



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Agenda

Tuesday, June 14, 2022

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **June 14, 2022 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

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

OR

You can also dial in using your phone.

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

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

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.iqm2.com/>.

Call to Order

1. Roll Call
2. Approval of the Minutes of the May 10, 2022, Regular Meeting of the Finance/Personnel Committee.
3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f) DPMC
4. Consideration and Possible Action on the May 2022 Police Overtime Report.
5. Consideration and possible action on the Fire Department Overtime and LifeQuest Services Monthly Reports for May, 2022.
6. Consideration and possible action on request from the Chief of Police to authorize expenditure of \$10,800 from \$56,000 Wisconsin Grant Allocation to purchase ALPR Cameras and Wi-Fi enabled video cameras. *
7. Consideration and possible action on request from the Chief of Police to authorize expenditure of \$38,800 from unassigned reserves to purchase patrol rifles. *
8. Consideration and Possible Action on Creating an Ordinance Related to Trespassing on Municipal Parking Facilities.*
9. Notification of Discontinuation of Health Assessments
10. Consideration and possible action on MSA Professional Services, Inc. Proposal for Community Development Block Grant Eligibility Determination for Street Improvement Projects*
11. Consideration and possible action for approval of preliminary 2022 borrowing.*

12. Review and possible action on City of De Pere Investments and Cash Detail report for April 2022.
13. Discussion Regarding the Future Funding of the Downtown Facade Grant Program
14. Staff Presentation and Discussion for Tax Increment Financing (TIF) Overview
15. Future agenda items.
16. Consideration and possible action on claim for tax refund filed by Sheila McCarron - Parcel #ED-124-N-44 (1327 Ridgeway Blvd).*

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.

17. Discussion and Possible Action on Hiring Outside Counsel to Assist with Police Department Reorganization.*

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.

Adjournment

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

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

Agenda Sent To:

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the May 10, 2022, Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- May 10, 2022 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Draft Minutes

Tuesday, May 10, 2022

7:30 PM

Council Chambers and Virtual

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

Attendee Name	Title	Status	Arrived
Devin Perock	Aldersperson	Present	
Pamela Gantz	Aldersperson	Present	
James Boyd	Mayor	Present	
Amy Chandik Kunding	Aldersperson	Present	
John Quigley	Aldersperson	Present	

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Assistant City Attorney Kristen Johnson, Aldersperson Jonathan Hansen, Finance Director-Treasurer Joe Zegers, Fire Chief Alan Matzke, Assistant Fire Chief Jack Mlnarik, Public Works Director Scott Thoresen, Development Services Director Daniel Lindstrom and members of the public.

Remote: Police Chief Jeremy Muraski and Aldersperson Shana Ledvina.

2. Election of the Vice Chair.

The Mayor requested nominations for Vice Chair. Aldersperson Perock nominated Aldersperson Quigley, seconded by Aldersperson Chandik Kunding. No additional nominations were presented.

Upon unanimous vote, in the absence of the Mayor, Aldersperson Quigley shall serve as Vice Chair of this Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Aldersperson
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

3. Approval of the Minutes of the April 12, 2022, Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

4. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f) DPMC

None.

5. Fire Department Overtime and LifeQuest Services Billing Reports for April, 2022.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

6. Consideration and Possible Action on the April 2022 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

7. Discussion and Possible Action on Agreement with Brycer LLC Regarding Requiring Fire Prevention Compliance Reporting Electronically. *

Chief Matzke introduced Assistant Chief Mlnarik to the Committee, as he did the research on this project, and it has been on the radar for some time. Presently, fire protection systems are inspected by third parties and tagged for the Fire Department to mandate repairs, which is substantial paperwork and follow-up. Brycer provides a cloud-based system for tracking maintenance records, coordinates vendors for service work and sends notifications to property owners, all at no cost to the City. Vendor companies are provided more service work as a result of the program and administrative efforts of the department will be reduced. Mayor Boyd commended the department for advancing this item. Alderperson Chandik Kunding asked about access to data, to which the Chief advised the department would have permanent access to records.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

8. Consideration of Health and Fire Departments participation in Wisconsin Department of Health Services Mobile Integrated Health for COVID and Stroke.*

Chief Matzke advised that this item is in partnership with the Health Department for a "Mobile Integrated Health" (MIH) program to bolster the current "Stay at Home Assistance" (SHA) program to reduce the burden of 911 calls and serve as a resource when an ambulance response is not necessary. The MIH will provide opportunity to serve residents who are living independently but not utilizing available programs because they are fearful, and as a result losing independence. The MIH for COVID and Stroke directly aligns with the SHA that has been in operation for the past several years but has not gained momentum. This grant opportunity comes to the Fire Department through the Wisconsin Department of Health Services (DHS) due to the department's accreditation with the Coverdell Stroke Program. DHS is encouraging partnerships with EMS providers and healthcare facilities affiliated with Coverdell to give notification of the MIH upon patient discharge; Aurora has committed as the department's healthcare participant. This is a way for the program to advance at no cost to residents; the grant will reimburse \$300 for each visit, estimated at 60 visits per year from last year's data.

In response to Alderperson Quigley, Chief Matzke explained that any extra resources will go back into City funds, and the communication piece will be shared in the packet of information received when patients meet with discharge planners upon release and

advised that EMS will contact them within 36 hours of discharge. This DHS grant will only apply to referrals from Aurora, but the Chief believes this allows the opportunity to quantify success, and he would love to see all health systems participate. In response to Alderperson Gantz, the Chief advised that a patient could change his or her mind even after they've agreed to accept the services; there is no contract with patients. Lea Taylor would be making the calls on behalf of the department.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

9. 2021 Annual Report Video for the Fire Department.

Chief Matzke presented the mandated annual report for the Fire Department, which was prepared by Video Production Specialist, Justine Braun. The report will be available on the City's website and social media platforms. Mayor Boyd indicated it was very well done.

Administrator Delo added that this report is the pilot example for other departments to do something similar in an effort to make the annual reports more innovative, interactive and accessible. Other departments will be offered an opportunity to create an annual report.

RESULT:	NO ACTION
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10. Consideration and acceptance of donation from Kay Distributing and Definitely De Pere to purchase ballistic plates for Fire Department.*

Chief Matzke advised the Committee that ballistic gear for the firefighters was purchased years ago and has expired. This \$5,000 donation is very timely toward replacement, and the remainder needed (\$3,700) is being requested from the department's donation account. Mayor Boyd indicated this is a generous donation from Kay Distributing. In response to Alderperson Perock, Chief Matzke is not sure why the gear has an expiration; however, it is ceramic and is used during training. Administrator Delo added that police equipment has an expiration also.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

11. Request from Police Department to Participate in Brown County Speed Task Force 2022.*

Chief Muraski advised the Committee that this grant does have a soft match, which does not require funding; it can be matched in the form of administrative time, including efforts of the dedicated Traffic Enforcement Officer.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

12. Consideration and Possible Action on Acceptance of \$5,000 donation from Kay Distributing to Police for use with the K-9 Unit*

Upon further discussion following the Motion, Chief Muraski indicated that Kay Distributing also approached the Police Department, as it did Fire, to offer financial help with a need. It is preferred to have this donation placed in the K-9 fund as Kurt is at an older age for a police dog, and the funds are anticipated to be used toward the purchase of Kurt's replacement and necessary training.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

13. Consideration and possible action on funding \$600,000 for City share for Sections 2 & 3 of the South Bridge Connector Project*

Public Works Director Scott Thoresen advised the Committee that the County Planning Department received funding for the design phase of Sections 2 and 3 for the Southern Bridge project. Brown County approved allocating \$600,000 toward these phases, and the City needs to match that amount. The City's share of \$600,000 is proposed to be bonded from TIDs #8, #11, #12 and #15. The commitment of funding will be pursuant to an intergovernmental agreement, with the stretch from the interchange to Lawrence Drive being the City's share. The Mayor confirmed that this is part of the \$5,000,000 presented from Senator Baldwin.

In response to Alderperson Chandik Kunding's question on how many additional phases are anticipated and what the ask might be to the City for those sections in order to plan accordingly, PWD Thoresen advised that this request is for Sections 2 and 3 happening now, and that the project is working toward the east, with Phase 4 being from Highway 57 to PP and Phase 5 from PP to GV; however, those sections have no funding commitment at this time, but the Department of Transportation has committed to the interchange for 2024 or 2025. Administrator Delo added that this commitment is just for design funding; there is no commitment for construction funding, with the hopes for obtaining money from the federal government. He believes the County's project does have a commitment to fund construction of the interchange, and this approval is now committing to the design phase for Sections 2 and 3. The project must move incrementally forward, otherwise it stalls. In addition, when funding does come through for construction, it will then be shovel ready. Mayor Boyd added that Brown County is the lead on this project.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

14. Discussion Regarding the Downtown Parking Study and Parking Study Implementation.

Development Services Director Lindstrom shared an overview presentation regarding the Downtown Parking Study findings. Walker Consultants completed their work within the designated study area under five objective points listed in the memo located in the agenda packet. Walker's data collection for parking counts found that parking is not reaching occupancies as high as it could and pressure points change throughout the day; there is more surface parking on the east side versus the west side; the City has a walk tolerance problem; and loading zones are impacted by parking. A peer review was conducted using the communities of Marquette, Michigan, Stevens Point, Wisconsin and Norfield, Minnesota;

Public Engagement steps revealed inconsistent signage for short term and long-term parking in the same lots, a need to improve parking efficiency and a need to plan for future change. The staff engagement information is found in the agenda packet. The needs found during the study are detailed in the report, including informing the public on how to use the public parking. There is a great base and improvements can be realized by using the data at hand. Walker Consultants will amend the report when development of the former Shopko and Front Street sites move forward. Another recommendation is to have parking studies completed with new projects. DSD Lindstrom also indicated that more detailed information on the Parking Study can be found in the Plan Commission Meeting Minutes (April 2022), where the report was more thoroughly reviewed.

Mayor Boyd indicated that he has attend other meetings where the parking study has been reviewed, so his questions have already been answered. In response to Alderperson Chandik Kundinger, DSD Lindstrom advised that the second phase of this project would direct how to educate the public and to transition any changes, including the communication pieces. The report does contain a draft scope of services for next steps and suggested action items. Administrator Delo added that building owners and business who agree with the concepts, will champion the changes when the time comes and help promote what is decided to happen.

Mayor Boyd and DSD Lindstrom agreed that there are hurdles and changes needed. DSD Lindstrom added that there are opportunities to realize cost savings with future projects as a joint effort, with structured parking, such as having the City potentially be part of the parking for the Shopko redevelopment.

In response to Alderperson Gantz's question as to whether residents were surveyed, DSD Lindstrom explained that the survey results can be found in the report; there was a community survey and an open house. There is no proposal for the Shopko site as of yet. Administrator Delo added that on the business side, Definitely De Pere partnered on communication and efforts for promoting the study.

Funding for the next steps could come from TIDs and may also be a budget discussion at some point.

RESULT:	DISCUSSED
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15. Consideration and Possible Action on Request of City Attorney for Authority to Retain Outside Municipal Prosecution Services on a Short Term Basis*

City Attorney Judith Schmidt-Lehman advised the Committee that this request will assist with the transition of current Assistant City Attorney, Kristen Johnson, into the City

Attorney role. Outside counsel services are requested for two to three months for municipal prosecution duties. These responsibilities can be easily partitioned from the assistant position due to evening court, and a law firm from Kaukauna is willing to serve as outside counsel as it performs this specific work. The City Attorney budget does have \$5,000 allocated for outside legal services, with three months of services being just over that amount. Mayor Boyd indicated his support of this approach.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

16. Discussion and Possible Action on City's Request for Proposals to Hire Noise Consultant

Assistant City Attorney Kristen Johnson advised that this item was recently before this Committee to discuss hiring a noise consultant, ongoing noise complaints and the City's outdated noise ordinance. The Committee directed sending out a Request for Proposals to noise consultants, but no responses were received. She then called some companies and did receive three responses last week. The memo in the agenda packet attempts to summarize the pros and cons of each response. Staff recommends pursuing Avant Acoustics, and although the proposal is slightly higher, it does include a noise survey and site visit. This item has not been budgeted, so a funding source would also need to be designated. The Mayor indicated he preferred to wait for the Zoning Code in order to mirror changes. In response to Alderperson Quigley, ACA Johnson advised that funding could be added to next year's budget, but it could be difficult to find someone interested in doing this work with the passage of time and the project could move a little faster if it could be addressed now, rather than waiting until later this year or the conclusion of the Zoning Code rewrite.

Mayor Boyd made a Motion to refer this item back to staff for further discussion and hold off until the Zoning Code is complete; Alderperson Quigley seconded the Motion to send this item back to staff and indicated that he is comfortable with Avant, so long as the language in the Code ultimately addresses the concerns of residents.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	John Quigley, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

17. Consideration & Possible Action of Renewal of Johnson Controls Access Control System Agreement*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

18. Consideration and Possible Action on Request of Alderperson Hansen to Adopt a Formal Process for Proposals for use of the American Rescue Plan Act (ARPA) Funds.*

Alderperson Hansen presented his proposal to the Committee to create a formal process for use of the \$2.6 million the City is receiving as part of the American Rescue Plan Act (ARPA). Other municipalities are earmarking funds for projects, and he suggests

creating parameters on how to proceed and to initiate discussion for soliciting submission of ideas. Ald. Hansen would like elected officials and staff to present proposals for use of the funds and is asking this Committee to consider a time window for staff, department heads and elected officials to make submissions, along with their supporting justification, similar to the budget preparation process, but separate from the annual budget. A separate resolution could be approved for the funded items and amendments can be made along the way. Another option would be to handle the ARPA designation as part of the "special meeting/budget study session" to tie into next year's budget; the Mayor could review proposals and choose which to include in the draft budget. Ald. Hansen suggested the Committee come up with a timeline to solicit ideas and flesh out how to pursue the process, whether as a separate track or part of next year's budget process.

Aldersperson Chandik Kunding indicated that her first thought is to handle it separately and have this process occur after the budget session to allow consideration of things that might not make the regular budget and allow for a different perspective. The budget process is a lot on its own. She added that the submission process should have defined criteria across the board to fairly compare requests. Mayor Boyd added that he would like to see what department heads would propose.

Administrator Delo indicated the Committee could proceed as it wishes, but that using separate sheets is a good idea since department heads are used to that approach. The Stadium Tax allocation did have to be done by resolution, but these funds have more flexibility. The funds have already been designated as a revenue loss, so it is now necessary to meet timelines and use the money appropriately; funds must be designated by 2024 and expended by the end of 2026.

Aldersperson Quigley supported keeping the process separate from the budget to better inform public. Ald. Hansen liked the idea of a separate track to eliminate temptation to fill the budget and that funding should be for one-off expenses. Administrator Delo added that submissions should be for unique items that are not recurring; it is preferred to have submissions run concurrently with the budget process, so that department heads submit projects for the budget and for ARPA funds at the same time to streamline the process.

Aldersperson Chandik Kunding made a Motion to have the ARPA funding allocated as a separate process, following the annual budget process, to include a formalized process similar to that for capital projects, with recommendations from both elected officials and department heads, which was seconded by Mayor Boyd.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Aldersperson
SECONDER:	James Boyd, Mayor
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

19. Review and possible action on City of De Pere Investments and Cash Detail report for March 2022.

Finance Director Joe Zegers presented the report for March 2022. The City has a total of \$34.6 million in cash and investments, with balances of \$1.2 million in the general checking, \$1.9 for health checking and \$80,000 in the dental checking. For investment accounts, the Local Government Investment Pool is at \$8.5 million and the Money

Market account has a balance of \$11.6 million; these accounts will be evaluated as to which may perform better moving forward. The Associated account has a balance of \$4.9 million and Schwab is at \$6.2 million, with market depreciation of \$137,000 for Associated and \$119,000 for Schwab. He added that market value loss is not a real cash loss as to the debt instrument. Interest rates are going up and borrowing rates are increasing as well; a CD was just purchased today at a rate of 3%, so rates are flipping.

Mayor Boyd made a Motion to receive the report and place it on file, seconded by Alderperson Chandik Kunding.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

20. Future agenda items.

None.

21. Adjournment.

Mayor Boyd made a Motion to Adjourn at 9:07 PM, seconded by Alderperson Chandik Kunding. Motion carried by unanimous vote.

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

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Consideration and Possible Action on the May 2022 Police Overtime Report.

The overtime (OT) report covers the month of May 2022. May overtime was significantly higher than May of 2021 and May of 2020. This was due to the Celebrate De Pere event happening in the City again after an absence of two years as well as the department holding 3 significant training events in the Month of May.

Officer Sick Relief OT consisted of 3.75 hours.

Staffing Level OT accounted for 153.5 hours. This is due in large part to the number of officers who were attending training during the month and whose shifts had to be backfilled.

I have updated the new trend chart to help visualize trends.

ATTACHMENTS:

- 2020 PD OT Summary (PDF)
- 2021 PD OT Report Summary (PDF)
- May 2022 PD OT Report (PDF)
- Trend Charts (XLSX)

**DEPARTMENT OF POLICE
OVERTIME BY REASON
2020**

REASON	JAN *	FEB **	MAR ***	APR +	MAY ++	JUN ^	JUL #	AUG ##	SEPT ^^	OCT ^^^	NOV **	DEC ***	TOTAL
OFFICER SICKLEAF	90.75	25.50	18.00		10.25	6.50	0.00	20.00	27.50	42.25	61.50	60.00	362.25
OFFICER WORKED ON HOLIDAY	92.75	12.00	12.00	25.75	48.50	8.00	69.25	4.00	108.00	18.00	53.50	96.75	548.50
OFFICER FOR COURT	60.00	4.00	7.00	5.00		3.00	8.00	5.50	7.75	4.00	4.00	2.00	110.25
OFFICER TRAINING	38.50	119.75	56.00	20.00		146.00	104.25	48.25	78.50	142.50	97.00	39.00	889.75
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTENDING		2.00	2.00								1.50	4.50	10.00
STAFFING LEVEL	285.50	107.25	99.00	54.25	42.50	154.50	225.25	279.00	243.50	304.25	94.75	142.75	2032.50
INVESTIGATION	22.50	7.50	32.25	28.25	36.25	25.50	70.75	43.25	74.25	57.25	32.50	32.50	462.75
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	27.75	29.25	13.75					14.00	14.25	16.00	8.00	33.75	156.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED	4.50	14.00								3.25	55.00		76.75
WARRANTS	15.25	14.25	24.75	5.75	48.00	58.00	2.00	5.75	12.75	27.00	11.00		224.50
WARRANTS REIMBURSED	11.50	42.25	18.50	12.25	5.75	4.00	31.50	4.00	18.75	11.00	5.75	20.75	186.00
GROSS OVERTIME	649.00	377.75	283.25	151.25	191.25	405.50	511.00	423.75	585.25	625.50	424.50	432.00	5060.00
SUBTOTAL REIMBURSED OVERTIME	(43.75)	(85.50)	(32.25)	(12.25)	(5.75)	(4.00)	(31.50)	(18.00)	(33.00)	(30.25)	(68.75)	(54.50)	(419.50)
NET OVERTIME	605.25	292.25	251.00	139.00	185.50	401.50	479.50	405.75	552.25	595.25	355.75	377.50	4640.50

TOTAL OVERTIME BUDGET : \$ 175,000.00

EXPENDITURES THROUGH 12/31/2020 \$ 236,439.64

PERCENT OF TOTAL BUDGET : 135%

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

Additional notes

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

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2021**

REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	24.75	11.50	21.50	39.50	11.50		21.25	15.25	3.00	16.00		37.75	202.00
OFFICER WORKED ON HOLIDAY	94.00	16.50		30.00	66.00	4.00	61.00	20.00	117.25		61.50	114.25	584.50
OFFICER FOR COURT	2.75	4.00	16.00	10.00	2.00	14.00	9.00	18.00	12.25	8.00	10.00	6.00	112.00
OFFICER TRAINING	73.00	71.25	82.50	33.25	128.25	55.25	26.75	45.50	131.50	110.50	130.25	28.25	916.25
OFFICER RELIEF FOR FUNERAL			6.75										6.75
OFFICER ATTEND MEETING		7.75		1.00	15.50	7.75	11.25	13.50			7.75		64.50
STAFFING LEVEL	144.25	96.50	124.50	124.25	275.00	256.50	265.00	229.25	137.50	124.75	88.00	167.00	2032.50
INVESTIGATION	68.50	52.50	47.00	28.50	49.75	50.25	64.75	68.25	47.75	52.00	37.75	26.00	593.00
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	28.75	21.25	11.75	42.50	25.50	22.25		18.00	63.75	82.50	9.50	26.00	351.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT	34.50			2.00	60.00								96.50
SPECIAL ASSIGNMENT REIMBURSED							2.00	20.50	6.00	18.00	26.50		73.00
MISCELLANEOUS	11.25	5.25	1.00	8.75	3.25	35.50		5.50	14.25	15.00	19.00	12.00	130.75
MISCELLANEOUS REIMBURSED			21.50	26.25	19.50	1.00		33.50	16.25	11.75	11.25	35.00	176.00
GROSS OFFICER OVERTIME	481.75	286.50	332.50	346.00	656.25	446.50	461.00	487.25	549.50	438.50	401.50	452.25	5339.50
SUBTOTAL REIMBURSED OVERTIME	(28.75)	(21.25)	(33.25)	(68.75)	(45.00)	(23.25)	(2.00)	(72.00)	(86.00)	(112.25)	(47.25)	(61.00)	(600.75)
NET OFFICER OVERTIME	453.00	265.25	299.25	277.25	611.25	423.25	459.00	415.25	463.50	326.25	354.25	391.25	4738.75

*TOTAL OVERTIME BUDGET: \$ 175,000.00

EXPENDITURES THROUGH 12/31/2021 \$ 202,559.08

PERCENT OF TOTAL BUDGET: 116%

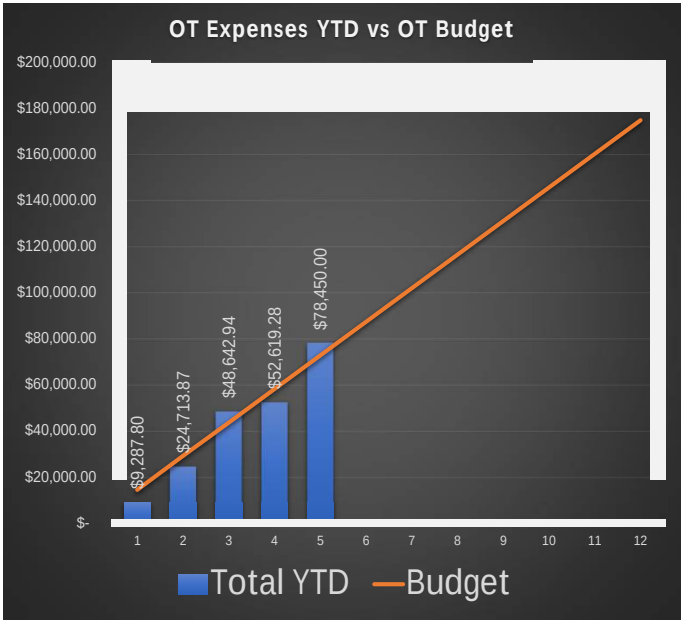
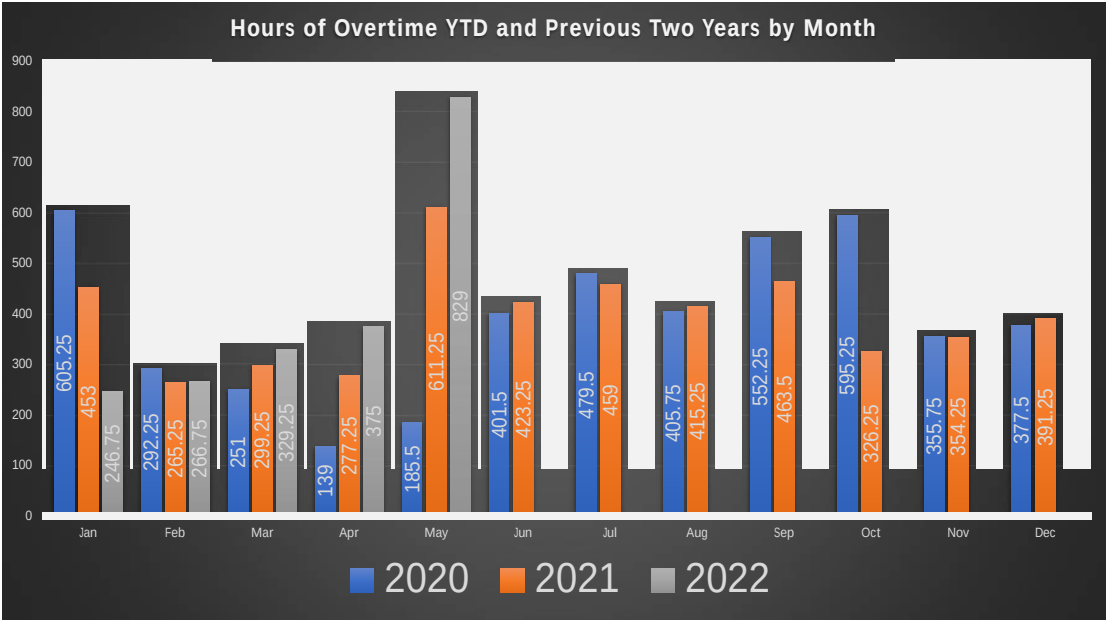
**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2022**

REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	29.25	18.75	40.50	5.50	3.75								97.75
OFFICER WORKED ON HOLIDAY	58.25	9.75	8.00	34.75	81.25								192.00
OFFICER FOR COURT	8.00	12.50	23.00	10.00	12.00								65.50
OFFICER TRAINING	63.25	32.50	53.75	113.00	384.00								646.50
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING		21.25	2.75		6.00								30.00
STAFFING LEVEL	55.50	126.50	149.25	152.25	153.50								637.00
INVESTIGATION	31.00	34.25	38.50	44.75	69.75								218.25
HONOR GUARD FOR FUNERAL				2.00	1.50								3.50
SCHOOL LIAISON REIMBURSED	26.25	49.50	20.50	18.00	25.00								139.25
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT					104.00								104.00
SPECIAL ASSIGNMENT REIMBURSED		9.75		2.25	81.00								93.00
MISCELLANEOUS	1.50	11.25	13.50	12.75	13.25								52.25
MISCELLANEOUS REIMBURSED	23.25	57.25	37.50	31.75	29.00								178.75
GROSS OFFICER OVERTIME	296.25	383.25	387.25	427.00	964.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2457.75
SUBTOTAL REIMBURSED OVERTIME	(49.50)	(116.50)	(58.00)	(52.00)	(135.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(411.00)
NET OFFICER OVERTIME	246.75	266.75	329.25	375.00	829.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2046.75

TOTAL OVERTIME BUDGET: \$ 175,000.00
EXPENDITURES THROUGH 06/03/2022 \$ 78,450.00
PERCENT OF TOTAL BUDGET: 45%

PD Overtime Trends Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Yearly Hours	Total Yearly Expend	Total OT Budget
2020	605.25	292.25	251	139	185.5	401.5	479.5	405.75	552.25	595.25	355.75	377.5	4640.5	\$ 236,436.94	\$ 175,000.00
2021	453	265.25	299.25	277.25	611.25	423.25	459	415.25	463.5	326.25	354.25	391.25	4738.75	\$ 202,559.08	\$ 175,000.00
2022	246.75	266.75	329.25	375	829								2046.75	\$ 48,642.94	\$ 175,000.00
Total YTD	\$ 9,287.80	\$ 24,713.87	\$ 48,642.94	\$ 52,619.28	\$ 78,450.00										
% of Budget	5%	14%	28%	30%	45%										
Budget	\$ 14,583.33	\$ 29,166.66	\$ 43,749.99	\$ 58,333.32	\$ 72,916.65	\$ 87,499.98	\$ 102,083.31	\$ 116,666.64	\$ 131,249.97	\$ 145,833.30	\$ 160,416.63	\$ 174,999.96			





City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consideration and possible action on the Fire Department Overtime and LifeQuest Services Monthly Reports for May, 2022.

ATTACHMENTS:

- FIRE DEPT OT REPORT_MAY 2022(PDF)

DE PERE FIRE RESCUEOVERTIME BREAKDOWN BY REASON FOR THE YEAR 2021

REASON	Jan.*	Feb.**	Mar.***	Apr.+	May++	June+++	July^	Aug.^	Sept.^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	33.00	33.00	45.00	48.75	54.00	22.50	78.00	75.00	60.25	33.00	6.00	54.00	542.50
EMS TRAINING	81.25	108.50	123.50	67.00	8.75	25.50	0.00	0.00	94.00	143.25	104.00	113.25	869.00
FIRE TRAINING	0.00	0.00	64.75	4.50	16.25	45.00	6.00	53.00	67.50	51.50	12.75	21.50	342.75
RESCUE CALLS	1.25	17.00	6.00	1.75	5.50	7.50	5.25	4.50	6.00	6.00	7.00	3.00	70.75
FIRE CALLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.50	0.00	4.00	0.00	9.50
MEETINGS	4.50	24.00	58.00	35.50	24.00	0.00	0.00	0.75	108.00	0.00	1.50	6.75	263.00
STAFFING REP.	36.00	62.25	36.00	36.00	141.75	0.00	580.25	500.50	409.50	213.00	673.75	315.75	3,004.75
MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.50	0.00	0.00	0.00	3.50
PUB. ED.	12.25	0.00	1.50	4.50	0.00	12.25	3.50	0.00	9.00	12.75	1.50	0.00	57.25
SPECIAL EVENTS	5.50	70.50	146.75	102.25	68.50	82.25	15.00	55.25	31.25	47.75	53.25	34.50	712.75
# FIRE RUNS	33	24	30	42	21	41	32	41	21	26	23	23	357
# EMS RUNS	195	174	208	177	230	232	235	247	252	230	227	257	2,664
DISPATCH ERRORS	5	4	2	3	1	3	2	6	1	4	2	5	38
TOTAL HRS.	173.75	315.25	481.50	300.25	318.75	195.00	688.00	689.00	794.50	507.25	863.75	548.75	5,875.75

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through January 4, 2022, \$114,710, 104%

*Period: 12/26/2020-1/22/2021 +Period: 4/03/2021-4/30/2021 ^Period: 6/26/21-07/23/21 #Period: 10/2/21-10/29/21
 **Period: 1/23/2021-2/19/2021 ++Period: 5/1/2021-5/28/2021 ^^Period: 7/24/21-8/20/21 ##Period: 10/30/21-11/26/21
 ***Period: 2/20/2021-4/02/2021 +++Period: 5/29/2021-6/25/21 ^^^Period: 8/21/21-10/1/21 ###Period: 11/27/21-12/24/21

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2022

REASON	Jan.*	Feb.**	Mar.***	Apr.+	May++	June+++	July^	Aug.^	Sept.^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	66.75	29.75	15.00	36.00	24.00								171.50
EMS TRAINING	162.75	193.00	146.50	120.25	52.25								674.75
FIRE TRAINING	50.00	7.75	59.25	70.00	78.75								265.75
RESCUE CALLS	11.25	12.75	18.25	14.00	1.25								57.50
FIRE CALLS	0.00	2.00	4.50	0.00	17.50								24.00
MEETINGS	5.00	21.50	15.75	3.00	29.00								74.25
STAFFING REP.	232.50	139.75	387.50	180.00	89.75								1,029.50
MAINTENANCE	0.00	0.00	0.50	0.00	0.00								0.50
PUB. ED.	0.00	5.50	0.00	0.00	0.00								5.50
SPECIAL EVENTS	11.00	17.00	10.25	24.50	14.25								77.00
# FIRE RUNS	35	31	35	22	38								161
# EMS RUNS	252	199	252	205	241								1,149
DISPATCH ERRORS	3	1	1	1	4								10
TOTAL HRS.	539.25	429.00	657.50	447.75	306.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,380.25

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through June 1, 2022, \$56,073, 51%

*Period: 12/24/21-01/21/22 +Period: 04/02/22-04/29/22 ^Period: #Period:
 **Period: 01/22/22-02/18/22 ++Period: 04/30/22-05/27/22 ^^Period: ##Period:
 ***Period: 02/18/22-04/01/22 +++Period: ^^^Period: ###Period:

**DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
MAY, 2022**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
5/3/22	2	3
5/10/22	3.25	5
5/14/22	26.5	39.75
5/22/22	24	36
TOTAL	55.75	83.75

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



DE PERE FIRE RESCUE

STRUCTURAL FIRE "STILL" ALARMS FOR MAY, 2022

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
5/2/2022	1415 Lawrence Drive	Water or steam leak	BC111, E121	Investigate, shut down system	N/A
5/2/2022	1501 Main Avenue	Gas leak (natural gas or LPG)	E121	Investigate, ventilate	N/A
5/2/2022	1380 Scheuring Road	Carbon monoxide detector activation, due to malfunction	E121	Restore fire alarm system	N/A
5/2/2022	1313 Lawrence Drive	Alarm system activation, no fire, unintentional	BC111, E121	Investigate, restore fire alarm system	N/A
5/3/2022	1100 Main Avenue	Alarm system activation, no fire, unintentional	BC111, E121	Investigate, restore fire alarm system	N/A
5/5/2022	1333 Scheuring Road	Alarm system activation, no fire, unintentional	E121	Investigate	N/A
5/5/2022	2191 American Blvd.	Alarm system activation, no fire, unintentional	E121	Investigate	N/A
5/6/2022	1897 Horseshoe Lane	Smoke scare, odor of smoke	E111	Investigate	N/A
5/7/2022	100 William Street	Outside rubbish, trash or waste fire	BC111, E111, E121, L111	Investigate	Ashwaubenon, Cty Rescue, Green Bay & Ledgeview
5/8/2022	435 S. Washington Street	Smoke detector activation, due to malfunction	BC111, E111, E121, L111	Investigate	N/A
5/8/2022	1776 Burgoyne Court	Alarm system sounded, due to malfunction	E121	Investigate	N/A
5/9/2022	830 Prosper Street	Alarm system activation, no fire, unintentional	BC111, E111	Investigate	N/A
5/10/2022	603 S. Ninth Street	Smoke or odor removal	BC111, E121	Investigate	N/A
5/11/2022	1602 Silhouette Lane (Town of Lawrence)	Oven fire	BC111, L111	Dispatched/canceled en route	N/A
5/13/2022	1009 Wishart Avenue	Carbon monoxide detector activation, no CO	E121	Investigate	N/A
5/15/2022	1105 Fay Court	Building fire	BC111, E111, L111	Incident command, investigate, extinguishment by fire service personnel, salvage and overhaul	Ashwaubenon, Cty Rescue, Hobart, Lawrence & Morrison

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
5/15/2022	1226 Suburban Drive	Building fire	L111	Extinguishment by fire service personnel, forcible entry, fire out on arrival	Ashwaubenon, Cty Rescue, Hobart & Lawrence
5/15/2022	2515 Oak Ridge Circle (Town of Ledgeview)	Brush fire	BC111, L111	Dispatched/canceled en route	N/A
5/15/2022	1855 Velp Avenue (City of Green Bay)	Structure fire	N/A	Due to staffing level, unable to respond	N/A
5/16/2022	2115 Rock River Court	Gas leak (natural gas or LPG)	BC111, E111	Investigate, hazmat detection, monitoring, sampling & analysis	N/A
5/17/2022	437 N. Superior Street	Building fire	C102, BC111, A121, E11, E121, L111	Incident command, extinguishment by fire service personnel, ventilate, salvage & overhaul	Dispatched / canceled en route
5/20/2022	1217 Cardinal Lane (Village of Howard)	Hazmat release investigation with no hazmat	BC111, E111	Provide equipment and manpower	N/A
5/21/2022	2111 Ryan Road	Alarm system activation, no fire, unintentional	E111	Investigate	N/A
5/23/2022	213 Riverview Avenue	Smoke detector activation, due to malfunction	E121	Investigate	N/A
5/23/2022	633 Heritage Road	Alarm system sounded, due to malfunction	BC111, E111	Investigate	N/A
5/26/2022	2348 Indy Court	Building fire	BC111, L111, E111, E121	Extinguishment by fire service personnel, investigate, search, salvage/overhaul	Ashwaubenon, Cty Rescue, Hobart & Lawrence
5/27/2022	665 Grant Street	Smoke detector activation, no fire, unintentional	E121	Investigate	N/A
5/29/2022	1553 Wild Rose Drive	Carbon monoxide detector activation, no CO	E121	Investigate	N/A
5/31/2022	1771 Camarillo Court	Gas leak (natural gas or LPG)	BC111, E111, A111	Investigate, secure property	N/A

LIFEQUEST MEDICAL BILLING - 2022
MONTHLY REPORT

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	194,947	238,610	232,561	186,763	164,585	
PAYMENTS	65,007	86,624	100,069	98,084	83,169	
CREDIT ADJUSTMENTS	71,686	112,752	116,930	84,507	95,395	

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

Payments to LifeQuest	
January	3,354
February	5,888
March	6,470
April	7,477
May	4,724
June	
July	
August	
September	
October	
November	
December	
Total Paid	\$27,913

**See attached details

City Of De Pere
Income and Expenditures
May 2022
All Phases

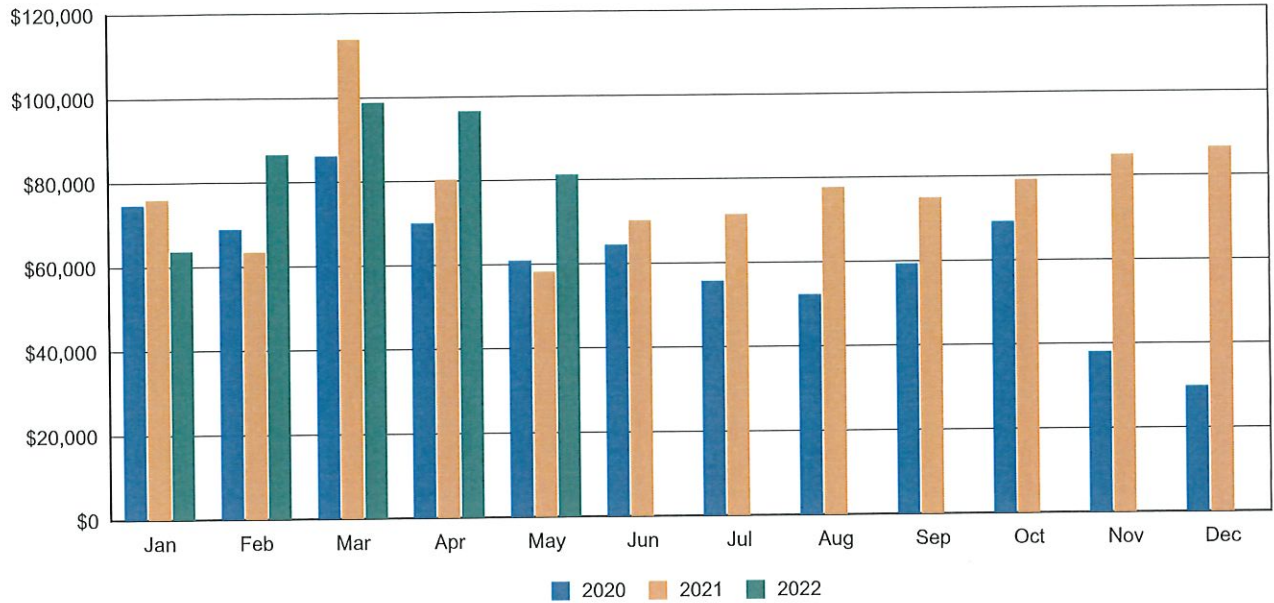
Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$151,669.65	\$12,912.31	\$164,581.96
Other	+	\$3.00	\$0.00	\$3.00
Subtotal of Charges		\$151,672.65	\$12,912.31	\$164,584.96
Account Transfers		\$6,279.99	\$6,887.32	\$13,167.31
Credit Summary				
Total Credits		\$170,571.26	\$12,058.63	\$182,629.89
Less Adjustments	-	\$95,394.60	\$0.00	\$95,394.60
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$5,976.38	\$5,976.38
Less Overpayments	-	\$(1,409.92)	\$(500.00)	\$(1,909.92)
Gross Payments Received		\$76,586.58	\$6,582.25	\$83,168.83
Plus Overpayment Returns	+	\$(559.92)	\$0.00	\$(559.92)
Net Payments Received		\$76,026.66	\$6,582.25	\$82,608.91
Less Payments Kept By Service	-	\$3,976.00	\$0.00	\$3,976.00
Total Deposits Reconciliation		\$72,050.66	\$6,582.25	\$78,632.91
Summary of Disbursement				
Total Deposits & Payments Kept By		\$76,026.66	\$6,582.25	\$82,608.91
Plus Overpayment Refunds	+	\$(850.00)	\$(500.00)	\$(1,350.00)
Gross Revenue		\$75,176.66	\$6,082.25	\$81,258.91
LifeQuest Fee		\$3,382.95	\$1,338.10	\$4,721.05
Plus Probate Fees	+	\$3.00	\$0.00	\$3.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$3,385.95	\$1,338.10	\$4,724.05
Service Revenue		\$71,793.71	\$4,744.15	\$76,537.86
Less Payments Kept By Service	-	\$3,976.00	\$0.00	\$3,976.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$(3.00)	\$0.00	\$(3.00)
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$67,814.71	\$4,744.15	\$72,558.86

Messages:

Total Deposits EOM differ from bank statement by \$1937.91 due to 4/19 \$777.08 Prevea, 4/28 \$69.00 UHC, 4/28 \$422.19 UHC, 4/28 \$161.30 UHC 4/28 \$508.34 UHC NOW POSTED JLC 6.1.22

All Phases Gross Revenue

City of De Pere
January 2020 to May 2022



	2020	2021	2022
January	\$74,735	\$76,068	\$63,841
February	\$68,980	\$63,602	\$86,624
March	\$86,226	\$113,896	\$98,825
April	\$70,107	\$80,392	\$96,607
May	\$61,059	\$58,325	\$81,259
June	\$64,610	\$70,239	\$0
July	\$55,803	\$71,566	\$0
August	\$52,414	\$77,763	\$0
September	\$59,470	\$75,107	\$0
October	\$69,260	\$79,194	\$0
November	\$38,169	\$85,024	\$0
December	\$29,842	\$86,681	\$0
Total Gross Revenue	\$730,674	\$937,858	\$427,157

City Of De Pere

Billing Summary

May 2022

Phase 1

Charges

Billing Charges		\$151,669.65	
Other	+	\$3.00	
Subtotal of Charges			\$151,672.65

Account Transfers

Billing to Collections Transfer Total			\$6,279.99
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Credit Summary

Total Credits		\$170,571.26	
Less Adjustments	-	\$95,394.60	
Less Overpayments	-	\$(1,409.92)	
Gross Payments Received			\$76,586.58
Plus Overpayment Returns	-	\$(559.92)	
Net Payments Received			\$76,026.66
Less Payments Kept By Service	-	\$3,976.00	
Total Deposits Reconciliation			\$72,050.66

Summary of Disbursement

Total Deposits & Payments Kept By		\$76,026.66	
Plus Overpayment Refunds	+	\$(850.00)	
Gross Revenue			\$75,176.66
LifeQuest Fee		\$3,382.95	
Plus Probate Fees	+	\$3.00	
Total Due LifeQuest	Check # EFT		\$3,385.95
Service Revenue		\$71,793.71	
Less Payment Kept By Service	-	\$3,976.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$(3.00)	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$67,814.71

Messages:**Legend:**

Charges - Other: Includes insurance interest, transaction fees, probate fees

Credit Summary - Less Overpayments: Includes recoupments, refunds, returns, service payables

Credit Summary - Plus Overpayment Returns: Includes NSF/bank returned type payments

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

<u>Charges</u>	<u>Jun 2021</u>	<u>Jul 2021</u>	<u>Aug 2021</u>	<u>Sep 2021</u>	<u>Oct 2021</u>	<u>Nov 2021</u>	<u>Dec 2021</u>	<u>Jan 2022</u>	<u>Feb 2022</u>	<u>Mar 2022</u>	<u>Apr 2022</u>	<u>May 2022</u>	<u>Totals</u>
Jun 2021	6181	35707	14652	7508	4306	0	294	75	0	0	0	0 \$	68723
139070	4.4	25.7	10.5	5.4	3.1	0	0.2	0.1	0	0	0	0 %	49.4
Jul 2021		9919	42814	14242	4691	2516	-29	730	0	355	437	115 \$	75788
152022		6.5	28.2	9.4	3.1	1.7	0	0.5	0	0.2	0.3	0.1 %	49.9
Aug 2021			10656	37960	17163	7929	2229	1155	0	69	122	0 \$	77283
151972			7	25	11.3	5.2	1.5	0.8	0	0	0.1	0 %	50.9
Sep 2021				4774	44094	24792	9276	1717	804	340	40	87 \$	85923
164710				2.9	26.8	15.1	5.6	1	0.5	0.2	0	0.1 %	52.2
Oct 2021					1134	45646	22761	4364	3335	2586	708	538 \$	81073
163659					0.7	27.9	13.9	2.7	2	1.6	0.4	0.3 %	49.5
Nov 2021						3959	40835	17913	3697	1924	1238	0 \$	69566
132474						3	30.8	13.5	2.8	1.5	0.9	0 %	52.5
Dec 2021							1414	31245	22778	12048	4135	1490 \$	73111
143477							1	21.8	15.9	8.4	2.9	1 %	51
Jan 2022								2238	43253	17934	7717	3075 \$	74217
187266								1.2	23.1	9.6	4.1	1.6 %	39.6
Feb 2022									1738	40455	15387	3522 \$	61103
159686									1.1	25.3	9.6	2.2 %	38.3
Mar 2022										12718	40086	20879 \$	73684
202697										6.3	19.8	10.3 %	36.4
Apr 2022											7944	36694 \$	44639
162556											4.9	22.6 %	27.5
May 2022												6801 \$	6801
148979												4.6 %	4.6
Averages	<u>1st Mo</u>	<u>2nd Mo</u>	<u>3rd Mo</u>	<u>4th Mo</u>	<u>5th Mo</u>	<u>6th Mo</u>	<u>7th Mo</u>	<u>8th Mo</u>	<u>9th Mo</u>	<u>10th Mo</u>	<u>11th Mo</u>	<u>12th Mo</u>	
Extended	3.6	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	3.6	24.9	11.8	4.4	1.9	0.7	0.2	0.1	0.1	0.1	0	0	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Consideration and possible action on request from the Chief of Police to authorize expenditure of \$10,800 from \$56,000 Wisconsin Grant Allocation to purchase ALPR Cameras and Wi-Fi enabled video cameras. *

We are seeking cameras to aid in documenting and prosecuting violations and disturbances in and around Voyageur Park. The current ALPR camera has shown great promise, but there it cannot cover all of the entrances and exits. We are therefore seeking authorization to purchase 4 ALPR Cameras and 4 Wi-Fi enabled cameras for \$10,800 from the \$56,000 grant allocation. This allocation was not allowed to purchase patrol rifles, freeing up \$38,800 of previously approved money. A justification memo is attached.

ATTACHMENTS:

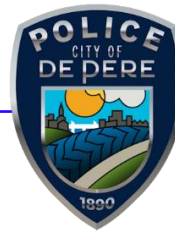
- Request for LPR Cameras and Crime Prevention June 2022 (PDF)

DE PERE

POLICE DEPARTMENT

325 S. Broadway
De Pere, WI 54115
920-339-4079

Jeremy A. Muraski
Chief of Police



To: Finance and Personnel Committee, De Pere City Council

From: Jeremy A. Muraski, Chief of Police

Date: June 8, 2022

Subject: Request for Authorization to Spend \$10,800 for ALPR Cameras and Crime Prevention wi-fi enabled cameras from the \$56,000 Grant Allocation received by the De Pere Police Department.

The De Pere Police Department (DPPD) has identified a need to enhance our ability to document vehicles coming and going from the Voyageur Park area in an effort to reduce disturbances, disorderly youth, and other nuisance activity in and around the park parking lot area. The city surveillance trailer has the capability to capture license plates, however, it can only cover one entrance of the park, and on several occasions already we have not been able to identify vehicles involved in incidents that did not enter or exit through that entrance. Further, many of the vehicles are waiting until after they exit the park and engaging in playing loud music, squealing tires, and other disturbing behavior. I believe it would aid greatly in investigating and prosecuting these incidents if we were to add additional LPR cameras in the areas around Voyageur Park.

I am therefore requesting approval to spend \$10,800 to purchase 4 Flock ALPR cameras on a one-year trial basis. Each camera costs \$2,500 per year, all inclusive, including software maintenance and data connectivity. The system is also searchable by plate and vehicle description. In addition, the funds would allow the purchase of 4 wi-fi enabled cameras, that could be positioned within range of a Wi-Fi signal to provide additional video imagery of vehicles entering and exiting the park. If the trials are successful, I would propose funding another ½ year of the cameras in the 2023 budget since the 1 year contract would likely run through July or August of 2023.

Our department has researched the Flock Camera system which is being implemented in other jurisdictions in our area, which would also allow data sharing among our agencies. Further, the system is set up to be integrated with AXON, our vendor for our Body Worn Cameras. It is the only camera system that meets both of these prerequisites.

Thank you for your time and consideration.

Jeremy A. Muraski, Chief of Police



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Consideration and possible action on request from the Chief of Police to authorize expenditure of \$38,800 from unassigned reserves to purchase patrol rifles. *

The previous request was to purchase these items from a grant allocation funding source. Final guidance on the grant was released that does not allow the purchase of firearms. We are therefore seeking authorization to purchase patrol rifles and related equipment at a cost of \$38,800 from unassigned reserves. A revised justification memo is attached.

ATTACHMENTS:

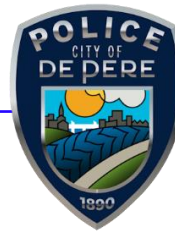
- Request for Patrol Rifles Amended June 2022 (PDF)

DE PERE

POLICE DEPARTMENT

325 S. Broadway
De Pere, WI 54115
920-339-4079

Jeremy A. Muraski
Chief of Police



To: Finance and Personnel Committee, De Pere City Council

From: Jeremy A. Muraski, Chief of Police

Date: June 8, 2022

Subject: Request for Authorization to Spend \$38,800 for Patrol Rifles from Unassigned Reserves

The De Pere Police Department (DPPD) has identified a high priority need to replace outdated, unreliable, and old patrol rifles that are ill equipped. The rifles are more than 20 years old, and originally came from government surplus where they had seen previous use. They are in poor repair in many cases, parts are not readily available, the rifles are not standard across the inventory, and they do not have any aim assist devices, relying only on open sights. There have been instances where the rifles have malfunctioned or come apart during training exercises. In some cases tactical flashlights and their switches are held in place with electrical tape. It is widely recommended that patrol rifles be standardized across an agency so that officers are familiar with the weapon (they should be universal).

Further, it is highly desirable to equip modern patrol rifles with aim assist devices (an optical sight) that has demonstrated that officers have a much higher degree of accuracy and confidence in the use of the rifle. This is particularly important in responses to school shootings or workplace shootings where officers may encounter shooters and groups of victims in the same area and need to ensure a high degree of accuracy to minimize risks to those we are trying to protect while successfully engaging the threat to stop them from shooting more victims.

We are therefore requesting approval to spend \$38,800 to replace and standardize all department patrol rifles, to purchase 4 gun safes, and to equip the rifles with aim assist devices, ambidextrous sling straps, and lights. This expenditure would also allow us to have 2 spare rifles that would be assigned to training so that rifles would not have to be removed from on-duty squads during training exercises.

I believe this may be the most significant equipment need facing the De Pere Police Department at this time.

Thank you for your time and consideration.

A handwritten signature in black ink, appearing to read "Jeremy A. Muraski".

Jeremy A. Muraski, Chief of Police

Amended from Previous Approval to spend Grant Allocation.

This was previously approved by the Finance Committee and full Council, however the funding source proposed at that time was the \$56,000 grant allocation being issued to the De Pere Police Department from the State of Wisconsin. I have since received formal guidance from the State of Wisconsin reference the \$56,000 grant allocation. The final ruling is that firearms are not an allowable purchase under that grant. I am therefore requesting approval to spend \$38,800 from unassigned reserves as the grant cannot be used as a funding source.

I believe this purchase is necessary for the reasons stated above, and am increasingly concerned about the state of the supply chain. Further, proposed gun legislation has historically created a much stronger demand for rifles, which may impact our ability to obtain these rifles if there is a disruption in supply. I am therefore requesting action prior to the next budget cycle.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: City Attorney

FROM: Kristen Johnson

SUBJECT: Consideration and Possible Action on Creating an Ordinance
Related to Trespassing on Municipal Parking Facilities.*

At it's meeting on 6/7/2022, the Common Council directed the law department to draft an ordinance prohibiting trespassing on municipal parking facilities. The draft is based on an ordinance from the City of Madison, a copy of which is attached. The current municipal bond schedule is also attached for reference. For citations issued in violation of Chapter 8 which do not have a specific penalty, the bond schedule establishes a base forfeiture of \$200 for a first offense, \$250 for a second offense, and \$400 for subsequent offenses. If the Committee or Council wishes to establish a different forfeiture for citations issued in violation of this section, the bond schedule can be amended. I will be available for questions at the meeting.

ATTACHMENTS:

- DRAFT Ordinance Prohibiting Trespassing on Municipal Parking Facilities (DOCX)
- Madison Ordinance (DOCX)
- Municipal Court Bond-Fee Schedule (PDF)

Sec. 8-17 - Trespassing on Municipal Parking Facilities.

- (a) *Municipal parking facility* means any property owned by or under control of the city used for the primary purpose of parking vehicles and includes but is not limited to parking lots and parking structures located at city parks and city owned buildings.
- (b) *Prohibited acts.* It shall be unlawful for any person not engaged in the parking or operation of a motor vehicle or the parking of a bicycle in a designated bicycle rack, or not having business to attend to in connection with the parking of a motor vehicle or bicycle, to trespass or loiter on any municipal parking facility.
 - 1) No person shall enter or remain upon the premises of a municipal parking facility, except while actually parking a motor vehicle or parking a bicycle in a designated bicycle rack or while proceeding directly to or from a parked vehicle or bicycle. No person shall utilize the premises of a municipal parking facility except for the purpose of proceeding to or from an available parking stall. No person shall remain in, on or around a motor vehicle within a municipal parking facility except for the period of time reasonably necessary to park said vehicle or to prepare said vehicle to leave said facility.
 - 2) No person shall ride a bicycle or skateboard in any parking facility except for the period of time reasonably necessary to park said bicycle in a designated bicycle rack. No person may ride any play vehicles, electric scooters, or use in-line skates, as those terms are defined in Chapter 340 of the Wisconsin Statutes, in any municipal parking facility.
- (c) *Exceptions.* Section (b) above shall not apply:
 - 1) During special events authorized and approved by the city.
 - 2) To persons using restroom or sanitation facilities within the parking facility that are provided by the city for public use.

8.14 MUNICIPAL PARKING FACILITIES.

- (1) Management . The management, operation and control of all automobile parking facilities owned by the City of Madison shall be under the direction of the Transportation Commission of the City of Madison. The Transportation Commission is authorized to enact such rules as may be necessary and proper to insure and promote the safe, efficient and proper operation of such parking facilities as may be owned and operated by the City of Madison. (Am. by Ord. 12,460, 9-3-99; Am. by ORD-19-00081 , 11-13-19)
- (2) Operation .
 - (a) Weight of Vehicles . It shall be unlawful to park any vehicles having a gross weight in excess of 5,999 pounds in any parking facility owned and operated by the City of Madison.
 - (b) Manner of Parking . It shall be unlawful to park any vehicle in any municipal parking facility or garage except within the limits of a designated parking stall and except so as to occupy not more than one designated parking space. No more than one vehicle shall occupy any such parking space. When prohibited by an official sign, no vehicle shall be backed into a parking stall in a municipal parking facility; except persons for whom the Department of Transportation of the State of Wisconsin has issued a special registration plate under Wis. Stat. §§ 341.14(1) to (1r), or a special identification card under Wis. Stat. § 343.51, may back into a marked stall reserved for vehicles displaying said plates or identification cards. (Am. by Ord. 9739, 3-30-89; Ord. 12,460, 9-3-99)
 - (c) Rates . The Transportation Commission shall establish such fees and charges for parking privileges in the various municipal parking facilities owned and operated by the City of Madison as the Commission shall determine reasonable. Such fees may be based on hourly, daily, weekly or monthly parking, and may be measured by personal attendants, pay-on-foot stations, exit stations, pre-payment receipt dispensers, daily payment stamps, "after hours" parking fee notices, parking meters or any other reasonable and accurate means of measurement. The established fees shall be posted in a conspicuous place at or near the entrance of each parking facility. The prohibitions against parking in a municipal parking facility without making proper payment are as follows: (Am. by ORD-19-00081 , 11-13-19)
 1. a. Metered Parking and Pre-payment Receipts . No person shall park a vehicle in any municipal parking facility owned and operated by the City of Madison without payment of the appropriate fee (as established by the Transportation Commission) in the designated meter adjacent to the parking stall when payment is collected by a parking meter or in the appropriate pre-payment receipt dispenser located within the parking facility when payment is collected by a pre-payment receipt dispenser. (Am. by ORD-19-00081 , 11-13-19)
 - b. Overtime Parking at Meters . No person shall park, stop or leave standing a vehicle in any municipal parking facility at a metered parking stall for a longer period than the applicable time limit specified on the meter adjacent to the parking stall. The absence of or complete functional failure of a parking meter adjacent to any parking space shall exempt operators of vehicles from the provisions of this paragraph related to metered parking. (Cr. by Ord. 13,412, 9-24-03)
 2. Exit from Attended Facility . No person shall park and then exit in a vehicle from a municipal parking facility while an attendant is on duty for the purpose of collecting parking fees, without doing one of the following:

- a. Paying the appropriate fee for parking to the personal attendant of the parking facility.
 - b. Paying the appropriate fee for parking at the pay-on-foot station or exit station. (Am. by Ord. 10,433, 5-1-92; Ord. 13,412, 9-24-03)
 - c. Using other payment means made available by the Parking Utility, and following all directions for payment, including but not limited to making payment of the appropriate parking fee and any processing fees within a certain number of days if so directed. (Cr. by Ord. 13,412, 9-24-03)
 3. Exit from Unattended Facility . No person shall park and then exit in a vehicle from a municipal parking facility while there are no Parking Utility employees on duty for the purpose of collecting parking fees, without doing one of the following:
 - a. Paying the appropriate fee for parking at the pay-on-foot station or exit station. (Cr. by Ord. 13,412, 9-24-03)
 - b. Making payment, within the number of days indicated, of the appropriate fees indicated on the "Parking Fee Notice" placed on the vehicle.
 - c. Using other payment means made available by the Parking Utility, and following all directions for payment, including but not limited to making payment of the appropriate parking fee and any processing fees within a certain number of days if so directed.
 4. Exit From Facility Causing Damage to Public Property . No person shall cause damage to city property in connection with a violation under Paragraph 2. or 3. of this Subdivision. (Cr. by ORD-11-00110, 8-10-11; Am. by ORD-21-00081 , 11-26-21)
 5. Applicability . The registered owner is presumed to be the operator of any vehicle found parked or operating in violation of this Subdivision. Except for prohibitions under Paragraph 4., the prohibitions in this Subdivision shall not apply to operators or owners of vehicles who display a permit sticker or carry a card issued by the Parking Utility, or have otherwise received special authorization from the Parking Utility. (Renum. & Am. by ORD-11-00110, 8-10-11; Am. by ORD-21-00081 , 11-26-21)
- (d) Trespassing on Municipal Parking Facilities .
1. It shall be unlawful for any person not engaged in the parking or operation of a motor vehicle or the parking of a bicycle in a designated bicycle rack, or not having business to attend to in connection with the parking of a motor vehicle or bicycle, to trespass or loiter on any municipal parking facility owned and operated by the City of Madison.
 2. No person shall enter or remain upon the premises of a municipal parking facility, except while actually parking a motor vehicle or parking a bicycle in a designated bicycle rack or while proceeding directly to or from a parked vehicle or bicycle. No person shall utilize the premises of a municipal parking facility except for the purpose of proceeding to or from an available parking stall. No person shall enter or remain within or on a motor vehicle within a municipal parking facility except for the period of time reasonably necessary to park said vehicle or to prepare said vehicle to leave said facility. No person shall ride a bicycle or skateboard in any parking facility except for the period of time reasonably necessary to park said bicycle in designated bicycle racks. No person may ride any play vehicles or use in-line skates, as those terms are defined in Chapter 340 of the Wisconsin Statutes, in any municipal parking facility.

(Am. by Ord. 12,460, 9-3-99)

3. Paragraphs 1. and 2. above shall not apply:

- a. During special events authorized and approved by the Common Council. (Am. by Ord. 12,460, 9-3-99)
- b. To operators and users of an authorized storage locker as provided for under Subdivision (k), for a period of time reasonably necessary to maintain or use the storage locker.
- c. To persons authorized by the Parking Manager in accordance with an approved temporary land use permit issued under Section 8.10.
- d. To persons using restroom or sanitation facilities within the parking facility that are provided by the City for public use.

(Am. by ORD-21-00081 , 11-26-21)

4. a. No person shall park any motor vehicle within the premises of a parking facility when such person has been issued four or more City of Madison parking citations which remain unsatisfied. No person shall park any vehicle within the premises of a parking facility when such vehicle's registered owner shall have been, by the time of such parking, issued four or more City of Madison parking citations which remain unsatisfied.

- b. For the purposes of this ordinance a City of Madison parking citation is considered unsatisfied under any of the following conditions:
 - i. The City has obtained a court judgment against the person issued the citation and that judgment has not been fully satisfied.
 - ii. The person issued the citation has neither paid the amount due on the citation nor requested a municipal court trial by the date stated in the citation.
- c. For the purposes of this Paragraph, the registered owner is presumed to be the operator of any vehicle found parked or operating in violation of Sec. 8.14(2)(d)4.a. (Am. by ORD-21-00081 , 11-26-21)

5. No person shall park any vehicle within a parking facility which vehicle has been issued four or more Parking Fee Notices which remain unpaid.

6. The provisions of Paragraphs 4. and 5. may only be enforced at parking facilities where signs have been conspicuously posted at all entrances to such facilities informing motorists of these prohibitions. (Am. by ORD-21-00081 , 11-26-21)

(Sec. 8.14(2)(d) Am. by Ord. 11,927, 8-30-97; Am. by Ord. 12,460, 9-3-99)

- (e) Trailers. It shall be unlawful to park, stop or leave standing, any type of trailer or mobile home, whether attached to a motor vehicle or detached, in any parking facility owned and operated by the City of Madison and no person shall operate a motor vehicle with a trailer or mobile home attached in any such parking facility. This Subdivision shall not apply when vehicular access to and from the parking facility is controlled by an attendant during pre-paid special events or other special parking circumstances, in which case access to the facility and manner of parking shall be controlled by the attendant. (Am. by Ord. 13,412, 9-24-03; Am. by ORD-21-00081 , 11-26-21)
- (f) Distributing Leaflets. It shall be unlawful to distribute or dispense in any manner, other than person-to-person, any advertisement, leaflet or publication in any municipal parking facility

owned or operated by the City of Madison. The issuance of citations or leaflets necessary to the operation of such facilities is not prohibited by this ordinance.

(g) Possession and Consumption of Intoxicants Prohibited.

1. No person shall consume a fermented malt beverage or intoxicating liquor upon the premises of an automobile parking facility except at the time and in the area specified in Subparagraph (d)3.a. above.
2. No person shall knowingly transport or have under their control upon the premises of an automobile parking facility a fermented malt beverage or intoxicating liquor unless said intoxicating liquor container has not previously been opened and displays an unbroken U.S. Department of Revenue seal or unless the said fermented malt beverage container has not previously been opened except at the time and in the area specified in Subparagraph (d)3.a. above.

(Sec. 8.14(2)(g) Am. by Ord. 11,592, 6-3-96; Am. by ORD-21-00081 , 11-26-21)

- (h) Pre-Payment Receipt Display. When pre-payment is made by any method authorized under this Subsection that produces a receipt or ticket dispensed to a parking patron, the receipt or ticket shall be displayed face-up, on the driver's side of the dashboard in such a manner that the entire receipt may be visible from the outside of the vehicle. (Cr. by Ord. 7902, 12-29-82; Am. by Ord. 13,412, 9-24-03; Am. by ORD-21-00081 , 11-26-21)
- (i) Tampering or Misuse of Receipt/Stamp Prohibited. It shall be unlawful for any person to tamper with or in any fashion alter or modify a pre-payment receipt or to display a receipt(s) or part(s) of receipt(s) in such a fashion as to make it appear that the lawful payment has been made for the time the vehicle has been parked but no such lawful payment has been made. It shall also be unlawful to tamper with, produce, use or present for payment any stamp or other symbol purporting to represent prepayment for parking unless said stamp or symbol has been authorized by the City of Madison Transportation Commission. Any person violating this Subdivision shall be subject to a forfeiture of not less than \$100 nor more than \$200 for each violation. (Am. by Ord. 9739, 3-30-89; Am. by ORD-21-00081 , 11-26-21)
- (j) Receipt Transfer Prohibited. Upon exiting a parking facility it shall be unlawful to present to the parking attendant a receipt or ticket indicating the date and time the vehicle entered the facility which is not the same receipt or ticket which was received by the operator of the vehicle upon entering into the facility. It shall also be unlawful to present a receipt or ticket which has been altered to indicate a time and date which is not the time and date the vehicle actually entered the facility. (Cr. by Ord. 8003, 4-26-83)
- (k) Storage Lockers. The Parking Division Manager may authorize the placement of storage lockers (personal), as that term is defined in Section 28.151, within designated areas of the City's parking facilities. Any such storage locker must meet the requirements of Section 28.151, and the Parking Division Manager is authorized to enter into agreements, on behalf of the City, in a form and manner acceptable to the City Attorney, giving an operator permission to install and operate lockers in the parking facilities. (Cr. by ORD-21-00081 , 11-26-21)

(3) Penalty.

- (a) Except as provided below, any person violating the provisions of Subdivision (2)(b) of this ordinance shall be subject to a forfeiture of not less than five dollars (\$5) nor more than fifty dollars (\$50). (Am. by Ord. 12,460, 9-3-99)

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- (b) Any person violating the provisions of Paragraph (2)(c)1. of this ordinance in any municipal parking facility shall be subject to a forfeiture of not less than eight dollars (\$8) nor more than fifty dollars (\$50). (Am. by Ord. 12,460, 9-3-99)
 - (c) Any person violating Paragraphs (2)(c)2. or 3. of this ordinance shall be subject to a forfeiture of not less than five dollars (\$5) nor more than one hundred and fifty dollars (\$150). (Am. by Ord. 12,460, 9-3-99; Ord. 13,760, Adopted 12-14-04; ORD-10-00015, 2-18-10)
 - (d) Any person violating the provisions of Subdivision (2)(j) of this ordinance shall be subject to a fine of not less than ten dollars (\$10) nor more than five hundred dollars (\$500). (Am. by Ord. 13,760, Adopted 12-14-04)
 - (e) Except as provided in (g) below, any person violating the provisions of Subdivision (2)(d) of this ordinance shall be subject to a forfeiture of not less than twenty-five dollars (\$25) nor more than five hundred dollars (\$500). (Cr. by Ord. 11,927, 8-30-97; Am. by Ord. 12,460, 9-3-99; Ord. 13,760, Adopted 12-14-04)
 - (f) Any person violating any of the other provisions of this ordinance shall be subject to a fine of not less than five dollars (\$5) nor more than one hundred fifty dollars (\$150). (Renumbered from (e) to (f) by Ord. 11,927, 8-30-97; Am. by ORD-10-00015, 2-18-10)
 - (g) In the event any vehicle is towed for a violation of this section, the total forfeiture shall be not less than fifty-five dollars (\$55) nor more than five hundred fifty dollars (\$550). (Renumbered from (f) to (g) by Ord. 11,927, 8-30-97; Am. by Ord. 12,460, 9-3-99; Ord. 13,760, Adopted 12-14-04)
 - (h) Any person violating Paragraph (2)(c)4. of this ordinance shall be subject to a forfeiture of not less than fifty dollars (\$50) nor more than five hundred dollars (\$500). (Cr. by ORD-11-00110, 8-10-11)
- (Am. by ORD-21-00081 , 11-26-21)
- (4) Towing for Parking Violations. The police department is authorized to remove, by towing, any vehicle from a parking facility found to be parked in violation of the provisions of this ordinance. In addition to any other penalties, such towing shall subject the operator of such a vehicle to the provisions of Sec. 12.1331(3), MGO. (Cr. by Ord. 11,927, 8-30-97)

Municipal Court Bond Schedule

	First Offense	Second Offense	Subsequent Offenses
7.125.07(4)(b) Underage Possession/Consumption of Intoxicant	\$250.00	\$350.00	\$500.00
(Age 17-20)	\$100.00	\$200.00	\$350.00
(Age Under 17)	\$50.00	\$75.00	\$150.00
7.125.07(1)(a) Procure/sell/furnish to underage	\$250.00	\$350.00	\$500.00
7.125.07(3)(a) Presence in place of sale	\$150.00	\$250.00	\$400.00
7.125.07(4)(a) Underage Persons	\$200.00	\$300.00	\$500.00
7.125.085(3)(a) Provide ID to underage - Juv & Adults	\$200.00	\$300.00	\$500.00
7.125.085(3)(b) Underage false ID - Juv & Adults	\$200.00	\$350.00	\$500.00
7.125.09(2)(b) Possession of alcohol on school grounds	\$200.00	\$350.00	\$500.00
7.125.32(2) Licensed operator to be on premises	\$200.00	\$350.00	\$500.00
7.125.32(3)(a) Open after hours	\$150.00	\$200.00	\$500.00
7.125.68 Liquor Licenses: General Restrictions and Requirements	\$350.00	\$450.00	
7-9 Open Intoxicants on Street	\$100.00	\$150.00	\$200.00
7-10 Sale to intoxicated person 125.07(2)(a)	\$150.00	\$250.00	\$400.00
7 Liquor (all others)	\$200.00	\$300.00	\$400.00
8.167.10 Fireworks Regulated	\$150.00	\$200.00	\$250.00
8.167.31 Safe use & transport of firearms and bows (Wis. Stats. §167.31)	\$300.00	\$400.00	
8.254.92 Juvenile Possession of Tobacco	\$75.00	\$100.00	\$125.00
8.940.19(1) Battery	\$350.00	\$450.00	\$550.00
8.941.13 False Alarms	\$150.00	\$200.00	\$300.00
8.941.20 Endangering Safety by Use of Dangerous Weapons	\$300.00	\$350.00	\$550.00
8.941.235 Carrying a firearm into a public building (Wis. Stats. §941.235)	\$400.00	\$500.00	
8.941.237 Carrying a handgun where alcohol beverages may be sold/consumed (Wis. Stats. §941.237)	\$400.00	\$500.00	
8.941.26 Machine guns & other weapons (Wis. Stats. §941.26)	\$400.00	\$500.00	
8.941.28 Possession of short-barreled shotgun/rifle (Wis. Stats. §941.28)	\$400.00	\$500.00	
8.941.29 Possession of firearms (Wis. Stats. §941.29)	\$300.00	\$400.00	
8.941.37 Obstructing Emergency Personnel	\$300.00	\$350.00	\$550.00
8.943.01(1) Criminal Damage to Property	\$300.00	\$350.00	\$550.00
8.943.13 Trespass to Land	\$200.00	\$300.00	\$400.00
8.943.14 Criminal Trespass to Dwelling	\$300.00	\$450.00	\$600.00
8.943.15 Entry onto Construction Site	\$250.00	\$400.00	\$550.00
8.943.20 Theft	\$300.00	\$400.00	\$500.00
8.943.21 Fraud on Hotel/Restaurant	\$300.00	\$400.00	\$500.00
8.943.225 Refusal to Pay for Motor Bus Ride	\$150.00	\$200.00	\$250.00
8.943.34 Receiving Stolen Property	\$300.00	\$400.00	\$500.00
8.943.37 Alteration of Property Identification	\$250.00	\$350.00	\$450.00
8.943.38 Forgery (Wis. Stats. §943.38)	\$300.00	\$400.00	\$500.00
8.943.41 Financial transaction card crimes (Wis. Stats. §943.41)	\$300.00	\$400.00	\$500.00
8.943.45 Obtaining Telecommunications Service by Fraud**	\$300.00	\$400.00	\$500.00
8.943.46 Theft of Cable TV Service	\$300.00	\$400.00	\$500.00
8.943.47 Theft of Satellite Cable Programming	\$300.00	\$400.00	\$500.00
8.943.50 Retail Theft	\$300.00	\$400.00	\$500.00
8.943.55 Removal of Shopping Cart	\$100.00	\$200.00	\$300.00
8.943.61 Theft of Library Material	\$250.00	\$400.00	\$550.00
8.943.70 Computer Crimes	\$250.00	\$350.00	\$450.00
8.943.82 Fraud against a financial institution (Wis. Stats. §943.82)	\$300.00	\$400.00	\$500.00

Municipal Court Bond Schedule

8.943.201 Unauthorized use of personal identifying information (Wis. Stats. §943.201)	\$300.00	\$400.00	\$500.00
8.944.15 Public Fornication	\$300.00	\$400.00	\$500.00
8.944.17 Sexual Gratification	\$300.00	\$400.00	\$500.00
8.944.20 Lewd & Lascivious Behavior	\$250.00	\$350.00	\$450.00
8.945.02 Gambling	\$150.00	\$250.00	\$400.00
8.946.41 Resisting/Obstructing Officer	\$400.00	\$500.00	\$600.00
8.946.42 Escape	\$350.00	\$450.00	\$550.00
8.947.01 Disorderly Conduct	\$250.00	\$350.00	\$450.00
8.947.012 Unlawful Use of Telephone	\$250.00	\$350.00	\$450.00
8.947.0125 Unlawful Use of Computerized Communications Systems (Wis. Stats. §947.0125)	\$200.00	\$300.00	\$350.00
8.947.013 Harassment	\$250.00	\$350.00	\$450.00
8.947.04 Drinking in Common Carriers	\$200.00	\$300.00	\$400.00
8.947.06 Unlawful Assemblies	\$150.00	\$250.00	\$400.00
8.948.51 Hazing	\$250.00	\$350.00	\$450.00
8.948.605 Gun free school zone (Wis. Stats. §948.605)	\$400.00	\$500.00	
8.951.01-8.951.18 Crimes Against Animals	\$250.00	\$400.00	\$550.00
8.961.41(3g) Possession of Marijuana	\$300.00	\$400.00	\$550.00
8.961.573(1)&(2) Possession of Paraphernalia	\$300.00	\$400.00	\$550.00
8-3 Smoking Regulations - Smokers (Wis. Stats. §101.123)	\$150.00	\$250.00	\$250.00*
8-3 Smoking Regulations - Person In Charge (Wis. Stats. §101.123)	\$100.00	\$100.00	\$100.00*
8-10 Possession of Synthetic Cannabinoid or Salvia	\$300.00	\$400.00	\$550.00
8-16 Urinating & Other Conduct in Public	\$250.00	\$350.00	\$450.00
8-18 Loitering – streets & sidewalks	\$150.00	\$200.00	\$250.00
8-18 Loitering – Business	\$150.00	\$200.00	\$250.00
8-18.3 Sex Offender Residency Restrictions	\$250.00	\$350.00	\$450.00
8-20(b)(1) Truancy	\$50.00	\$100.00	Up to \$500.00 per semester*
8-20(b)(2) Habitual Truancy	\$150.00	\$250.00	\$350.00
8-20(c) Contributing to Truancy	\$250.00	\$350.00	\$550.00
8-26 Sexting by Minors Prohibited	\$100.00	\$150.00	\$200.00
8 All other offenses against public peace, safety, and morals	\$200.00	\$250.00	\$400.00
14 Zoning	\$200.00	\$350.00	\$550.00
22 Streets, Alleys, Sidewalks	\$150.00	\$300.00	\$450.00
26 Water & Sewer Service	\$150.00	\$300.00	\$450.00
27 Stormwater Management	\$150.00	\$300.00	\$450.00
30 Parks & Recreation	\$150.00	\$300.00	\$450.00
30-4(d) Operation of Boat Near Dam	\$200.00	\$400.00	\$500.00
42 Erosion Control Construction Site	\$250.00	\$450.00	\$550.00
46 Subdivisions	\$200.00	\$350.00	\$550.00
54 Building Code	\$200.00	\$350.00	\$550.00
58 Fire Prevention	\$200.00	\$350.00	\$550.00
62 Electrical Code	\$200.00	\$350.00	\$550.00
66 Plumbing Code	\$200.00	\$350.00	\$550.00
74 Public Health	\$200.00	\$300.00	\$450.00
78 Nuisances	\$250.00	\$450.00	\$750.00
78-8 Graffiti	\$300.00	\$400.00	\$500.00
82 Garbage & Refuse	\$150.00	\$250.00	\$400.00
86-2 Dog & Cat Quarantine	\$200.00	\$300.00	\$450.00

Municipal Court Bond Schedule

86 Dogs	\$100.00	\$200.00	\$300.00
90 Mobile Home Parks	\$150.00	\$250.00	\$400.00
94 Housing Code	\$200.00	\$300.00	\$450.00
98 Regulation of Signs	\$150.00	\$250.00	\$400.00
106 Licenses & Permits	\$200.00	\$300.00	\$450.00
110 Business Regulations	\$200.00	\$300.00	\$450.00
110-8 Pawnbroker, Secondhand Article Dealers and Secondhand Jewelry Dealers	\$250.00	\$350.00	\$450.00
114 Peddlers	\$250.00	\$400.00	\$500.00
118 Taxicabs	\$200.00	\$300.00	\$450.00
126 Burglar, Holdup & Fire Alarm	\$100.00	\$150.00	\$200.00
130 Bicycles	\$50.00	\$100.00	\$150.00
146 Noise Ordinance	\$200.00	\$250.00	\$400.00
150-1(a) Operating motor vehicle while revoked (non-OWI related) [Wis. Stats. §343.44(1)(B)]	\$250.00	\$300.00	\$350.00 (3rd)/\$400 (4th)
150-4(a) Disorderly conduct w/ motor vehicle	\$200.00	\$250.00	\$400.00
150-8 Railroad Regulations	\$300.00	\$300.00	\$350.00
150 All Other Traffic Regulations(other than uniform traffic or parking regulations)	\$75.00	\$150.00	\$250.00

*Note: State law restricts the forfeiture amounts for these violations.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Notification of Discontinuation of Health Assessments

ATTACHMENTS:

- Memo to Finance - Health Assessment discontinuation (PDF)

CITY OF DE PERE MEMO



To: Members of the Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Date: May 10, 2022

RE: Notification of Discontinuation of Health Assessments

We are continuously evaluating our benefit programs to ensure that employees are receiving a high level of benefits. As part of our benefits renewal later this year, we will be bringing forward to the Finance Committee and Council the recommendation to use Springbuk, a leading-edge health intelligence platform. Springbuk will allow the City to review aggregate data in an effort to gain insights on the medical plan and provide more personalized programs to enhance our culture of wellness. Springbuk will allow our Onsite Nurse Coach to identify gaps in care and do more outreach to help guide employees, spouses, and dependents to healthier lifestyles.

Since the City anticipates using Springbuk to obtain aggregate data and plan members are able to get most of the data that they receive through health assessments with the bloodwork that their primary care provider orders at their annual physical, we plan to inform our plan members now that we will no longer be offering health assessments this September.

To receive full Health Reimbursement Arrangement account credit for 2023, employees and spouses enrolled in the medical plan will still need to complete the preventative exams (annual physical and age-appropriate screenings with their primary care provider, and dental exam and cleaning).

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consideration and possible action on MSA Professional Services, Inc. Proposal for Community Development Block Grant Eligibility Determination for Street Improvement Projects*

The City contracted with MSA Professional Services, Inc. (MSA) to identify possible grant opportunities for the City. MSA has identified the Community Development Block Grant (CDBG) grant as a possible opportunity the City could use for street infrastructure improvements. In order to be eligible for this grant 51% of the persons benefitted from street project improvements must be of low or moderate income (LMI). The City needs to determine the population benefitted by identified street projects and the income of the benefiting population. The City would need to contract with MSA to determine the eligibility and perform the income survey in order to see if the City would be able to apply for the CDBG grant. Attached is the proposal from MSA for identifying potential eligible street projects, identifying benefitting persons, obtaining agreement of benefitting persons from the Wisconsin Department of Administration, and conducting an income survey(s) to determine eligibility for the 2023 CDBG grant application for the 2024 construction season. The proposal fees (see attached) are estimated to be \$3,500 to \$4,750. This funding was not included in the 2022 budget, so it is recommended the funding come from the unassigned reserve fund.

ATTACHMENTS:

- MSA Cover Letter - CDBG Project Eligibility and Income Survey 6-7-2022 (PDF)
- MSA Proposal for CDBG Project Eligibility and Income Survey - 6-7-2022 (PDF)



June 7, 2022
 Scott Thoresen, Director of Public Work
 City of DePere

1500 N. Casaloma Dr, Suite 100
 Appleton, WI 54913

COMMUNITY DEVELOPMENT BLOCK GRANT FOR PUBLIC FACILITIES (CDBG-PF) ELIGIBILITY

The City of DePere has several infrastructure improvement projects that may be eligible for CDBG-PF funding. To be eligible, at least 51% of the persons benefitted by the project must be of low or moderate-income (LMI). To determine eligibility, the City must determine the population benefitted by the project (based on factors such as proximity, functional classification, traffic counts, etc.) and the income of the benefitting population.

This proposed project is for MSA Professional Services to work with City of DePere Department of Public Works staff to identify potential eligible projects, identify benefitting persons, obtain agreement of benefitting persons from the Wisconsin Department of Administration, and conduct an income survey(s) to determine eligibility for 2023 CDBG-PF applications for 2024 project construction. The timeline below is based upon the current CDBG program.

- | | |
|--------------------------|--|
| 1. July – October 2022 : | Eligibility determination and income survey |
| 2. January – May 2023: | CDBG-PF application (if determined eligible) |
| 3. July – August 2023: | CDBG grant agreement (if awarded) |
| 4. July 1, 2024: | Deadline for construction to begin |
| 5. October 31, 2025: | Deadline for construction to be completed |

PROPOSED PROJECT: This proposal is to complete the eligibility determination for 2024 project(s), including project identification, benefitting persons determination, and income survey. These must be conducted in the year prior to application. If eligibility determinations are requested for multiple projects with different benefitting persons, the cost is per project.

I have attached a professional services agreement for phase 1 as indicated above.

We thank you for the opportunity to work with the City of De Pere.

Sincerely,

Diane Wessel
 MSA Professional Services, Inc.

Ben Andrews



Professional Services Agreement

MSA Project Number: 09441027

This AGREEMENT (Agreement) is made today _____ by and between THE CITY OF DEPERE (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name:

CDBG-PF Eligibility Determination and Income Survey Assistance

The scope of the work authorized is: See Attachment B

The schedule to perform the work is:

Approximate Start Date: June 15, 2022

Approximate Completion Date: January 15, 2023

The estimated fee for the work is: \$3,500-\$4,750 estimated

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF DE PERE

Scott J. Thoresen
Director of Public Works
Date: _____

925 S. Sixth St.
De Pere, WI 54115
Phone: (920) 339-8095
Fax: (920) 339-4071

Attest: City Clerk

Carey Danen
City Clerk
Date: _____

MSA PROFESSIONAL SERVICES, INC.

Brittney Mitchell

Brittney Mitchell
Team Leader
Date: 06/06/2022

Benjamin Andrews

Benjamin Andrews
Community Development Specialist
Date: 06/06/2022

1500 N. Casaloma Dr., Ste. 100
Appleton, WI 54913
Phone: 920-592-9630
Fax: (715) 853-2125

ATTACHMENT A: RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Administrative	\$ 80 – \$140/hr.
Architects	\$ 65 – \$190/hr.
Community Development Specialists	\$125 – \$150/hr.
Digital Design	\$150 – \$170/hr.
Environmental Scientists/Hydrogeologists	\$100 – \$150/hr.
Geographic Information Systems (GIS)	\$ 80 – \$170/hr.
Housing Administration	\$ 80 – \$140/hr.
Inspectors/Zoning Administrators	\$ 95 – \$120/hr.
IT Support	\$150 – \$170/hr.
Land Surveying	\$ 85 – \$170/hr.
Landscape Designers & Architects	\$ 85 – \$190/hr.
Municipal Advisor	\$150 – \$190/hr.
Planners	\$ 90 – \$150/hr.
Principals	\$170 – \$300/hr.
Professional Engineers/Designers of Engineering Systems	\$130 – \$170/hr.
Project Managers	\$135 – \$230/hr.
Real Estate Professionals	\$120 – \$130/hr.
Staff Engineers	\$ 65 – \$120/hr.
Technicians	\$ 85 – \$130/hr.
Wastewater Treatment Plant Operator	\$ 75 – \$ 90/hr.

REIMBURSABLE EXPENSES

Copies/Prints	Rate based on volume
Specs/Reports	\$10
Copies	\$0.20/page
Plots	\$0.015/sq.in.
Flash Drive	\$10
GPS Equipment	\$30/hour
Laser Level	\$10/per day
Mailing/UPS	At cost
Mileage – Reimbursement	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle	\$0.70 mile
Nuclear Density Testing	\$25.00/day + \$10/test
Organic Vapor Field Meter	\$100/day
PC/CADD Machine	Included in labor rates
Robotic Survey Equipment	\$40/hour
Stakes/Lath/Rods	At cost
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing	At cost
Geodimeter	\$30/hour
Drone Flight	\$390/flight

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2022.

ATTACHMENT B: SCOPE OF SERVICES

Scope of Services: CDBG Eligibility Determination and Low-to-Moderate Income (LMI) Survey Assistance

Working in conjunction with the Community (OWNER), MSA agrees to provide services to assist the Owner with developing a CDBG eligible project and completing a CDBG Community-wide Income Survey for the purpose of establishing the percentage of LMI household within the City.

SECTION 1: CDBG Income Survey

1A: Basic Services - CDBG-PF Eligibility Determination and Income Survey Assistance Estimated Fee: \$3,500 - \$4,750

1. Eligibility Determination
 - a. Assist the City in developing a CDBG-PF eligible project.
 - b. Review project eligibility with Staff from Department of Administration (DOA).
2. Income Survey Assistance
 - a. Review proposed survey and survey methodology with DOA staff for approval.
 - b. Participate in one planning meeting with OWNER staff.
 - c. Prepare the necessary files for tracking survey results based on addresses supplied by the OWNER's utility billing system in an Excel spreadsheet format and the County's GIS/Tax Information website.
 - d. Prepare Survey letters for mailing. Surveys will be formatted on City letterhead, and mailed in City supplied envelopes with pre-addressed City return envelopes inserted.
 - e. Prepare and send any correspondence necessary to quantify "group home" incomes or analysis for survey requirements.
 - f. Tabulate survey results after necessary follow ups are conducted.
 - g. Review survey results with the City.
Submit completed income survey documentation to the DOA before January 15th, 2023.
 - h. Related coordination with DOA personnel
 - i. Maintain a file containing DOA survey required items for 5 years.

1B: CDBG Income Survey - The Owner's Responsibility

The OWNER will:

1. Supply letterhead and postage paid return addressed envelopes in sufficient quantities for the mailing and return mailing of the survey letters.
2. Provide current City household addresses as recorded in the City utility billing system containing both mailing and physical address listings.
3. Collect all returned surveys in one location. MSA will pick up the unopened surveys for tallying.
4. Provide follow up on initial surveys that were not returned. Initial follow up can be by phone call or personal visit.

5. Provide a second follow up on non-returned surveys by either phone or personal follow up.
6. Track all follow ups on spreadsheets supplied by MSA.
7. Examine all studies, reports, estimates, and other documents presented by MSA.
8. Provide MSA with copies of existing studies, reports, plans, maps, and surveys relative to the proposed project.
9. Designate in writing a person to act as the Owner's representative with respect to the services to be performed under this Agreement; and such person shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and decisions with respect to services covered by this Agreement.
10. Publicize the survey through postings and/or utility bill notes/insertion. The City will be responsible for all notice/publicizing costs.
11. Participate in survey planning as well as review of data.
12. Specific responsibilities related to any additional services required.

1C: Additional Services

1. Specific responsibilities related to any additional services required.
 - a. Further quantify survey results as related to projects specified in the City CIP or potential projects being planned.
 - b. Submit survey data to the DOA for specific proposed projects when a neighborhood benefiting project is planned.
 - c. Attend any additional meetings as requested by the City.

1D: Equal Opportunity

MSA agrees to comply with the following Equal Opportunity provisions:

1. Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall, on the ground of race, color, national origin, sex, age or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
2. Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance.
3. Executive Order 11246, as amended, provides that no person shall be discriminated against, on the basis of race, color, religion, sex or national origin in any place of employment during the performance of federally assisted construction contracts in excess of \$2,000.

MSA PROFESSIONAL SERVICES, INC. (MSA) – GENERAL TERMS AND CONDITIONS OF SERVICES

1. The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. MSA will bill the OWNER monthly with net payment due upon receipt. Past due balances shall be subject to an interest charge at a rate of 12% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

3. Costs and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

4. MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not guarantee that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

5. This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.

6. In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

7. This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER

terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

8. The OWNER agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project.

9. MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

10. Reuse of any documents and/or services pertaining to this project by the OWNER or extensions of this project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

11. To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, agents, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, agents, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and

in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

12. OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in any state or federal court having jurisdiction.

13. This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

14. OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be, at MSA's option, Sauk County, Wisconsin, or any county in which MSA has an office.

15. This agreement contains the entire understanding between the parties on the subject matter hereof and no representations, inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Consideration and possible action for approval of preliminary 2022 borrowing.*

ATTACHMENTS:

- 2022 Preliminary Borrowing Memo (PDF)
- Preliminary Borrowing Worksheet for 2022-June 7, 2022 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: June 8th, 2022
Subject: Preliminary Approval of 2022 Borrowing Items

I have attached the project list for the development of an initial resolution to authorize the 2022 borrowing. The projected borrowing is in the form of ten year general obligation notes include \$4,116,154 of non-TID equipment and projects and \$6,749,400 for various TID items listed on the worksheet. The 2022 adopted budget column amounts have been confirmed/adjusted/deleted by each department (proposed borrowing shaded columns) based upon updated needs at this time and may be further modified in the next month. The short-term note column is for projects already borrowed for in December of 2021 and fully repaid for in February of 2022. Amounts of \$0 in the proposed borrowing column indicate that the proposed project is no longer being considered for borrowing in 2022 at this time. The City's borrowing consulting firm of RW Baird will review the list and provide their recommendations regarding note or bond sizing and repayment terms.

Pending Finance Committee approval, the initial resolutions for these projects will go to the City Council for preliminary approval in July 2022 with the Council giving final approval to the most favorable bond bid in August 2022. Proceeds would then be projected to be available to the City by September 2022. I will firm these dates up with Justin Fischer of RW Baird pending your review and approval. Should you have any questions on this feel free to contact me or I will be present at the Finance Committee meeting on June 14th.

City of De Pere, Wisconsin				
Projects	Adopted Budget	Short-Term Note	10 Year Note	Note - TID
City Administrator - Office Furniture Replacement	11,000	11,000		
IT - Replace Network Switches at Community Center, MSC, Fire Station #1 & #2	15,000	15,000		
IT - Replace Fiber Optic Cable at City Hall	15,000	15,000		
IT - Install Security Cameras at Voyageur Park Parking Lot and Riverwalk	50,000		50,000	
City Hall - Engineering for Boiler Replacement	10,000	10,000		
City Hall - Fire Protection Replacement	45,000		45,000	
City Hall - Replace Windows	100,000		100,000	
City Hall - Sanitary Sewer Repairs	40,000		40,000	
Health - Replace Department Truck	31,000		31,000	
Total General Government	317,000	51,000	266,000	0
Public Safety				
Police - Police Vehicle Lease Payment (4 Ford SUV Explorers)	74,000		74,000	
Police - Replace Conducted Electrical Weapons (Tasers)	10,661	10,661		
Fire - Keysecure 5 for Knox Box Security	13,294	13,294		
Fire - Portable and Mobile Radios	80,000		80,000	
Fire - Replace PPE	43,750		43,750	
Fire - Station Alerting Software	29,000	22,545		
Total Public Safety	250,705	46,500	197,750	0
Public Works				
Building Maintenance - Vehicle for New Maintenance Specialist	27,500		40,000	
Building Maintenance - Tools for New Maintenance Specialist	10,000	10,000		
Snow & Ice - Replace Dump Truck #78	225,000		225,000	
Snow & Ice - Replace Dump Truck #79	225,000		225,000	
Snow & Ice - Brine Machine Repairs	12,000	12,000		
Traffic Signs & Markings - Raise Entrance Sign on Ashland Ave	2,500	2,500		
Brush Collection - Wood Chipper Safety Shields	12,000	12,000		
Planning - TID 7 Cultural District Master Plan Implementation	200,000			0
Planning - TID 7 Downtown Pots - Landscaping	3,000			0
Planning - TID 7 Development Rebate	300,000			0
Planning - TID 7 Façade Grant Program	60,000			60,000
Planning - TID 8 I-41 Interchange Design	157,500			46,250
Planning - TID 8 South Bridge Corridor	0			150,000
Planning - TID 9 Downtown Pots - Landscaping	3,000			0
Planning - TID 9 Development Rebate	1,100,000			800,000
Planning - TID 9 Main Ave Alley Reconstruction (400 Block of Main and Reid)	735,800			765,000
Planning - TID 9 Façade Grant Program	60,000			60,000
Planning - TID 10 Development Rebate	200,000			0
Planning - TID 11 West Industrial Park Railroad Spur Inspection & Maintenance	22,500			22,500
Planning - TID 11 Development Rebate	300,000			0
Planning - TID 11 South Bridge Corridor	0			150,000

City of De Pere, Wisconsin				
Projects	Adopted Budget	Short-Term Note	10 Year Note	Note - TID
Planning - TID 12 West Industrial Park Railroad Spur Inspection & Maintenance	22,500			22,500
Planning - TID 12 Development Rebate	300,000			0
Planning - TID 12 American Blvd Extension	2,500,000			2,685,000
Planning - TID 12 South Bridge Corridor	0			150,000
Planning - TID 13 Development Rebate	300,000			0
Planning - TID 14 Development Rebate & Site Assembly	654,000			0
Planning - TID 15 I-41 Interchange Design	157,500			46,250
Planning - TID 15 Development Rebate	3,000,000			0
Planning - TID 15 South Bridge Corridor	0			150,000
Planning - TID 16 Alley Reconstruction	120,000			0
Planning - TID 16 Development Rebate	800,000			0
Planning - TID 17 Southeast Area Comprehensive Plan Update	20,000			20,000
Planning - TID 17 Development Rebate	500,000			0
Planning - TID 17 Commerce Drive Pavement Extension	2,310,000			1,621,900
Total Public Works	14,339,800	36,500	490,000	6,749,400
Parks & Recreation				
Community Center - Facility Improvements/Upgrades & Repairs	10,000	10,000		
Community Center - Fire Alarm Panel Upgrade	10,000	10,000		
Community Center - Heating System Pump Replacement	95,000		115,680	
Parks & Public Lands - Sidewalk & Hard Surface Replacement Program	20,000	20,000		
Parks & Public Lands - VFW Restroom/Score Shack Roof Replacement	12,000	12,000		
Parks & Public Lands - Voyageur Park Western Parking Lot Resurfacing	75,000		130,000	
Parks & Public Lands - Patriot Park Basketball Court Resurfacing	12,000	12,000		
Parks & Public Lands - Kelly Danen Drainage	15,000	15,000		
Parks & Public Lands - Water Cooler Replacement Program	6,000	6,000		
Parks & Public Lands - Voyageur Park Parking Lot Overlay	69,000		55,000	
Parks & Public Lands - Park Light Replacement Program	15,000	15,000		
Parks & Public Lands - VFW Access Road Reconstruction	120,000		90,000	
Parks & Public Lands - Southwest Park Irrigation System Update	15,000	15,000		
Parks & Public Lands - Roundabout Irrigation System Updates	6,000	6,000		
Parks & Public Lands - VFW Tennis Court Repair	22,000		22,000	
Boat Ramps - Perkofski Boat Launch Dock Section Refurbishment	5,000	5,000		
Boat Ramps - James Street Boat Dock Extension	15,000	15,000		
Parks Equip/Veh Maintenance - Truck 13 Replacement	35,000		35,000	
Parks Equip/Veh Maintenance - Car 9 Replacement	30,000		30,000	
Parks Equip/Veh Maintenance - Mower 306 Replacement	85,000		85,000	
Parks Equip/Veh Maintenance - Wood Shop Equipment Replacement	7,500	7,500		
Parks Equip/Veh Maintenance - Wood Chipper Safety Shields	5,000	5,000		
Swimming Pools - POS System for VFW and Legion	25,000	25,000		
Swimming Pools - Legion Storm Sewer Line Replacement	10,000	10,000		
Swimming Pools - Data Card Printer Replacement	7,500	7,500		

City of De Pere, Wisconsin				
Projects	Adopted Budget	Short-Term Note	10 Year Note	Note - TID
Total Parks & Recreation	727,000	196,000	562,680	0
Street Management				
Crackfilling/Patching - Various	243,724		243,724	
Resurfacing-Variou	0		740,000	
Sidewalks	115,000		115,000	
Concrete Street Rehabilitation	350,000		350,000	
Lewis Street Reconstruction	560,000		560,000	
Broadway and Bomier Pedestrian Improvements	25,000		25,000	
De Pere Cultural Foundation Site Preparation	221,000		296,000	
Bridge Rehabilitation - Creamery Road and Parkview Road	170,000		170,000	
2025 Lawrence Drive Reconstruction Engineering	20,000	20,000		
Alley Reconstruction	160,000		0	
DOT Main Avenue Design	0		50,000	
Street Light Inventory Repair	0		50,000	
Total Street Management	1,864,724	20,000	2,599,724	0
TOTALS - CAPITAL PROJECTS	\$ 17,499,229	\$ 350,000	\$ 4,116,154	\$ 6,749,400



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Review and possible action on City of De Pere Investments and Cash Detail report for April 2022.

ATTACHMENTS:

- April 2022 Cash and Investments Memo (PDF)
- April 2022 Cash and Investments Schedule 6.14.22.doc(PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: June 9, 2022
Subject: Cash and Investments Report for April 30th, 2022

I have attached a summary of the City's Cash and Investments for your information and review as of April 30th, 2022. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2021 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments return decreased \$309,538 in **market value** for the year through April 30th, 2022. For your information, our budgeted annual amount for general fund investment income for 2022 is \$100,000. The LGIP investment account increased over \$367,00 in **April** of 2022 due to receipt of state transportation aids. Our Associated Money Market decreased roughly \$1.5 million in **April** of 2022 due to payments for payroll and accounts payable. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

APRIL 30, 2022

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 1,426,451.35
HEALTH CHECKING	\$ 1,899,131.96
DENTAL CHECKING	\$ 81,774.28
SUBTOTAL	\$ 3,407,357.59
TOTAL CASH	\$ 3,407,357.59

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	ANNUALIZED RATE OF RETURN
LGIP	\$ 8,866,665.54	\$ 4,154.55	0.16%
ASSOCIATED BANK TRUST	\$ 4,910,138.71	\$ (167,891.36)	-9.92%
CHARLES SCHWAB INVESTMENTS	\$ 6,207,989.76	\$ (151,392.69)	-7.14%
MONEY MARKET	\$ 10,192,939.12	\$ 5,591.71	0.12%
TOTAL INVESTMENTS	\$ 30,177,733.13	\$ (309,537.79)	
TOTAL CASH AND INVESTMENTS	\$ 33,585,090.72		

NOTE: The City budgeted \$100,000 for general fund revenues in the 2022 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
April 30, 2022

	31-Jan-2022	28-Feb-2022	31-Mar-2022	30-Apr-2022	31-May-2022	30-Jun-2022
CHECKING ACCOUNTS						
CITY CHECKING	1,882,432.25	1,656,061.96	1,252,891.03	1,426,451.35	-	-
HEALTH CHECKING	2,055,650.69	1,940,553.16	1,916,059.42	1,899,131.96	-	-
DENTAL CHECKING	76,478.58	77,741.34	79,124.80	81,774.28	-	-
SUBTOTAL	\$ 4,014,561.52	\$ 3,674,356.46	\$ 3,248,075.25	\$ 3,407,357.59	\$ -	\$ -
RESTRICTED						
WATER BOND MM	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH	\$ 4,014,561.52	\$ 3,674,356.46	\$ 3,248,075.25	\$ 3,407,357.59	\$ -	\$ -
INVESTMENTS						
LGIP	8,036,518.10	7,437,020.05	8,496,842.98	8,866,665.54	-	-
ASSOCIATED BANK TRUST	5,035,698.64	5,015,530.03	4,940,436.94	4,910,138.71	-	-
CHARLES SCHWAB INVESTMENTS	6,330,928.23	6,300,725.14	6,239,753.59	6,207,989.76	-	-
MONEY MARKET	18,842,507.70	12,690,550.12	11,691,830.39	10,192,939.12	-	-
TOTAL INVESTMENTS	\$ 38,245,652.67	\$ 31,443,825.34	\$ 31,368,863.90	\$ 30,177,733.13	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 42,260,214.19	\$ 35,118,181.80	\$ 34,616,939.15	\$ 33,585,090.72	\$ -	\$ -

	31-Jul-2022	31-Aug-2022	30-Sep-2022	31-Oct-2022	30-Nov-2022	31-Dec-2022
CHECKING ACCOUNTS						
CITY CHECKING	-	-	-	-	-	-
HEALTH CHECKING	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESTRICTED						
WATER BOND MM	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	-	-	-	-	-	-
ASSOCIATED BANK TRUST	-	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	-	-	-	-	-	-
MONEY MARKET	-	-	-	-	-	-
TOTAL INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2021

	31-Jan-2021	28-Feb-2021	31-Mar-2021	30-Apr-2021	31-May-2021	30-Jun-2021
CHECKING ACCOUNTS						
CITY CHECKING	2,331,022.04	622,001.07	1,751,077.31	1,053,658.55	823,811.66	159,026.31
HEALTH CHECKING	2,381,833.73	2,382,587.48	2,266,097.52	2,513,911.76	2,442,426.74	2,257,079.41
DENTAL CHECKING	61,720.12	65,793.24	55,511.60	72,493.72	71,018.59	71,572.27
SUBTOTAL	\$ 4,774,575.89	\$ 3,070,381.79	\$ 4,072,686.43	\$ 3,640,064.03	\$ 3,337,256.99	\$ 2,487,677.99
RESTRICTED						
WATER BOND MM	212,746.68	212,771.16	212,798.27	212,824.50	212,847.24	212,868.23
SUBTOTAL	\$ 212,746.68	\$ 212,771.16	\$ 212,798.27	\$ 212,824.50	\$ 212,847.24	\$ 212,868.23
TOTAL CASH	\$ 4,987,322.57	\$ 3,283,152.95	\$ 4,285,484.70	\$ 3,852,888.53	\$ 3,550,104.23	\$ 2,700,546.22
INVESTMENTS						
LGIP	14,005,155.49	14,932,003.97	13,684,325.96	8,532,120.21	7,691,508.67	8,998,581.68
ASSOCIATED BANK TRUST	5,090,384.50	5,092,253.12	5,091,028.45	5,101,344.27	5,107,360.65	5,103,518.76
CHARLES SCHWAB INVESTMENTS	6,376,185.39	6,364,936.76	6,372,504.48	6,384,748.23	6,385,186.86	6,378,376.40
MONEY MARKET	27,440.86	27,444.02	27,447.52	27,450.90	27,453.83	27,456.54
TOTAL INVESTMENTS	\$ 25,499,166.24	\$ 26,416,637.87	\$ 25,175,306.41	\$ 20,045,663.61	\$ 19,211,510.01	\$ 20,507,933.38
TOTAL CASH AND INVESTMENTS	\$ 30,486,488.81	\$ 29,699,790.82	\$ 29,460,791.11	\$ 23,898,552.14	\$ 22,761,614.24	\$ 23,208,479.60

	31-Jul-2021	31-Aug-2021	30-Sep-2021	31-Oct-2021	30-Nov-2021	31-Dec-2021
CHECKING ACCOUNTS						
CITY CHECKING	669,513.93	5,185,089.85	767,962.29	1,177,465.91	1,121,443.34	698,333.09
HEALTH CHECKING	2,137,820.32	2,201,756.16	74,134.00	2,180,493.68	2,212,728.37	2,188,211.99
DENTAL CHECKING	71,327.28	71,277.13	2,169,637.44	76,145.39	78,237.64	72,478.76
SUBTOTAL	\$ 2,878,661.53	\$ 7,458,123.14	\$ 3,011,733.73	\$ 3,434,104.98	\$ 3,412,409.35	\$ 2,959,023.84
RESTRICTED						
WATER BOND MM	212,889.92	212,911.62	212,932.62	212,954.32	212,971.82	-
SUBTOTAL	\$ 212,889.92	\$ 212,911.62	\$ 212,932.62	\$ 212,954.32	\$ 212,971.82	\$ -
TOTAL CASH	\$ 3,091,551.45	\$ 7,671,034.76	\$ 3,224,666.35	\$ 3,647,059.30	\$ 3,625,381.17	\$ 2,959,023.84
INVESTMENTS						
LGIP	12,313,429.27	5,959,824.53	3,960,047.45	13,277,053.10	9,667,924.32	7,668,380.45
ASSOCIATED BANK TRUST	5,102,473.14	5,104,975.54	5,098,389.98	5,086,792.43	5,085,108.03	5,078,030.07
CHARLES SCHWAB INVESTMENTS	6,389,315.23	6,380,939.85	6,378,209.02	6,372,888.06	6,359,382.45	6,359,382.45
MONEY MARKET	27,459.34	27,462.14	27,464.85	27,467.65	27,470.36	14,814,830.53
TOTAL INVESTMENTS	\$ 23,832,676.98	\$ 17,473,202.06	\$ 15,464,111.30	\$ 24,764,201.24	\$ 21,139,885.16	\$ 33,920,623.50
TOTAL CASH AND INVESTMENTS	\$ 26,924,228.43	\$ 25,144,236.82	\$ 18,688,777.65	\$ 28,411,260.54	\$ 24,765,266.33	\$ 36,879,647.34



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Discussion Regarding the Future Funding of the Downtown Facade Grant Program

ATTACHMENTS:

- Facade Grant Funding Memo - 2022 (PDF)
- Facade Grant Guidelines (PDF)
- Facade Grant Payment Tracking 2000-2022 (PDF)

CITY OF DE PERE MEMO



To: Finance and Personnel Committee
 From: Daniel Lindstrom, Development Services Director
 Date: June 14, 2022

RE: **Discussion Regarding the Future Funding of the Downtown Facade Grant Program**

As the City prepares for initial 2023 budget discussions, the Development Services staff requests a discussion with the Finance and Personnel Committee regarding the future funding of the façade grant program. This coincides with one of the recommendations from the 2020 TID Annual Summary report.

Façade Program Background:

The program has loosely remained the same since 2000 with the initial funding from Tax Increment District (TID) No. 5. The program guidelines are attached to this memo. Funding was replaced by annual funding from TIDs No. 7 and 9. The program underwent several revisions to the funding levels, starting with a 3:1 match of private dollars to public dollars. The City then reduced the required match to 2:1 and ultimately to a 1:1 ratio several years ago. The City funds the grant program through TID borrowing and in theory the improved property values would increase increment revenue received to pay off the debt for the grant. Since the program's inception staff tracked 37 total grant awards payments totaling \$361,908.67. Below are the summary results and the complete results are included with the memo:

- 14 grants increased the assessed value by more than \$50,000
- 8 grants increased the assessed value by less than \$50,000
- 11 grants resulted in no change to the assessed value
- 4 grant receipts now have a lower assessed value than prior to the grant award.

The TID Base value of all subject parcels was \$6,946,300. The subject properties appreciated \$1,038,700 in value before receiving the respective grants. Following project completion, the subject properties increased an additional \$1,553,100 in value. On the surface, it looks like a 4x return on investment; however, the calculation must compare to increment revenue received. Given basic assumptions the overall increment received could be less than \$300,000 assuming properties with reduced assessed values are treated as zero. If the calculation includes the parcels with reduced assessed value, then program revenue is reduced to approximately \$265,000 over the life of the program.

In short, several of the projects completed did increase in significant value, but 60% of the projects had a minimal increase, experienced no change in value, or have a lower value. Therefore, the program is not self-sustaining. Moreover, each year the TID has fewer years to opportunities to recoup the cost through tax increment revenue. That is further compounded by the 24.34% mill rate reduction on the east side and a 9.75% mill rate reduction on the west side since 2017.

TID Impact Example:

The owner of 101 S Broadway (SAKS Holdings LLC) recently completed an extensive restoration of the former Lamp Shade building. The City provided a \$30,000 grant and the project included an additional \$120,000 in matching equity. The project won the 2021 Wisconsin Main Street Award for best historic renovation. The project increased the assessed value by \$106,100; however, the project needed to increase to \$165,800 to pay off the grant amount by the mandated TID Closure date.¹

Below are the calculations for the required break-even point for assessed values based on the subject TID and the number of years remaining over the life of the TID.

TID No. 7

TID No. 7 Façade Grants - Break Even Assessed Value Increase At Current Assumptions			
Description	Maximum Life (11 Years remaining)	3 Year Extension (14 Years remaining)	6 Year Extension (17 Years remaining)
	Break Even	Break Even	Break Even
\$10,000	\$55,267	\$43,424	\$35,761
\$20,000	\$110,533	\$86,847	\$71,521
\$30,000	\$165,800	\$130,271	\$107,282

TID No. 9

TID No. 9 Façade Grants - Break Even Assessed Value Increase At Current Assumptions			
Description	Maximum Life (17 Years remaining)	3 Year Extension (20 Years remaining)	6 Year Extension (23 Years remaining)
	Break Even	Break Even	Break Even
\$10,000	\$29,805	\$25,335	\$22,030
\$20,000	\$59,611	\$50,669	\$44,060
\$30,000	\$89,416	\$76,004	\$66,090

The program has been vital to the restoration of many of the buildings in the downtown, so staff requests a discussion regarding the future program funding. Several options are as follows:

- Continue TID funding at current funding levels, but the City must pay off any remaining debt prior to TID closure. TIDs No. 7 and No. 9 are projected to end with a deficit prior to the mandated closures. Each TID could be extended up to 6 years to recoup additional costs. TID No. 7 is at risk of not being able to pay off additional debt, but TIDs No. 8, 11, 12, and 15 project plans could be amended to be donor TIDs to TID No. 9 to pay off existing debt.
- Reduce current façade program individual maximums.
- Reduce/set separate individual maximums for each TID.
- Supplement the program with funding from the general fund or other sources.
- Require PILOT payments similar to development/redevelopment agreements.

¹ Assumption: 11 years to termination, 2 possible three-year TID extensions, current mill rate to remain unchanged (0.016449207)

City of De Pere MEMORANDUM



City of De Pere Façade Grant Program Guidelines *Approved by Common Council Resolution #18-67 (July 17, 2018)*

The below Façade Grant Program Guidelines have been prepared to provide clearer direction for potential applicants and to make the review process more efficient.

Program Objectives

1. Support the rehabilitation and renovation of exterior building facades in Downtown De Pere.
2. Support the job creation and business development in Downtown De Pere.
3. Support the renovation of historic buildings in Downtown De Pere.

Program Funding Requirements

1. Grant provides \$1 of City funds for \$1 of private funds for eligible expenses (100% match).
2. Grant maximum is determined by the length of building, measured along the total linear frontage of adjacent public right of way, up to \$30,000 per property.

Building Width	Maximum Grant Amount
1' to 60'	\$10,000
61'-120'	\$20,000
121'+	\$30,000

3. Property owners are limited to the grant maximum amount every ten years.
4. For projects restoring or renovating historic buildings (must be listed as contributing on the City of De Pere Intensive Survey), interior improvements and roof repair/replacement may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.

Program Guidelines

1. Program administered in conjunction with Definitely De Pere (Definitely De Pere provides feedback on design and serves as the Main Street Program contact for architectural services).
2. Architectural designs and renderings that implement a historic renovation and/or follow the Main Street Design Guidelines are highly encouraged.
3. Property must be located in a Downtown Tax Increment Financing District (TID 7, or 9).
4. Funds reviewed and distributed on a 'first come, first serve' basis.

5. Applications should be reviewed by the RDA prior to work commencing on the project.
6. In rare cases (due to weather, contractor availability, etc), the RDA may consider approving funding for work completed up to 90 days after an application submittal.
7. Retroactive funding requests for work completed before an application submittal will not be considered.
8. Façade grant funds may be used for any side of the building.
9. Funds are distributed only after receipts are submitted and a City building inspector reviews the work.

Eligible & Ineligible Expenses

Eligible Expenses

1. New Windows and Doors
2. Window and Door Repair
3. Exterior Demolition
4. Exterior Construction including, electric, materials, labor.
5. Exterior Lighting
6. Pressure Washing
7. Painting
8. Roof upgrade/replacement that improves the overall building appearance.
9. Gutters/Downspouts
10. Waste Disposal
11. Decorative Awnings (no business specific graphics)
12. Contractor's Fees – Profit – Overhead directly related to exterior work

13. Permanent Exterior Site Work – Landscape, hardscape, pedestrian amenities, pergolas, etc.
14. Signage (if included as part of a more extensive façade renovation project)
15. Restoration or renovation of historical identifying features that may not be relevant to the current building use (reviewed on a case-by-case basis)
16. Other expenses as approved by the Redevelopment Authority

Ineligible Expenses

1. Signage as a standalone request
2. Any improvement that could be removed from the building as personal property.
3. Security Cameras
4. Interior Improvements
5. Design/Engineering/Professional Fees
6. Roof repair/replacement that does not alter the appearance of the building.

Requested expenses not specifically included in the above list will be reviewed on a case-by-case basis by the Redevelopment Authority and Common Council.

CITY OF DE PERE TAX INCREMENT FINANCED FAÇADE GRANT PROGRAM ASSESSED VALUE COMPARISON 2000-2022										
RDA Review Date	Address	Parcel No.	TID	Grant Amount	Year	TID Base Value	Pre Grant Assessed Value	2022 Assessed Value	Value Change from Base Value	Value Change from Pre Grant Value
6/25/2012	705 George St	ED-1008	7	\$10,000.00	2012	\$279,700.00	\$279,700.00	\$279,700.00	\$0.00	\$0.00
11/19/2007	908 George St	ED-1104	7	\$10,000.00	2007	\$181,200.00	\$148,800.00	\$181,200.00	\$0.00	\$32,400.00
10/26/2009	126 S Broadway	ED-789	7	\$5,795.79	2009	\$56,400.00	\$199,000.00	\$199,000.00	\$142,600.00	\$0.00
2/10/2009	416 George St (Grant No. 1)	ED-816	7	\$10,000.00	2009	\$420,600.00	\$436,300.00	\$398,000.00	-\$22,600.00	-\$38,300.00
6/24/2019	417 George St (Grant No. 2)	ED-816	7	\$13,138.93	2019		\$398,000.00			
5/27/2014	125 S Broadway	ED-824	7	\$10,000.00	2014	\$434,300.00	\$354,300.00	\$354,400.00	-\$79,900.00	\$100.00
8/24/2015	121-123 S Broadway	ED-826	7	\$6,800.00	2015	\$192,100.00	\$121,600.00	\$196,900.00	\$4,800.00	\$75,300.00
9/23/2019	123 S Broadway *	ED-826	7	\$3,200.00	2020					
10/26/2009	111-113 S Broadway	ED-828	7	\$10,000.00	2009	\$169,900.00	\$144,200.00	\$185,600.00	\$15,700.00	\$41,400.00
5/26/2020	101 S Broadway	ED-833	7	\$30,000.00	2020	\$218,900.00	\$218,900.00	\$325,000.00	\$106,100.00	\$106,100.00
8/18/2008	417 George St	ED-841	7	\$5,304.75	2008	Not Available	\$183,600.00	\$227,100.00	-	\$43,500.00
9/23/2013	519 George St	ED-897	7	\$10,000.00	2013	Not Available	\$398,000.00	\$295,400.00	-	-\$102,600.00
1/27/2014	610 George St	ED-960	7	\$6,687.50	2014	\$93,600.00	\$135,900.00	\$144,700.00	\$51,100.00	\$8,800.00
6/22/2020	600-604 George St	ED-961	7	\$22,463.75	2020	\$361,200.00	\$361,200.00	\$361,200.00	\$0.00	\$0.00
6/24/2013	615-617 George St	ED-967	7	\$10,000.00	2013	\$160,100.00	\$160,100.00	\$160,100.00	\$0.00	\$0.00
8/20/2007	605 George St	ED-968-3	7	\$8,765.31	2007	\$142,100.00	\$100,000.00	\$199,700.00	\$57,600.00	\$99,700.00
8/18/2003	300-308 Main Av	WD-367	5	\$3,273.10	2003	\$186,500.00	NO DATA	\$323,400.00	\$136,900.00	\$0.00
2/25/2019	320 Main Ave	WD-369	9	\$11,000.00	2019	\$657,700.00	\$600,000.00	\$446,100.00	-\$211,600.00	-\$153,900.00
4/30/2018	330 Main Av	WD-371	9	\$2,315.90	2018	\$181,400.00	\$181,400.00	\$181,400.00	\$0.00	\$0.00
11/23/2020	330 Main Ave	WD-371	9	\$6,958.00	2020					
8/24/2020	348 Main Ave	WD-375	9	\$10,000.00	2020	\$232,200.00	\$131,300.00	\$131,300.00	-\$100,900.00	\$0.00
9/23/2019	368 Main Ave	WD-379	9	\$10,000.00	2020	\$232,200.00	\$237,900.00	\$270,000.00	\$37,800.00	\$32,100.00
2/24/2014	486 Main Av	WD-388	5	\$10,000.00	2014	Not Available	\$364,800.00	\$390,200.00	-	\$25,400.00
6/24/2019	421 Main Ave	WD-889	9	\$30,000.00	2019	\$387,600.00	\$387,600.00	\$436,000.00	\$48,400.00	\$48,400.00
6/27/2011	301 Main Av	WD-906	9	\$10,000.00	2011	\$261,900.00	\$237,200.00	\$415,100.00	\$153,200.00	\$177,900.00
12/9/2013	313 Main Av	WD-908	9	\$10,000.00	2013	\$41,200.00	\$41,200.00	\$284,500.00	\$243,300.00	\$243,300.00
6/25/2012	327 Main Av	WD-911	5	\$3,256.85	2012	\$101,900.00	\$394,300.00	\$394,300.00	\$292,400.00	\$0.00
7/22/2019	331 Main	WD-912	9	\$30,000.00	2019	\$311,600.00	\$311,600.00	\$311,600.00	\$0.00	\$0.00
10/15/2013	345 Main Av	WD-915	9	\$1,980.72	2013	\$142,500.00	\$142,500.00	\$169,800.00	\$27,300.00	\$27,300.00
3/26/2018	353 Main Av	WD-917	9	\$11,142.50	2018	\$321,500.00	\$120,000.00	\$275,000.00	-\$46,500.00	\$155,000.00
12/17/2001	355 Main Av (Grant No. 1)	WD-918	5	\$2,705.75	2001	\$53,600.00	\$53,600.00	\$171,700.00	\$118,100.00	\$118,100.00
8/28/2017	355 Main Av (Grant No. 2)	WD-918	9	\$4,658.40	2015		\$171,700.00		\$171,700.00	\$0.00
3/26/2018	363 Main Ave (combined with 365 Main Ave)	WD-919	9	\$20,000.00	2018	\$183,800.00	\$120,000.00	\$649,000.00	\$57,900.00	\$121,700.00
5/27/2014	365 Main Av	WD-920	9	\$3,734.41	2014	\$407,300.00	\$407,300.00			
10/21/2002	371 Main Av	WD-921	5	\$1,735.28	2002	\$60,200.00	\$60,200.00	\$141,200.00	\$81,000.00	\$81,000.00
12/7/2004	375 Main Av	WD-922	5	\$1,280.00	2004	\$48,700.00	\$74,800.00	\$216,600.00	\$167,900.00	\$141,800.00
9/26/2011	330 Reid St	WD-930	5	\$5,711.73	2011	\$424,400.00	\$797,900.00	\$822,900.00	\$398,500.00	\$25,000.00
Total Awarded				\$361,908.67	-	\$6,946,300.00	\$7,985,000.00	\$9,538,100.00	\$1,850,800.00	\$1,309,500.00



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Staff Presentation and Discussion for Tax Increment Financing (TIF) Overview

At the July 12, 2022 committee meeting, staff will present the 2021 Tax Increment District (TID) Annual Report. In preparation for the presentation, staff will present a short introductory or refresher for the newer elected officials. The presentation will focus on TIF purpose, history, basics, and requirements.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Consideration and possible action on claim for tax refund filed by Sheila McCarron - Parcel #ED-124-N-44 (1327 Ridgeway Blvd).*

ATTACHMENTS:

- McCarron tax refund request (PDF)
- De Pere Letter 1327 Ridgeway Blvd_Accurate Appraisal (PDF)
- Sheila McCarron comparison (PDF)

City of De Pere

APR 27 2022

Clerk's Office

To Whom it may concern:

I want to file a claim for my 2021 taxes billed in error. The assessor made a mistake in the description and value of my property. That being said, I am requesting a refund for my 2021 taxes in the amount of \$2365.18.

Thank You!

Shula McLarron
1327 Ridgeway Blvd
De Pere WI 54115
920-265-8183



Ph: 920-749-8098
Email: info@accurateassessor.com

RE: 1327 Ridgeway Blvd
ED-124-N-44

To Whom it May Concern—

It was brought to our attention that the 2021 assessed value for 1327 Ridgeway was assessed higher than the 2021 sale price, which could constitute a palpable error under state statute 74.33 (a) or (f).

A summary of events starts with the assessor reviewing the sale listing in early 2021. The data was changed during the review. The bedroom count was changed to 5 from 4, the kitchen condition changed to Good from Average, and 600 square feet of finished basement living area was added. These changes increased the assessed value to 448,400. The listing was for 369,000.

The house then sold for \$369,000 on 3/15/2021. Notices mailed 3/18/21. The sale was reported after the date notices mailed. The notice mailed to the previous owner, who did not forward to the current owner. Therefore, the current owner was not aware of the open book process and the changed value.

The 2022 assessed value was \$369,000, based on the 2021 sale. If the city proceeded with the error the 2021 assessed value would be \$295,200 based on the 2020 data, and the house did not sell until after notices mailed.

Should a palpable error be filed either the homeowner would be reimbursed the rescinded portion or the city would cover the rescinded portion of the school district, vocational school district, and county. Then a PC-2021 is filed by October 3rd. This form instructs the other taxing entities to make the city whole. The city would get the city portion back by a special item increase on next year's levy limit worksheet.

Please notify me if the city chooses to proceed with the palpable error process and I'll start the paperwork.

Thanks

Josh Sherman
Assessor II

1327 Ridgeway Boulevard - 2021 Assessment and Taxes

	<u>Assessed value</u>	<u>2021 tax rate</u>	<u>gross tax</u>	<u>tax credits deducted</u>	<u>net tax</u>	<u>storm water charge</u>	<u>total tax bill</u>
ORIGINAL	\$448,400	0.015442445	\$6,924.39	-\$198.70	\$6,725.69	\$107.00	\$6,832.69
CORRECTED	\$295,200	0.015442445	\$4,558.61	-\$198.70	\$4,359.91	\$107.00	\$4,466.91

requested refund amount
for taxes billed in error: \$2,365.78



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: June 14, 2022

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Discussion and Possible Action on Hiring Outside Counsel to Assist with Police Department Reorganization.*
