONE (920) 336-3400 - FAX (920) 336-3401 |       |              |       |

Attachment: 14-142 Gazebo Contract (2361 : Consider options for renovating or replacing the gazebo at Crevier Commons.)



3100 Holmgren Way  
Green Bay, WI 54304

Phone: 920/337-6488  
Fax: 920/337-1973  
Email: Build@BestBuiltInc.com

## Proposal for Work and Construction Agreement

May 30, 2014

City of De Pere  
c/o: Marty Kosobucki

Re: Crevier Commons Gazebo Repair

Dear Marty,

We are pleased to submit a price of \$9,983.21 to complete the following work:

### INCLUDED IN BID:

- \*Demo existing rotted wood, roofing and flooring.  
Note: We are removing existing cupala and not replacing.
- \*Replace roofing including new roof sheeting.
- \*New wood railings, fascia and flooring attached with treated screws to prevent rusting.
- \*Painting all wood, new and remaining old to look new including benched.
- \*Waste disposal.
- \*General liability and Workman's compensation insurance only.

### NOT INCLUDED IN BID:

- \*Permits if needed.
- \*Electrical work.
- \*Top row of latus is not being removed or replaced – only repainted.
- \*Builders multiple perils all risk insurance coverage against all losses which are not within the control of Best Built Inc, it's subcontractors or material suppliers.
- \*Any work not specifically listed in the "Included in Bid" section.

### CHANGES:

- \*No changes in the plans and specifications are to be made except upon written order prior to changes being made, signed by Owner and Best Built setting forth a detailed description of the change, additions, and deletions.

**ALLOWANCES:**

\* Allowances provided for in this proposal are subject to adjustments upon the completion of the particular work involved.

**WARRANTY:**

\* Contractor will repair, replace, or correct defects as per Industry Standards as shall become necessary by reason of faulty workmanship or building materials which appear within a period of one (1) year from occupancy or completion, whichever comes first. This applies to Contractor's work and that done by its subcontractors. Where a separate contract exists between the Owner and a particular subcontractor for any phase of construction, Contractor has no responsibility for warranty enforcement. Longer warranties on any equipment will be as per manufacturer's product literature and not Contractor's responsibility. Payment in full must have been received by Contractor for any warranty to be in effect.

**HEADINGS:**

\* It is understood and agreed that the headings are inserted only as a matter of convenience and for reference, and in no way define, limit, or describe the scope or intent of this Agreement, nor in any way affect this Agreement.

**GOVERNING LAW:**

\* This Agreement shall be governed by the laws of the State of Wisconsin.

**MILESTONE PAYMENTS:**

\* The contract price shall be paid in amounts as construction progresses as follows:

- 10% at signing
- Bill remaining at completion

Note: All payments are due net 10 days after receipt of invoice

**Lien Notice:**

Wisconsin State Statutes 779.02 (2) (a): As required by the Wisconsin Construction Lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specification for the construction on owner's land may have lien rights on the owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notice from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

Thank you for the opportunity to quote you on this project. Please feel free to call with any questions you may have.

This quote is subject to withdrawal if not accepted within (30) thirty days.

**ACCEPTANCES:**

ACCEPTED this 30<sup>th</sup> day of  
May \_\_\_\_\_, 2014.

DATED this \_\_\_\_\_ day of  
\_\_\_\_\_, 2014.

BEST BUILT, INC.

By:

  
Shawn Ziesmer

\_\_\_\_\_  
\*Marty Kosobucki

## City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**


---

**MEETING DATE:** July 8, 2014

**DEPARTMENT:** City Attorney

**FROM:** Judith Schmidt-Lehman

**SUBJECT:** Consideration of Municipal Court Prosecutor Proposals\*

---

The City began contracting for municipal prosecution services with Stellpflug Law in 1996. The current contract with Stellpflug Law ends on September 30, 2014. The City's new purchasing policy (adopted December 17, 2013) requires a formal bid/proposal process for professional services at least every five years. This requirement triggered a request for proposal process described below.

The Law Department advertised its request for proposals in the Brown County Bar publication *The Hearsay Exception*, on the State Bar Website Classified section, on the League of Wisconsin Municipality website and in the June 2014 *The Municipality* magazine. Additionally, direct letters soliciting proposals from De Pere law firms and Green Bay area law firms with a known interest in municipal law were sent via US mail.

We received three proposals through this process. Attached is a copy of the Request for Proposal Document and copies of the responses received. Also attached is a tabulation of the proposals received.

I recommend accepting the proposal of Stellpflug Law. They have the depth of qualified attorneys needed with the most competitive hourly rate of the proposals. Additionally, Stellpflug Law has successfully operated as the City's municipal court prosecutor over the past 17 years.

I look forward to discussing this more fully with you at the July 8, 2014 Committee meeting.

**ATTACHMENTS:**

- City Prosecutor RFP (PDF)
- Lubinski, Reed & Klass Proposal (PDF)
- O'Connell Proposal (PDF)
- Stellpflug Proposal (PDF)
- Bid Tab (PDF)

**City of De Pere  
REQUEST FOR PROPOSALS**

**DESCRIPTION:** MUNICIPAL PROSECUTOR – City of De Pere  
Contract to start October 1, 2014

**PROPOSAL  
DUE DATE:** 4:00 PM MONDAY, June 16, 2014

**SUBMIT TO:** Judy Schmidt-Lehman, City Attorney  
[jschmidt-lehman@mail.de-pere.org](mailto:jschmidt-lehman@mail.de-pere.org)

**QUESTIONS:** All questions shall be directed no later than NOON on  
June 10, 2014 to City Attorney, Judy Schmidt-  
Lehman via email at:  
[jschmidt-lehman@mail.de-pere.org](mailto:jschmidt-lehman@mail.de-pere.org)

Responses to all questions received will be posted by  
NOON June, 11, 2014 on the City Attorney  
Department page of the City's website at:  
[www.de-pere.org](http://www.de-pere.org)

*The City of De Pere does not discriminate against persons on the basis of any factor identified in Wis. Stats. §111.321. All qualified applicants are encouraged to submit Proposals.*

CITY OF DE PERE  
REQUEST FOR PROPOSALS  
Contract Prosecutorial Services

De Pere is seeking proposals for Contract City Prosecutor.

**A. Background**

1. De Pere is part of the Joint De Pere – Ledgeview Municipal Court. De Pere has used contracted prosecutorial services for its municipal prosecution duties since 1996.

City Policies require a Request for Proposal process at least every five (5) years. The current prosecutor contract runs through September 30, 2014.

This request **does not** include prosecutorial services for the Town of Ledgeview.

**B. Purpose and Intent of the Request for Proposal (RFP)**

1. The purpose of this RFP is to solicit proposals from qualified and interested individuals and/or firms to provide contract prosecutorial services for the City of De Pere.
2. The City of De Pere is seeking qualified firms and/or individuals to provide all of the necessary contractual services, including office space, office personnel and clerical staff. The City will not provide any office space, however it will provide space during court days to conduct appropriate business.
3. The City Prosecutor shall function entirely as an independent contractor and shall not be considered an official, officer or employee of the City of De Pere.

**C. Terms of the Consultant Services Agreement**

1. The terms of the consultant service agreement will include specific language regarding the provision of services, required insurance, and indemnification, contract continuation and termination clauses, timing of invoicing and payments, and requirements for interaction with City Departments and employees.
2. The De Pere – Ledgeview Joint Municipal Court conducts trials Wednesday evenings at 7:00 PM and on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday every month at 7:00 PM. Pre-trial conferences shall be conducted by the contract prosecutor upon a regular schedule. Currently, pre-trial conferences are held on Wednesday mornings via telephone or by appointment. The proposal must identify the prosecutor's proposed schedule and ability to work and be prepared for that schedule.

3. The City Prosecutor handles prosecution of municipal citations to which a defendant has entered a plea of not guilty. There may also be an occasional parking ticket challenge. The City Prosecutor will have reasonable discretion to settle citations prior to trial in an equitable and consistent manner and as authorized by law. Municipal Court reports the following yearly data regarding not guilty pleas (regardless of disposition):

2011 – 303 not guilty pleas  
 2012 – 239 not guilty pleas  
 2013 – 233 not guilty pleas

The City Prosecutor will also be responsible for providing prosecutor response to defendant appeals of Municipal Court judgments to Brown County Circuit Court unless otherwise determined by the City Attorney.

#### **D. Scope of RFP**

1. All proposals must be in writing and signed by an authorized representative of the submitting individual, group, organization or entity. Proposals must also include the name, address, and telephone number of the contact person.
2. Proposals should demonstrate that the bidder has the technical ability and experience to execute high quality prosecutorial service to the City of De Pere.
3. Proposals must contain the following information:
  - a. A description of the education, training and experience of all individuals involved in the proposal who are anticipated may provide prosecutorial services to the City of De Pere.
  - b. A list of at least three (3) professional references regarding legal services. References that relate to one's ability to provide prosecutorial services are especially important and relevant.
  - c. A statement of willingness and ability to comply with all City and State rules and requirements associated with providing prosecutor services to the City of De Pere.
  - d. A methodology for how the individual or firm will bill the City for its services. The City will entertain proposals that contain either an hourly or flat fee approach. However, the proposed rates must be inclusive of the cost of all paralegal and other clerical support services, travel expenses, conferences, dues and membership to legal professional associations, and the expense of materials utilized in the provision or service.

**E. Proposal Format**

Proposals must be organized to comply with and include the following:

1. Letter of Transmittal. The letter of transmittal should include an introduction of the bidder's firm as well as the name, address, telephone number and email address of the contact person and other representatives dealing with the RFP.
2. Executive Summary. An executive summary shall briefly describe the bidder's approach to the proposal, clearly outline any options or alternatives and indicate if the bidder cannot meet any major requirements. The summary must also highlight the major features of the proposal and identify any pertinent supporting information.
3. Statement of Qualifications. This section should provide information regarding the bidder's qualifications and experience, or those of his/her proposed partner's, relevant to the work to be performed. It should include a firm profile (if appropriate); references of similar contracts or work experience that is relevant to this RFP; and appropriate references, including addresses and phone numbers of individuals, groups or organizations with which the bidder has worked during the past 3-5 years.
4. Insurance. The bidder shall provide documentation that it has professional liability and malpractice insurance coverage through a reputable insurance company at such limits of coverage and deductible/self-insured retention as acceptable to City. The City shall be named as an additional insured under such policy for purposes of the prosecution services provided.
5. Additional information. Any information deemed pertinent to the RFP, but not outlined in the RFP may be included in this section. This section may also include firm brochures or other material.
6. Proprietary Information. Bidders are requested to mark any specific information contained in the proposal that is not to be disclosed to the public or used for purposes other than evaluation of the proposals. Pricing and service elements of the successful proposal will not be considered proprietary. The proposal and all supporting materials supplied will become the property of City of De Pere and will not be returned. Proposals submitted may be reviewed and evaluated by any person at the discretion of the City.

**F. Proposal Submission and Selection Procedures**

1. The City's contact person is Judy Schmidt-Lehman. All questions about the RFP and selection requirements should be directed to her via email at jschmidt-lehman@mail.de-pere.org.

2. Your proposal must be submitted via email to Judy Schmidt-Lehman, City Attorney, at jschmidt-lehman@mail.de-pere.org by 4:00 PM on Monday, June 16, 2014. Proposals submitted via US Mail and/or dropped off in person will not be accepted.
3. Proposals will be evaluated and the bid awarded using the following criteria:
  - a. The demonstrated ability of the bidder to provide the requisite prosecutorial services including the ability to provide the City with sufficient hours each week to complete the job.
  - b. The experience of individual and/or their firm to provide prosecutorial services to include references and qualifications and that all persons proposed to provide prosecutor services in the proposal are members in good standing with the State Bar of Wisconsin.
  - c. The proposed price and terms of the contract that is offered.

Upon completion of its review of all proposals, a determination will be made as to whether interviews will be conducted. If so, the proposals selected for interview will be notified and the interviews will be conducted on Tuesday, June 24, 2014.

The City's Finance/Personnel Committee will review the City Attorney's recommendation on the selected proposal in July 2014. The contract for services will be effective as of October 1, 2014 and may run up to a term of five (5) years.

The City reserves the right to refuse or reject any and all proposals.

**Lubinski, Reed & Klass, S.C.  
LAWYERS**

200 EAST WISCONSIN STREET, P.O. BOX 67  
SEYMOUR, WI 54165-0067

Richard Lubinski  
Robert Lubinski  
Ann Lubinski Reed  
Mary Lubinski Klass  
David C. Van Straten II

AREA CODE (920)  
Seymour 833-2356  
Pulaski 822-3115  
Appleton 735-0834  
Facsimile 833-2358

June 11, 2014

Judy Schmidt-Lehman  
City Attorney, De Pere  
[Jschmidt-lehman@mail.de-pere.org](mailto:Jschmidt-lehman@mail.de-pere.org)

*RE: Request for Proposal- City of De Pere Municipal Prosecutor*

Dear Attorney Schmidt-Lehman,

Please consider this letter and the information that follows, to be a proposal from the firm of Lubinski, Reed and Klass, S.C. for the City of De Pere Municipal Prosecutor contract to begin October 1, 2014. The firm is a general practice firm that has been serving the area with integrity for over 70 years. Throughout the years we have represented many municipalities in many capacities, including as prosecutor. In the information that follows, we will highlight our qualifications and representative clients, as well as our proposed methodology and terms for billing the City for our services.

In the event that our firm is awarded the contract, Attorney David C. Van Straten II will be serving as the main prosecutor and contact person. Attorney Van Straten and the other attorneys that will provide service may be contacted at the address and phone number on the letterhead above. Attorney Van Straten can also be reached via email at [dvanstraten@lubinskilaw.com](mailto:dvanstraten@lubinskilaw.com). The other attorneys that will likely provide service at certain times are Attorney Richard V. Lubinski ([rlubinski@lubinskilaw.com](mailto:rlubinski@lubinskilaw.com)) and Attorney Robert L. Lubinski ([blubinski@lubinskilaw.com](mailto:blubinski@lubinskilaw.com)).

We very much look forward to serving the City of De Pere, and to having further discussions of our qualifications.

Sincerely,



Richard V. Lubinski

June 11, 2014  
Page 2

## EXECUTIVE SUMMARY

Lubinski, Reed & Klass, S.C. intends to serve the City of De Pere as its municipal prosecutor with the attention it deserves by providing quick response to questions or concerns via email or phone, and efficient administration of its cases. While Attorney Van Straten, who resides in the Town of Ledgeview, intends to be available for all of the required times and days, in the event he is unavailable, Attorney Richard Lubinski or Attorney Robert Lubinski will be.

## PROPOSED SCHEDULE

Pre-trial conferences will be held as currently scheduled, Wednesday mornings via telephone, or by appointment. The firm will have no problem being prepared for that schedule, or to be available each week at that time.

## BILLING PROPOSAL

The firm intends to invoice the City of De Pere on a monthly basis. The firm will charge on an hourly basis as follows: \$140 per hour for fiscal year 1 (October 1, 2014 to September 30, 2015), \$145 per hour for fiscal year 2, \$150 per hour for fiscal year 3, \$155 per hour for fiscal year 4 and \$160 per hour for fiscal year 5. There will be a one hour minimum charge for required in-person court appearances.

The hourly rate includes all costs of paralegal and clerical services, travel expenses, conferences, dues and membership to legal professional associations, and the expense of materials utilized. In the event that the firm believes that an extraordinary expense is required or necessary for a prosecution, such expense will be discussed with the City prior to expenditure (i.e. cost for expert testimony not provided free of charge).

## ALTERNATIVES

The firm is open to discussing different invoicing methods per the City's accounts payable preference. The firm would also be willing to discuss a different schedule for pre-trials and trials if it would be more convenient for the City.

## ADDITIONAL INFORMATION

Attached you will find the information relating to the firm and individual attorney's qualifications and experiences as well as information regarding the firm's liability and malpractice insurance. Each of the attorneys has acted as municipal prosecutors in the past. Most recently, Attorney Van Straten was the municipal prosecutor for the City of Seymour from 2008 to 2010. Please also see the firm's website [www.lubinskilaw.com](http://www.lubinskilaw.com) for other general information about the firm.

*June 11, 2014*  
*Page 3*

### STATEMENT OF QUALIFICATIONS

FIRM PROFILE: Lubinski, Reed & Klass, S.C. (see attached)

ATTORNEY QUALIFICATIONS: In addition to the attached resume/bios, the firm has performed work for municipal clients within the past five years as follows:

City of Seymour (prosecutor) 328 N. Main St, Seymour, WI 54165, (920) 833-1025  
Town of Oneida N6593 County Rd H, Oneida, WI 54155 (920) 833-2211  
Town of Seymour N9296 State Rd 55, Seymour, WI 54165 (920) 833-7961  
Town of Angelica W2092 Church Dr, Pulaski, WI 54162 (920) 822-1450

In addition, the firm has conducted work on an occasional as-needed basis for a number of other municipalities in the area.

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Richard V Lubinski Robert J Lubinski Ann M Reed Mary A Klass David C Van Straten II

## Home

**Experienced, Innovative, Practical Attorneys**

For over 70 years, LUBINSKI, REED & KLASS, S.C. has served its clients with integrity. The firm's longevity reflects our commitment to providing excellent counsel to the people of Northeast Wisconsin who have looked to us for help. The firm has a tradition of innovative, professional, and personal service. We have the attorneys, staff, and resources to assist you in a wide range of areas of law including:

- Real Estate
- Small Business Formation
- Probate/Estate Planning
- Family Law/Divorce
- Elder Law
- Personal Injury/Workers Compensation
- Social Security Disability
- Personal and Small Business Income Tax Preparation
- Municipal Law

When you need an experienced attorney who has the ability to look at the whole picture, contact us. We have been here for more than 70 years – helping people.

Call us at **920-833-2356** or fill out our online Intake Form today.

LUBINSKI, REED & KLASS, S.C.  
200 East Wisconsin Street  
Seymour, WI 54165

**920-833-2356** Phone  
**920-833-2358** Fax

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## Firm Overview

LUBINSKI, REED & KLASS, S.C. is a five attorney law firm located midway between Green Bay and Appleton in Seymour, Wisconsin. We consistently serve people from a large geographic area in Northeast Wisconsin including Outagamie, Brown, Shawano, Oconto Counties and beyond.

### COMMITTED

Throughout the firm's 70 plus year history, we have committed to being innovative, practical attorneys providing our clients with prompt, efficient and quality service. Our clients are persons not "files" or "cases." It is this ability to appreciate the individual and provide competent representation that enables us to remain a stable presence in Northeast Wisconsin. We are proud of the fact we have served and continue to serve generations of people and their families.

### EXPERIENCED, INNOVATIVE

With our years of experience, we are able to provide multi-dimensional service to the people who come to us. We apply various areas of the law to your situation to make sure you have the most thorough and personalized solutions. Our knowledge of income tax, contracts, family law, zoning, and estate planning are used to structure real estate sales or purchases. Proper estate planning not only requires skill in drafting documents but also melding retirement planning, family law, real estate, taxation, and elder law. This multi-dimensional service includes litigation and negotiation experience. We believe in thorough and complete representation.

### PRACTICAL

Income taxes and tax credits play an ever increasing role on our lives and affect many decisions we make. We recognize how important it is for you to understand your specific tax situation. Our firm provides income tax preparation services for individuals, families, and small businesses including farms, limited liability companies, corporations, and partnerships. We know the importance of taking the time to explore various tax treatment options, review your return with you, research tax issues, and answer any questions about your return. For us, it is all about service.

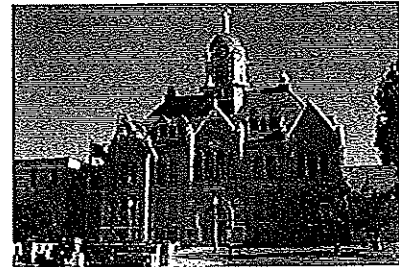
### CONTACT US TODAY

200 East Wisconsin Street

Seymour, WI 54165

Call us at 920-833-2356 or fill out our online Intake Form today.

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## Municipal Law

We have gained experience in unique municipal matters by representing and working with both municipalities and their citizens. Our practice areas include:

- Zoning
- Ordinances
- Land use matters
- Special assessments
- Assistance in obtaining permits
- Property taxes
- Prosecution

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## Richard V. Lubinski

### Areas of Practice

- Estate Planning/Probate
- Real Estate
- Business formation/Partnerships/Corporations/LLCs
- Municipal Law

### Admitted to Practice

- State of Wisconsin
- U.S. District Courts for Eastern and Western Districts of Wisconsin

### Professional Association Memberships

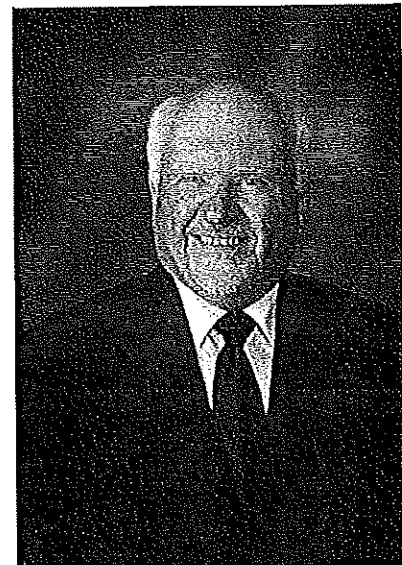
- State Bar of Wisconsin
- Outagamie County Bar Association
- Seymour Chamber of Commerce

### Activities/Achievements

- Past Parish President and Trustee St. John the Baptist Catholic Church
- Past President of the Board of Directors of Good Shepherd Services, Ltd.
- Past President and Past Member of the Board of Directors, Crystal Springs Golf Course
- Youth Coach for softball and basketball
- Retired Captain, U.S. Army Reserve

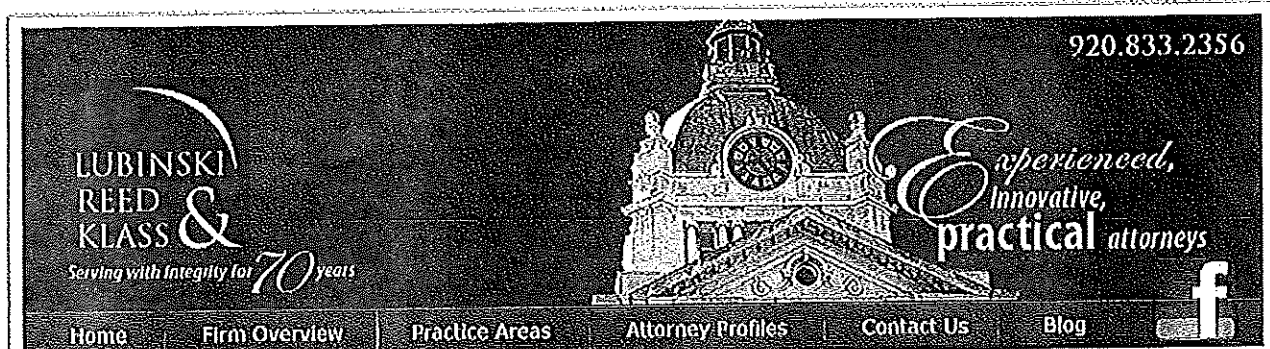
### Education

- Marquette University Law School, J.D. 1971
- St. Norbert College undergraduate studies



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## Robert J. Lubinski

### Areas of Practice

- Real Estate – Commercial, Residential and Farm
- Estate Planning/Probate
- Individual and Fiduciary Income Taxation
- Business and Commercial Law
- Municipal Law

### Admitted to Practice

- State of Wisconsin
- U.S. District Courts for Eastern and Western Districts of Wisconsin

### Professional Association Memberships

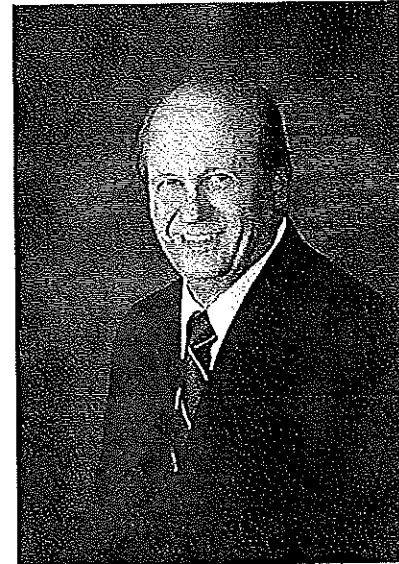
- State Bar of Wisconsin
- Outagamie County Bar Association

### Activities/Achievements

- Past Member St. John the Baptist Catholic Church Council
- Lions Club Member
- Knights of Columbus – Past Grand Knight
- Youth Sports Coach

### Education

- Marquette University Law School, J.D. 1977
- St. Norbert College, B.B.A. 1974



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## David C. Van Straten II

### Areas of Practice

- Real Estate
- Municipal Law
- Estate Planning/Probate
- Individual and Fiduciary Income Taxation
- Family Law/Divorce
- Traffic/Ordinance Violations

### Admitted to Practice

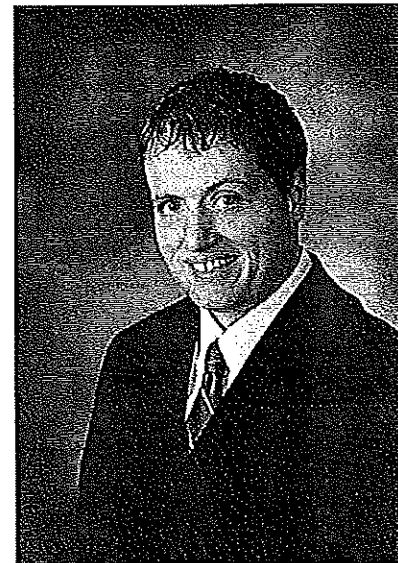
- State of Wisconsin - 2006
- U.S. District Court Eastern District of Wisconsin

### Professional Associations and Memberships

- State Bar of Wisconsin
- Outagamie County Bar Association
- Brown County Bar Association
- Brown County Young Lawyers Association
- President of De Pere Lions Club

### Education

- Creighton University of Law, Omaha, NE, Juris Doctor, 2006; Area of concentration: Business, Taxation, and Commercial Transactions
- University of Wisconsin LaCrosse, B.S. 2003



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## PROFESSIONAL REFERENCES

1. Mr. Peter Ross  
Seymour School District Superintendent  
10 Circle Drive  
Seymour, WI 54165  
Phone: 920-833-2304, Extension 505
2. Clerk  
Town of Oneida  
Mary Olson  
Oneida Town Hall  
N6593 County Road H  
Oneida, WI 54155  
Phone: 920-833-2211
3. Attorney Kenneth Rottier  
Former Mayor of City of Seymour  
W2801 Oakridge  
Appleton, WI 54915  
Phone: 920-423-3366

*June 11, 2014*  
*Page 4*

#### INSURANCE INFORMATION

See attached.

**Wisconsin Lawyers Mutual**  
INSURANCE COMPANY

725 Heartland Trail, Suite 300  
Madison, WI 53717

LAWYERS PROFESSIONAL LIABILITY INSURANCE  
CLAIMS MADE AND REPORTED

Wisconsin Toll Free: 800.373.3839

Office: 608.824.1700

Fax: 608.824.1701

E-mail: [wilmic@wilmic.com](mailto:wilmic@wilmic.com)

Web Site: [www.wilmic.com](http://www.wilmic.com)

Policy No. WIL1404028

**CERTIFICATE OF INSURANCE**

NAMED INSURED:

Lubinski, Reed & Klass, S.C.

ADDRESS OF NAMED INSURED:

200 E. Wisconsin St.  
P.O. Box 67  
Seymour, WI 54165-0067

EXPIRATION DATE:

04/01/2015

LIMIT OF LIABILITY EACH CLAIM:

\$ 1,000,000

LIMIT OF LIABILITY AGGREGATE:

\$ 2,000,000

DEDUCTIBLE:

\$ 10,000 ✓

Applicable to each claim, including Claim Expenses

*June 11, 2014*  
*Page 5*

PROPRIETARY INFORMATION

All information relating to the names and contact information of our clients is confidential and may not be disclosed to third parties.

**Attorney  
at  
Law**

**O'Connell Law Office**

403 South Jefferson St., P. O. Box 1625  
Green Bay, WI 54305-1625

Phone 920-360-1811 (Fax) 920-435-3744  
E-Mail: timothyconnell.law@gmail.com

June 16, 2014

Judy Schmidt-Lehman  
335 S. Broadway  
De Pere, WI 54115

Dear Ms. Schmidt-Lehman:

Enclosed is my proposal for the position of municipal prosecutor. This is in response to the City of De Pere's recent *Request for Proposals* for the municipal prosecutor position beginning October 1, 2014.

Your consideration of my proposal is greatly appreciated.

Sincerely,

  
\_\_\_\_\_  
Timothy O'Connell

Attachment: O'Connell Proposal (2347 : Consideration of Municipal Court Prosecutor Proposals\*)

## Letter of Proposal

Executive Summary. My practice area of criminal law provides a perfect environment for my office to take these cases. First, due to the fact most of the cases are in the criminal appellate field, my schedule is extremely flexible which leaves me plenty of opportunity to take phone calls, schedule appointments, and write letters. In this case, however, I would continue to conduct pretrial conferences every Wednesday morning via telephone or by appointment. Further, being a sole practitioner, I get the opportunity to choose how many cases to take per year; therefore, I can adjust that work to make sure I have allotted enough time to do this work. As for pay, I am excited to do this work and would be willing to work at the rate of \$80 per hour.

Statement of Qualifications. I graduated from Valparaiso Law School in 2007, started my own law firm in 2007, and have been practicing primarily criminal law work ever since. My office in Green bay provides ample office space to schedule appointments if needed. I have taken cases from ordinances all the way to class A felonies, and argued cases from municipal court to the State Supreme Court. In doing so, I have negotiated plea deals for the great majority of the cases, but have also argued and won motion hearings, trials, and appeals. As for references, with their consent, I listed three individuals I represented:

Randy Collins, 3990 Agatha Christie Ave., De Pere, WI 54115; (920) 265 7777 – ordinance  
Jade Zutz, 2420 C , Sycamore St. Apt. 37 Green Bay, WI 54311 (920) 242 0970 - ordinance  
Tom Snider, 1481 Haywood Lane, Sobieski, WI 54171 (920) 822 2822 – criminal; estate planning, family

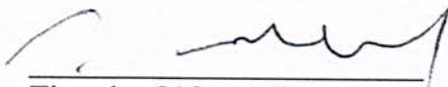
Upon acceptance of this position, I would be more than happy to comply with all City and State rules associated with providing prosecutorial services to the City of De Pere.

Insurance. Attached is document of proof of legal insurance. Upon being awarded this position, counsel will amend to insure the city, and to terms as acceptable to the city.

Additional Information. I am a resident of the city of De Pere.

Proprietary Information. It is requested that this letter of proposal be used solely for the purpose for which it is submitted. Further, any dissemination should not be done without first receiving authorization.

Sincerely,



Timothy O'Connell

**Wisconsin Lawyers Mutual**  
INSURANCE COMPANY



725 Heartland Trail, Suite 300  
Madison, WI 53717

Wisconsin Toll Free: 800.373.3839

Office: 608.824.1700

Fax: 608.824.1701

E-mail: [wilmic@wilmic.com](mailto:wilmic@wilmic.com)

Web Site: [www.wilmic.com](http://www.wilmic.com)

**LAWYERS PROFESSIONAL LIABILITY INSURANCE**  
**CLAIMS MADE AND REPORTED**

Policy No. WIL1406063

**CERTIFICATE OF INSURANCE**

NAMED INSURED:

Timothy Thomas O'Connell

ADDRESS OF NAMED INSURED:

403 S. Jefferson Street  
Green Bay, WI 54301

EXPIRATION DATE:

06/14/2015

LIMIT OF LIABILITY EACH CLAIM:

\$ 100,000

LIMIT OF LIABILITY AGGREGATE:

\$ 300,000

DEDUCTIBLE:

\$ 5,000

Applicable to each claim, including Claim Expenses



Mark A. Bartels  
Terence J. Bouressa  
John P. D'Angelo  
Joseph W. Faulds  
Timothy A. Hawley  
Robert J. Janssen

Michael J. Kirschling  
Lora A. Matzke  
Christina L. Peterson  
Patricia J. Sandoz  
C. David Stellpflug  
Daniel J. Walsh

Mark A. Bartels  
Direct: 920.330.9212  
mbartels@stellpfluglaw.com

June 16, 2014

TRANSMITTED VIA EMAIL – jschmidt-lehman@mail.de-pere.org

Ms. Judy Schmidt-Lehman  
City Attorney  
335 S. Broadway  
De Pere, WI 54115

Re: Legal Services Proposal

Dear Ms. Schmidt-Lehman:

Enclosed please find Stellpflug Law, S.C.'s Response to Request for Proposals for Contract Prosecutorial Services.

Thank you for the opportunity to present this proposal. We have enjoyed the opportunity to work with you in the past. We welcome the opportunity to continue our relationship as municipal prosecutor for the City of De Pere.

Should you have any questions, or require further information, please do not hesitate to contact me at 444 Reid Street, Suite 200, P.O. Box 5637, De Pere, Wisconsin 54115, Telephone Number 920-330-9212 or email address mbartels@stellpfluglaw.com. Thank you again for this opportunity and your consideration.

Very truly yours,

STELLPFLUG LAW, S.C.

By:

Mark A. Bartels

MAB:cmp  
Enc.



**RESPONSE TO REQUEST FOR PROPOSALS FOR  
CONTRACT PROSECUTORIAL SERVICES**

---

**CITY OF DE PERE, WISCONSIN**

**June 16, 2014**

## TABLE OF CONTENTS

|                                      | Page |
|--------------------------------------|------|
| 1. Introduction .....                | 1    |
| 2. Executive Summary .....           | 1    |
| 3. Statement of Qualifications ..... | 2    |
| 4. Proposal for Services .....       | 4    |
| 5. Insurance.....                    | 6    |
| 6. Other Information .....           | 7    |
| 7. Proprietary Information .....     | 7    |
| 8. Conclusion.....                   | 7    |

|                                                  | Exhibit |
|--------------------------------------------------|---------|
| Lora A. Matzke Biography .....                   | A       |
| John P. D'Angelo Biography.....                  | B       |
| Joseph W. Faulds Biography .....                 | C       |
| Professional Liability Policy Declarations ..... | D       |
| List of Municipal Clients .....                  | E       |

**GUIDE TO REQUESTED INFORMATION**

| <b>Requested Information</b> |                                                                                                                                                                         | <b>Section of Proposal</b>     |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 1.                           | Letter of Transmittal                                                                                                                                                   | Accompanies Proposal           |
| 2.                           | Name, address, and telephone number of contact person.                                                                                                                  | Section 1                      |
| 3.                           | Executive Summary                                                                                                                                                       | Section 2                      |
| 4.                           | Statement of Qualifications                                                                                                                                             | Section 3                      |
| 5.                           | Demonstrate that the bidder has the technical ability and experience to execute high quality prosecutorial services to the City                                         | Entire Proposal                |
| 6.                           | A description of the education, training and experience of all individuals involved in the proposal who are anticipated may provide prosecutorial services to the City. | Section 3; Exhibits A, B and C |
| 7.                           | A list of at least three (3) professional references regarding legal services.                                                                                          | Section 3C                     |
| 8.                           | A statement of willingness and ability to comply with all City and State rules and requirements associated with providing prosecutorial services to the City            | Section 4                      |
| 9.                           | Identify the prosecutor's proposed schedule and ability to work and be prepared for that schedule.                                                                      | Section 4                      |
| 10.                          | A methodology for how the individual or firm will bill the City for its services.                                                                                       | Section 4                      |
| 11.                          | Insurance                                                                                                                                                               | Section 5 and Exhibit D        |
| 12.                          | Additional Information                                                                                                                                                  | Section 6 and Exhibit E        |
| 13.                          | Proprietary Information                                                                                                                                                 | Section 7                      |
| 14.                          | Conclusion                                                                                                                                                              | Section 8                      |

## 1. INTRODUCTION

Stellpflug Law, S.C. is pleased to provide this response to the City of De Pere's (the "City") Request For Proposals – Contract Prosecutorial Services (the "Request"). We have addressed below each of the topics outlined in the Request. Please contact Mark A. Bartels at (920) 330-9212 or [mbartels@stellpfluglaw.com](mailto:mbartels@stellpfluglaw.com), with any questions or to obtain additional information. Any mailing should be directed to Mark A. Bartels, Stellpflug Law, S.C., 444 Reid Street, Suite 200, P.O. Box 5637, De Pere, WI 54115-5637.

## 2. EXECUTIVE SUMMARY

Stellpflug Law, S.C., a 12-lawyer firm, with offices in De Pere, Wisconsin, has been one of the leading firms in Brown County for over 80 years. We offer a full-range of legal services to individuals, businesses and municipalities throughout Wisconsin.

Stellpflug Law, S.C. has provided contract prosecutorial services to the City since 1996 and desires to continue to provide those services in a high quality and cost-effective manner. We are willing and able to meet all requirements set forth in the Request.

We propose that Attorney Lora A. Matzke continue as the primary prosecutor for the City. Ms. Matzke has a proven track record of effective prosecution for the City. Attorneys John P. D'Angelo and Joseph W. Faulds will be available to assist Ms. Matzke as necessary. Mr. D'Angelo's criminal defense and circuit court experience give him a unique advantage in prosecuting municipal violations. Attorneys Matzke, D'Angelo and Faulds are all members in good standing of the State Bar of Wisconsin.

Stellpflug Law, S.C. is prepared to provide all of the necessary contractual services, including office space, office personnel and clerical staff, as set forth in the Request. We propose that the City pay Stellpflug Law, S.C. for the services described in the Request on an hourly basis as follows:

| Contract Period | HOURLY RATE |
|-----------------|-------------|
| Year 1          | \$95.00     |
| Year 2          | \$95.00     |
| Year 3          | \$100.00    |
| Year 4          | \$100.00    |
| Year 5          | \$105.00    |

As in our current contract with the City, we are willing to agree to a contract provision that places a maximum limit on our fees. Consistent with past practice, we do propose to bill the City, without mark-up, for direct out-of-pocket costs such as postage, filing fees, witness fees, expert reports, jury fees, and other court costs.

Stellpflug Law, S.C. has enjoyed the privilege of acting as municipal prosecutor for the City since 1996. We welcome the opportunity to continue its relationship with the City in this

capacity and pledge to continue to provide the City with high-quality prosecution services in a cost-effective manner.

### 3. STATEMENT OF QUALIFICATIONS

#### A. FIRM PROFILE

Stellpflug Law, S.C., a 12-lawyer firm, with offices in De Pere, Wisconsin, has been one of the leading firms in Brown County for over 80 years. We offer a full-range of legal services to individuals, businesses and municipalities throughout Wisconsin. The firm has the highest possible rating for competence and ethics from Martindale-Hubbell, the national rating service for attorneys. Additional information about Stellpflug Law, S.C. may be found at [www.stellpfluglaw.com](http://www.stellpfluglaw.com).

At Stellpflug Law, S.C., our mission is to build substantial and enduring relationships with our clients. We strive to serve our clients' interests by providing effective representation and services of the highest quality at a reasonable cost. One of our most distinctive strengths is our ability to align ourselves – our people, our technology, our approach – closely with the needs and preferences of our clients. It is the characteristic of our firm most often cited by our clients as the reason they choose Stellpflug Law, S.C. to handle complex and critically important legal work. Expressed quite simply – we put our clients first. Our mission is the essence of our firm and the manner in which we do business every day.

We have built client relationships that span years – in some cases generations. Our long-term representation of many clients demonstrates that we are good lawyers and good communicators. Our work with local governments facing complex problems, often with limited resources, has taught us to be creative big-picture thinkers and practical problem solvers. We are known for high ethical standards and well-respected by our clients and peers.

Stellpflug Law, S.C. has provided contract prosecutorial services to the City for over 18 years. Our extensive experience in municipal prosecution, together with our common-sense problem-solving approach, offers a strong combination that has served the City well. We have demonstrated success in effectively serving as prosecutor for the City. We have the experience and expertise to effectively continue providing prosecutorial services to the City in a timely and cost-effective manner.

Finally, Stellpflug Law, S.C. is truly a local law firm. Our offices are located in De Pere, just a mile from the City's offices. All of our attorneys live in the Greater Green Bay area or the Fox Valley. They all work out of our offices located at 444 Reid Street, in De Pere. We are committed to making a positive difference in our local community. We invest our time, resources, and talents in our local community through our involvement in civic and community organizations and activities. Living and working in the local area gives our attorneys a shared perspective with City residents and officials that enhances our ability to work effectively with the City.

## **B. ATTORNEYS RESPONSIBLE FOR SERVICES TO THE CITY**

Our experienced team of lawyers will provide the City with the legal resources best suited to the task at hand, and assures that knowledgeable and experienced legal counsel will be available to the City at all times. This "experienced team" approach will allow us to address the City's municipal prosecution legal needs in a prompt and cost-effective manner.

### **1. LORA A. MATZKE**

We propose that Attorney Lora A. Matzke continue to serve as the City's primary municipal prosecutor. Ms. Matzke has served as municipal prosecutor for the City since 1996. In this capacity, she has extensive experience in pretrial conferences, hearings, and municipal trials. She has successfully prosecuted trials for the City in almost every area of municipal ordinance and traffic violations. Ms. Matzke has developed successful and cooperative relationships with the De Pere Municipal Court, De Pere Police Department and the City. She would continue those relationships in future years.

As the City's prosecutor, Ms. Matzke sees her role as an administrator of justice, an advocate for the City, and an officer of the court. She firmly believes that the duty of a prosecutor is to seek justice, not merely convict. Ms. Matzke has a proven track record of success and will continue to exercise sound discretion in the performance of her functions as municipal prosecutor.

Ms. Matzke is a 1995 graduate of Marquette University Law School and has worked at Stellpflug Law, S.C. since her graduation. Her practice is focused primarily on municipal prosecution. Ms. Matzke is a member of the State Bar of Wisconsin and the Brown County Bar Association. She is admitted to practice in the U.S. District Court for the Eastern District of Wisconsin. More information on Ms. Matzke is attached as Exhibit A.

### **2. JOHN P. D'ANGELO**

In keeping with our "experienced team" approach, we propose that Attorney John P. D'Angelo assist Ms. Matzke in performing municipal prosecutorial services for the City. Mr. D'Angelo is experienced in the area of criminal prosecution and defense, as well as general litigation. Mr. D'Angelo has handled City matters appealed to circuit court. Mr. D'Angelo has successfully prosecuted several hearings and trials at this level.

Mr. D'Angelo's private practice is concentrated on criminal defense, traffic and alcohol-related traffic matters. This defense experience gives Mr. D'Angelo a unique perspective in municipal prosecution work. He is knowledgeable in defense tactics and uses that knowledge to anticipate and successively overcome the arguments of defendants and their counsel. He also occasionally serves as special prosecutor for the Town of Suamico.

Mr. D'Angelo is a 2008 graduate of Creighton University Law School and has worked at Stellpflug Law, S.C. since his graduation. His practice focuses on criminal, traffic and family law. Mr. D'Angelo is a member of the State Bar of Wisconsin and the Brown County Bar

Association. He is admitted to practice in the U.S. Districts Courts for the Eastern and Western Districts of Wisconsin and the U.S. Court of Appeals – 7<sup>th</sup> Circuit. Mr. D'Angelo was named a "Wisconsin Rising Star" in 2010-2013 by his peers and through the independent research of Law and Politics, publisher of *Super Lawyers Magazine*. More information on Mr. D'Angelo is attached as Exhibit B.

### 3. JOSEPH P. FAULDS

We anticipate that Ms. Matzke and Mr. D'Angelo will provide most of the services to the City. In the event back up is needed, we propose Attorney Joseph W. Faulds to be an attorney approved by the City to provide municipal prosecution services. Mr. Faulds practice concentrates on general litigation.

Mr. Faulds is a 2013 graduate of Marquette University Law School and has worked at Stellpflug Law, S.C since graduating. He is a member of the State Bar of Wisconsin and the Brown County Bar Association. More information on Mr. Faulds is attached as Exhibit C.

### C. REFERENCES

Listed below are three (3) professional references that relate to the firm's ability to provide prosecutorial services to the City. The City is invited to contact them to discuss our qualifications.

Honorable David J. Matyas  
De Pere-Ledgeview Municipal Judge  
336 Main Avenue.  
De Pere, WI 54115  
Phone: (920) 336-2333

Honorable Marc A. Hammer  
Brown County Circuit Judge  
100 S. Jefferson Street  
Green Bay, WI 54305  
Phone: (920) 448-4118

Ms. Cynthia Vopal  
Assistant Brown County District Attorney  
300 E. Walnut Street  
Green Bay, WI 54305  
Phone: (920) 448-4190

### 4. PROPOSAL FOR SERVICES

We propose to provide contract prosecutorial services to the City as detailed below.

Stellpflug Law, S.C. is prepared to provide all of the necessary contractual services,

including office space, office personnel and clerical staff, as outlined in the Request. As City Prosecutor, Stellpflug Law, S.C. will:

- Competently and efficiently handle prosecution of municipal citations to which a defendant has entered a plea of not guilty.
- Prosecute parking tickets.
- Exercise reasonable discretion to settle citations prior to trial in an equitable and consistent manner and as authorized by law.
- Provide prosecutor responses to defendant appeals of municipal court judgments to Brown County Circuit Court unless otherwise determined by the City Attorney.

Stellpflug Law, S.C. has the demonstrated ability to provide the requisite prosecutorial services including the ability to provide the City with sufficient hours each week to complete the work. We have done so for over 18 years.

We are willing and able to comply with all City and State rules and requirements associated with providing prosecutorial services to the City.

We are prepared and able to meet the current schedule of the De Pere – Ledgeview Joint Municipal Court which conducts trials on Wednesday evenings at 7:00 PM and on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday every month at 7:00 PM. Pre-trial conferences will be conducted on a regular schedule. We proposed maintaining our current schedule of conducting pre-trial conferences on Wednesday mornings via telephone or by appointment.

We are willing to enter into a consultant service agreement that will include specific language regarding the provision of services, required insurance, indemnification, contract continuation and termination clauses, timing of invoicing and payments, and requirements for interaction with City departments and employees. Stellpflug Law, S.C. will function entirely as an independent contractor and shall not be considered an official, officer or employee of the City of De Pere.

All persons proposed to provide prosecutor services in this proposal are members in good standing with the State Bar of Wisconsin.

We propose a five (5) year contract beginning on October 1, 2014 and ending on September 30, 2019. If the City prefers a shorter contract period, we are willing to accommodate a shorter contract term.

Stellpflug Law, S.C. proposes that the City pay Stellpflug Law, S.C. for the services described in the Request on an hourly basis as follows:

| Contract Period | HOURLY RATE |
|-----------------|-------------|
| Year 1          | \$95.00     |
| Year 2          | \$95.00     |
| Year 3          | \$100.00    |
| Year 4          | \$100.00    |
| Year 5          | \$105.00    |

Accordingly, billing statements for legal services will be the product of the hours worked multiplied by the hourly rate. As in our current contract with the City, we are willing to agree to a contract provision that places a maximum limit on our fees.

The above hourly rates are inclusive of the cost of all paralegal and other clerical support services, travel expenses, conferences, dues and membership to legal professional associations, and the expense of materials utilized in the provision of service. We do not bill for long distance telephone calls, word processing or secretarial services.

Consistent with past practice, we do propose to bill the City, without mark-up, for direct out-of-pocket costs such as postage, filing fees, witness fees, expert reports, jury fees, and court costs.

We will provide to the City detailed monthly billing statements that will include the following items:

- Itemize the date of services;
- Identify the attorney performing the services;
- List the time spent for each service or activity by tenths of an hour;
- Provide a detailed description of the services performed;
- State the fees for those services; and
- Itemize all out-of-pocket costs related to the services performed.

We ask that payment be made within thirty (30) days of receipt of a billing statement.

Based on our review of the Request and our own experience, we propose to provide services to the City on an hourly basis. If the City prefers to engage legal counsel on a flat fee or combination/hourly arrangement, however, we are willing to accommodate the City. If requested we could propose a monthly retainer fee for routine prosecution services, with circuit court appeals handled on an hourly basis.

## 5. INSURANCE

Stellpflug Law, S.C. will agree to maintain professional liability and malpractice insurance coverage through a reputable insurance company at such limits of coverage and deductible/self-insured retention as acceptable to the City. The City will be named as an additional insured under such policy for the purposes of the prosecution services provided.

Stellpflug Law, S.C. currently maintains professional liability insurance through Continental Casualty Company. The policy is a Claims Made and Reported policy with limits of

liability (inclusive of Claims Expenses) of \$5,000,000.00 for each claim and \$5,000,000.00 aggregate. The deductible (inclusive of Claims Expenses) is \$10,000.00. A copy of our Professional Liability Policy Declarations is attached as Exhibit D.

## 6. OTHER INFORMATION

Stellpflug Law, S.C. offers a full-range of legal services through its experienced attorneys. The other members of our firm are:

- Mark A. Bartels
- Terence J. Bouressa
- Timothy A. Hawley
- Robert J. Janssen
- Michael J. Kirschling
- Christina L. Peterson
- Patricia J. Sandoz
- C. David Stellpflug
- Daniel J. Walsh

These attorneys have a wide range of experience in all types of legal matters, including municipal law. While not directly involved in delivering prosecution services to the City, these attorneys are available to assist Attorneys Matzke, D'Angelo and Faulds if needed. We encourage a collaborative and cooperative environment that permits our attorneys to access our collective knowledge base to maximize the benefits to our clients. A biography of each of the above attorneys is available on our website at [www.stellpfluglaw.com](http://www.stellpfluglaw.com).

In addition to the City, Stellpflug Law, S.C. has represented a number of municipal governments in a variety of capacities. A list of our municipal clients is attached as Exhibit E.

## 7. PROPRIETARY INFORMATION

This proposal contains no proprietary information. All information submitted in response to the Request may be made available for public inspection according to public records laws of the State of Wisconsin or other applicable public record laws.

## 8. CONCLUSION

Stellpflug Law, S.C. has enjoyed the privilege of acting as municipal prosecutor for the City since 1996. We welcome the opportunity to continue its relationship with the City in this capacity.

We hope the City will agree that Stellpflug Law, S.C. exemplifies the qualities the City is looking for in hiring a municipal prosecutor. While there will be, no doubt, several qualified candidates, we believe it is unlikely that any other applicant can match Stellpflug Law S.C.'s proven skill, experience, judgment, depth, goodwill and value.

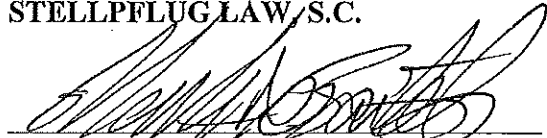
Stellpflug Law, S.C. has a proven track record of understanding how to build and maintain enduring client relationships. A successful attorney-client relationship is built upon trust, which in turn is based upon knowledge, experience, good communication, understanding and rapport. To put it simply, we are knowledgeable attorneys with whom you have worked comfortably for over 18 years and developed a bond of trust. We pledge to continue to provide the City with high-quality prosecution services in a cost-effective manner.

Thank you for the opportunity to present this proposal to the City.

Respectively submitted, this 16<sup>th</sup> day of June, 2014.

STELLPFLUG LAW, S.C.

By:



Mark A. Bartels, President of the Firm

**EXHIBIT A**  
**BIOGRAPHY OF LORA A. MATZKE**

## Lora A. Matzke

Associate

*De Pere*

ph: 920.336.5766

fx: 920.336.5769

Direct Line: 920.330.9228

Email: lmatzke@stellpfluglaw.com



### Practice Areas

- Municipal Prosecution & Litigation

### Professional Activities

- State Bar of Wisconsin – Member
- Brown County Bar Association – Member
- Admitted to Eastern District Federal Court, 1996
- Special Prosecutor – City of De Pere (1996 - present)

### Community Involvement

- Ledgeview Redevelopment Authority
- Scholarships Incorporated
- De Pere Volleyball Booster Club – Member
- De Pere Soccer Booster Club – Member
- Notre Dame Key Club – Volunteer
- Management Women, Inc. – Past Member
- Brown County Women's Bar Association – Past Member
- Notre Dame Middle School Volleyball Coach

### Education

- J. D., Marquette University Law School
- Undergraduate, University of Wisconsin-Oshkosh, with honors

### Biography

- Lora joined Stellpflug Law, S.C. in July 1995 after graduating from Marquette University Law School. Her primary focus is municipal prosecution. Lora has served as Special Prosecutor for the City of De Pere since 1996. She has extensive experience in pretrial conferences, hearings, and municipal trials. Lora has successfully prosecuted trials in almost every area of municipal ordinance and traffic violations.
- Lora practices as an administrator of justice, an advocate for the City, and an officer of the court. She believes that the duty of a prosecutor is to seek justice, not merely convict. Lora works closely with the De Pere – Ledgeview Municipal Judge, City Attorney and the De Pere Police Department. Her goal is to improve the safety and quality of life for the residents of De Pere.

**EXHIBIT B**  
**BIOGRAPHY OF JOHN P. D'ANGELO**

## John P. D'Angelo

Shareholder

*De Pere*

ph: 920.336.5766

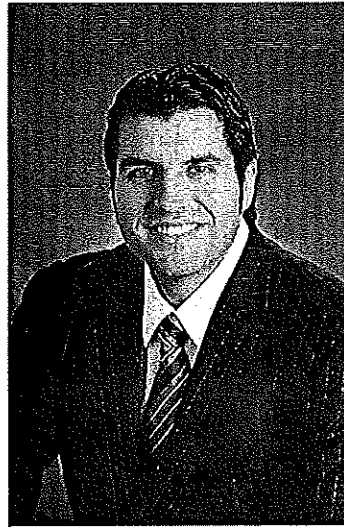
fx: 920.336.5769

Direct Line: 920.330.9217

Email: [jdangelo@stellipfluglaw.com](mailto:jdangelo@stellipfluglaw.com)

Paralegal

Colleen Hamacher



### Practice Areas

- Criminal Law
  - Misdemeanor & Felonies
  - State & Federal
- Divorce
- DNR Violations
- Landlord/Tenant Law
- Litigation & Trials
- Divorce & Family Law
  - Post Judgment
  - Pre-Marital Agreement
  - Restraining Orders
- Traffic/Drunk Driving

### Professional Activities

- State Bar of Wisconsin – Member
- Brown County Bar Association – Member
- Brown County Young Lawyers Association – Past Member
- Admitted in Eastern & Western District Federal Court, 2005
- Admitted in United States Court of Appeals Seventh Circuit, 2005
- Wisconsin Association of Criminal Defense Lawyer
- Apartment Association of Northeast Wisconsin – Past Member

### Community Involvement

- Leadership Green Bay – Class of 2006
- Green Bay Children's Museum – Board Member

### Education

- J.D., Creighton University Law School, cum laude
- Undergraduate, Creighton University, cum laude

### Published Articles/Lectures/Presentations

- Operating While Intoxicated Law Changes – LawClips November 2010

### Awards/Distinctions

- 2010 & 2011 Named a "Wisconsin Rising Star" by his peers and through the independent research of Law and Politics, publisher of Super Lawyers Magazine

## Biography

- John joined Stellpflug Law, S.C. in October of 2004 after graduating with honors from Creighton University School of Law. He moved to the Green Bay area with his wife and began a legal career with at Stellpflug Law, S.C. John's focus is in the Criminal Defense and Family Law practice areas. Since 2004 he has successfully defended clients in all aspects of criminal law, from simple traffic violations to Operating While Intoxicated. John also has achieved reaching "not guilty" verdicts in multiple jury trials dealing with complex criminal misdemeanor and felony crimes. In the summer of 2010, John had the unique opportunity to argue before the Federal 7th Circuit Court of Appeals defending his client against allegations of tax fraud.
- John has been successful providing guidance to his clients during their time of need in Family Law issues. He provides legal services for divorces as well as defending restraining orders. During the most trying times in a persons' life, John strives to make each client feel important and provide a level of personal service that will comfort them through this difficult period.
- It is John's personal goal to provide his clients with quality representation with a personal level of service no matter what type of legal issue. From a simple traffic to complex criminal and family law litigation, all of his clients receive the same level of service throughout the representation.

## Representative Clients

- Persons accused of criminal allegations, both state and federal
- Persons accused of a crime, misdemeanor or felony
- Persons seeking or defending against restraining orders
- Persons dealing with divorce, post judgment or placement issues
- Landlord contracts, evictions, money judgments
- Persons cited for traffic violations or OWI
- Persons cited for DNR violations in need of defense

**EXHIBIT C**  
**BIOGRAPHY OF JOSEPH W. FAULDS**

## Joseph W. Faulds

Associate

*De Pere*

ph: 920.336.5766

fx: 920.336.5769

Direct Line: 920.330.9229

Email: JFaulds@stellpfluglaw.com

Assistant: Cindy Summers



### Practice Areas

- Litigation & Trials
- Criminal & Traffic
- Personal Injury
- Business & Corporate
- Landlord Tenant
- Insurance Law

### Professional Activities

- State Bar of Wisconsin – Member
- Brown County Bar Association - Member
- Brown County Young Lawyers Association - Member

### Community Involvement

- Business Network Inc.
- Green Bay Young Professionals

### Education

- J.D. Marquette University Law School
- Marquette University Moot Court Member
- Undergraduate, Ripon College, magna cum laude

### Legal Experience

- Wisconsin Supreme Court – Judicial Intern to Honorable Chief Justice Shirley Abrahamson - 2011
- Milwaukee City Attorney's Office – Civil Litigation Division Intern - 2012
- Milwaukee County Circuit Court Civil Division – Judicial Intern to the Honorable Judge Timothy Witkowiak - 2013

### Other

- City of De Pere Parks & Recreation Department – 2012
- Ripon College Varsity Football – earned first all-conference in the Midwest Conference

**EXHIBIT D**  
**PROFESSIONAL LIABILITY POLICY DECLARATIONS**



## LAWYERS PROFESSIONAL LIABILITY POLICY DECLARATIONS

|                          |                       |                                    |                                                                                                                             |
|--------------------------|-----------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <u>Agency:</u><br>747953 | <u>Branch:</u><br>912 | <u>Policy Number:</u><br>287262909 | Insurance is provided by Continental Casualty Company,<br>333 S. Wabash Ave, Chicago IL 60604<br>A Stock Insurance Company. |
|--------------------------|-----------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|

**1. NAMED INSURED AND ADDRESS:**

Stellpflug Law, SC  
444 Reid Street, Suite 200  
P.O. Box 5637  
De Pere, WI 54115

**NOTICE TO POLICYHOLDERS:**

This is a Claims Made and Reported policy. It applies only to those claims that are both first made against the insured and reported in writing to the Company during the policy period. Please review the policy carefully and discuss this coverage with your insurance agent or broker.

**2. POLICY PERIOD:**

Inception: 07/01/2013

Expiration: 07/01/2014

at 12:01 A.M. Standard Time at the address shown above

**3. LIMITS OF LIABILITY:***Inclusive of Claims Expenses*

Each Claim: \$5,000,000

Aggregate: \$5,000,000

Death or Disability and Non-Practicing  
Extended Reporting Period Limit of Liability:

Each Claim: \$1,000,000

Aggregate: \$2,000,000

**4. DEDUCTIBLES:***Inclusive of Claims Expenses*

Aggregate: \$10,000

**5. POLICY PREMIUM:**

Annual Premium:

Total Amount:

*Includes CNA Risk Control Credit of**Includes Net Protect Premium; see coverage endorsement if applicable.***6. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION:**

G-118011-A (Ed. 12/2011), G-118012-A (Ed. 03/1999), G-118014-A (Ed. 12/2011), G-118016-A (Ed. 12/2011), G-118024-A (Ed. 04/2008), G-118039-A48 (Ed. 05/2008), G-118063-A48 (Ed. 05/2008), G-145184-A (Ed. 06/2003)

**7. WHO TO CONTACT:**

To report a claim:  
CNA Specialty Claim  
P.O. Box 8317 Chicago, IL 60680-8317  
Email: LPLNewClaims@cna.com  
Fax: 866-419-6308 / Online: www.cna.com/claims  
Lawyers Claim Reporting Questions: 800-540-0762

Authorized Representative

06/19/2013

Date

**EXHIBIT E**  
**LIST OF MUNICIPAL CLIENTS**

**EXHIBIT E**  
**LIST OF MUNICIPAL CLIENTS**

City of De Pere  
Ms. Judy Schmidt-Lehman  
335 S. Broadway  
De Pere, WI 54115

Town of Ledgeview  
Ms. Sarah K. Burdette, Town Clerk/Administrator  
3700 Dickinson Road  
De Pere, WI 54115  
Phone: (920) 336-3360, Ext. 108

Village of Suamico  
Mr. Corey Kimps  
1281 Velp Avenue  
Suamico, WI 54313  
Phone: (920) 593-2646

Town of Menominee  
Mr. Ron Corn  
P.O. Box 279  
Keshena, WI 54135  
Phone: (715) 799-3012

County of Menominee  
Mr. Ron Corn  
P.O. Box 279  
Keshena, WI 54135  
Phone: (715) 799-3012

Town of Mountain  
Ms. Lynn Kauzlaric, Clerk/Treasurer  
13503 Weller Road  
P.O. Box 95  
Mountain, WI 54149  
Phone: (715) 276-6474

Town of Lakewood  
Ms. Joanne Roy, Chairperson  
P.O. Box 83  
Lakewood, WI 54138  
Phone: (715) 276-6224

Town of Goodman  
Mr. William Stankevich  
W16212 South Shore Drive  
P.O. Box 388  
Goodman, WI 54125  
Phone: (715) 336-2806

## MUNICIPAL PROSECUTOR PROPOSAL TABULATION

| HOURLY RATE            | 2014     | 2015                            | 2016     | 2017     | 2018     |
|------------------------|----------|---------------------------------|----------|----------|----------|
| Lubinski, Reed & Klass | \$140.00 | \$145.00                        | \$150.00 | \$155.00 | \$160.00 |
| O'Connell Law Office   | \$80.00  | Subsequent years not identified |          |          |          |
| Stellpflug Law         | \$95.00  | \$95.00                         | \$100.00 | \$100.00 | \$105.00 |

| MUNICIPAL PROSECUTION EXPERIENCE |                                                                                 |
|----------------------------------|---------------------------------------------------------------------------------|
| Lubinski, Reed & Klass           | Primary and secondary attorneys with municipal ordinance prosecution experience |
| O'Connell Law Office             | Solo practitioner with municipal ordinance defense experience                   |
| Stellpflug Law                   | Primary and secondary attorneys with municipal ordinance prosecution experience |

## City of De Pere, Wisconsin



### Request For Finance/Personnel Committee Action

**MEETING DATE:** July 8, 2014

**DEPARTMENT:** Human Resources

**FROM:** Shannon Metzler

**SUBJECT:** Consideration of Proposals for Benefit Consulting Services \*

For the past number of years we have been contracting with McClone Insurance Group for benefit consulting services and using Jeff Prickette as our Insurance Consultant.

A Benefit Consultant provides assistance related to the design, implementation, maintenance, communication, and improvement of the City's insurance and benefit programs. They provide assistance in helping manage the self-funded medical plan, Medicare supplement plan, self-funded dental plan, life insurance, long term disability, employee assistance program (EAP), flexible spending account, COBRA, wellness program, 457 deferred compensation, health reimbursement account, and health advocacy program.

For example, the types of services they provide assistance with include:

- Assisting with compliance of federal and state laws and regulations related to employee benefits
- Representing the City in all negotiations with vendors related to premium costs, benefit levels, plan design, administrative fees, administrative services, vendor renewal terms, etc.
- Analyzing appropriate types of stop-loss insurance
- Making recommendations regarding plan design
- Preparing bid specifications and soliciting proposals from insurance markets and evaluating bids and making recommendations

We recently went out for request for proposals for benefit consulting services. We received five responses. After interviewing and conducting references on two companies, I recommend hiring M3 Insurance. M3 is consistently ranked in the top 1% of insurance brokers nationwide. They have five Wisconsin offices, including one in Green Bay. They have a wonderful track record and work with a number of self-funded public sector entities.

Cindy Van Asten would be our assigned Account Executive/Insurance Consultant servicing our account. Cindy works out of the Green Bay Office and services a number of public sector entities, including the City of Green Bay, Brown County, and the Green Bay School District. Cindy comes highly recommended.

M3 would charge \$32,000 per year to service our account with a 3% increase annually. That fee was the average rate of the RFP responses we received. The fee for a benefit consultant is paid for out of the health fund. Below is a listing of the companies that responded to the RFP and their fee for service.

- Associated Financial Group \$24,000
- Horton Group \$30,000
- Hays \$37,500
- Benefit Services Group \$54,000

A copy of the contract will be submitted to the City Council if approved.

If you have any questions prior to the meeting, please feel free to contact me at 339-4045.

Thank you.

## City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** July 8, 2014

**DEPARTMENT:** City Attorney

**FROM:** Judith Schmidt-Lehman

**SUBJECT:** Consideration of WisDOT offer to purchase City property at HWY 57 and Heritage Rd for round-a-bout construction\*

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

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**MEETING DATE:** July 8, 2014

**DEPARTMENT:** City Attorney

**FROM:** Judith Schmidt-Lehman

**SUBJECT:** Consideration of Claim of Kendra Smale and Matt Shuma.\*

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