



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Agenda

Tuesday, June 9, 2015

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **June 9, 2015** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115**.

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

Call to order.

1. Roll call.
2. Approval of the minutes of the May 12, 2015 regular meeting of the Finance/Personnel Committee.
3. Police Overtime Report for May 2015
4. Fire Department Overtime and EMS Billing Report for May.
5. Review request to extend option to purchase by WashWorld Inc for parcel WD-1136-3. *
6. Police Department COPS Grant Application Request. *
7. Police Squad Vehicle Trade-in Money Encumbered for Future Squad/body Cameras*
8. Consider request from Fire Department regarding out of State Travel for Education.
9. Consider request to appropriate \$825 from the Unassigned Reserve Account for furniture for the Mayor's office. *
10. Consider request to reduce Ambulance Stand-by Fee for US Youth Soccer Tournament. *
 - A. Consider amendments to §106-6 De Pere Municipal Code regarding special event service fees.
11. Consideration of Temporary Agreement with City of Green Bay to Assist with Water/Wastewater Utility. *
12. Public comment and announcements.
13. Future agenda items.
14. Adjournment.

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

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Tod Maki, Saint Norbert College

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: June 9, 2015

DEPARTMENT: City Attorney

FROM: Jeni Dupont

SUBJECT: Approval of the minutes of the May 12, 2015 regular meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- May 12, 2015 DRAFT Minutes (DOC)



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Tuesday, May 12, 2015
7:30 PM
De Pere City Hall Council Chambers

Call to order.

Mayor Michael J. Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on May 12, 2015 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

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

Also present: City Administrator Lawrence Delo, Police Chief Derek Beiderwieden, Fire Chief Dennis Rubin, Director of Planning & Economic Development Ken Pabich, Public Works Director Scott Thoresen, Parks, Recreation & Forestry Director Marty Kosobucki, Finance Director Joe Zegers, Human Resources Director Shannon Metzler and members of the public.

- Approval of the minutes of the April 14, 2015 regular meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Michael Donovan, Aldersperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

- Police Overtime Report for April 2015

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Aldersperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

- Fire Department Overtime Report April 2015

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Larry Lueck, Aldersperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

- Consider request to purchase part of WD-L179-1 by PEDS LLC.*

Discussion followed motion. Planning & Economic Development Director Pabich explained the sewer line on south side of property is owned by Green Bay Metropolitan Sewerage District and will be extended to serve both parcels. The sewer line extension will be included as part of the project. It was noted that the business moving to this location is coming from the Advance Business & Manufacturing Center incubator.

Attachment: May 12, 2015 DRAFT Minutes (3532 : Approval of Minutes)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Scott Crevier, Alderperson
SECONDER: Michael J. Walsh, Mayor
AYES: Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED: Larry Lueck

6. Consider request to purchase WD-1377 by Nicolet Real Estate and Frigo Enterprises.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Lisa Rafferty, Alderperson
SECONDER: Michael Donovan, Alderperson
AYES: Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED: Larry Lueck

7. Consider request to purchase part of WD-L492-B by Green Bay Packaging.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael J. Walsh, Mayor
SECONDER: Scott Crevier, Alderperson
AYES: Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED: Larry Lueck

8. Consider Proposal from Performa for Sustainable Roof Analysis*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael J. Walsh, Mayor
SECONDER: Michael Donovan, Alderperson
AYES: Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED: Larry Lueck

9. Proposal for Change in Adult Basketball League Rules.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Lisa Rafferty, Alderperson
SECONDER: Michael Donovan, Alderperson
AYES: Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED: Larry Lueck

10. Approve changes in organizational structure and staffing in Park and Recreation Department. *

Discussion followed motion with Parks, Recreation & Forestry Director providing an explanation of the proposed reorganization. Alderperson Rafferty thanked Stephanie for her years of service.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael J. Walsh, Mayor
SECONDER: Scott Crevier, Alderperson
AYES: Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED: Larry Lueck

11. Consideration of 2015-2016 Insurance Liability Policy Renewals. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lisa Rafferty, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

12. Consider Request to Fill Water Department Supervisor Position

Discussion followed motion. Alderperson Donovan thanked Dan for his years of service. Human Resources Director Metzler and Public Works Director Thoresen explained the position has been posted for three weeks and they have not received applications from qualified applicants. The three that applied lacked the water certification required by the DNR for this position. They would like to increase pay one step to be more competitive with pay in surrounding communities and send out recruitment letters to those in the state that have the required certification. More discussion followed.

Motion was to approve reclassifying to a salaried supervisory position and moving it up another step to a \$57,116-\$78,312 salary range

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

13. 2014 Budget items carried forward to 2015. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

14. Consider Proposed 2015 Borrowing. *

Discussion followed motion with Finance Director Zegers providing an overview of the proposed borrowing. Administrator Delo noted the proposed amounts are preliminary and the actual borrowing may be a little lower.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

15. Public comment and announcements.

None.

16. Future agenda items.

None.

17. Adjournment.

Upon motion by Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:28 p.m.

Respectfully submitted,
Jennifer Dupont

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: June 9, 2015

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Police Overtime Report for May 2015

May's Miscellaneous overtime of 35 total hours is comprised of 9 hours Patrol 1.5 fraction allotments, 8 hours for an Mass Casualty Incident Training Simulation, 2 hours for K-9 demonstrations, and 16 other hours.

The Reimbursed Miscellaneous overtime of 20.5 total hours is comprised of 9 Drug Task Force Investigation Hours and 11.5 OWI Task Force Hours.

The department continued to experience two officers on Family Medical Leave Act (FMLA) in early May, leave causing the higher than normal staffing overtime. The officers have returned to full duty and the department is at full staff. One new officer continues in field training through June.

ATTACHMENTS:

- 2013 PD OT Report Summary (PDF)
- 2014 PD OT Report Summary (PDF)
- May 2015 PD OT Report (PDF)

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

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

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

NOTES:

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

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

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

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

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

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	35.25	82.50	83.25	53.25	62.25	52.50	63.75	54.75	62.25	159.00	39.75	51.75	800.25
OFFICER WORKED ON HOLIDAY	4.00	4.00	8.00	41.25	18.50	54.25	60.50	16.00	116.00	22.00	8.00	227.00	579.50
OFFICER FOR COURT	36.00	12.00	15.00	9.00	18.50	21.00	27.00	18.75	3.00	9.00	14.25	6.00	189.50
OFFICER TRAINING		13.00	32.25	90.50	19.75	59.75	42.25	12.50	59.00	64.75	141.50	29.50	564.75
OFFICER RELIEF FOR FUNERAL							29.25		16.50		30.00		75.75
OFFICER ATTEND MEETING	40.50		6.00	9.75	11.25			17.25		2.25	38.75		125.75
STAFFING LEVEL	27.75	16.50	35.50	51.75	142.00	221.25	341.50	199.50	208.50	211.50	255.50	319.00	2030.25
INVESTIGATION	34.75	22.25	8.25	37.50	64.75	18.75	85.25	56.00	53.25	22.75	34.25	87.75	525.50
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	24.00	49.50	21.75	34.50	24.75	32.25		18.75	48.00	79.50	22.50	27.75	383.25
COMMUNITY RELATIONS									3.00	8.25			11.25
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		15.00			34.00	255.25	6.75		36.75	9.00		55.50	412.25
MISCELLANEOUS	14.00	25.25	28.50	5.50	26.50	62.75	25.75	17.25	26.25	34.50	17.75	31.75	315.75
MISCELLANEOUS REIMBURSED	107.25	102.00	119.25	107.00	93.00	141.75	203.25	96.00	110.25	97.50	66.75	104.25	1348.25
Gross OFFICER OVERTIME	323.50	342.00	357.75	440.00	515.25	919.50	885.25	506.75	742.75	720.00	669.00	940.25	7362.00
SUBTOTAL REIMBURSED OVERTIME	(131.25)	(166.50)	(141.00)	(141.50)	(151.75)	(429.25)	(210.00)	(114.75)	(195.00)	(186.00)	(89.25)	(187.50)	(2143.75)
NET OFFICER OVERTIME	192.25	175.50	216.75	298.50	363.50	490.25	675.25	392.00	547.75	534.00	579.75	752.75	5218.25
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$133,357.00

Expenditures through 1/02/2015 \$145,016.00

Percent of Total Budget: 108.74%

NOTES:

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

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

#Period 6/21/2014 - 08/01/2014

^^Period 9/27/2014 - 10/24/2014

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

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

##Period 8/2/2014 - 8/29/2014

*+Period 10/25/2014 - 11/21/2014

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

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

^^Period 8/30/2014 - 9/26/2014

*+*Period 11/22/2014 - 1/2/2015 (6 weeks)

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

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	32.00	77.50	59.50	59.50	54.50								283.00
OFFICER WORKED ON HOLIDAY	8.00	18.00	4.00	26.00	12.00								68.00
OFFICER FOR COURT	14.00	22.00	18.50	8.00	6.00								68.50
OFFICER TRAINING	19.00	144.50	132.50	73.75	78.00								447.75
OFFICER RELIEF FOR FUNERAL			7.50										7.50
OFFICER ATTEND MEETING	12.00		12.00	7.50	0.50								32.00
STAFFING LEVEL	45.00	47.50	49.50	67.00	103.00								312.00
INVESTIGATION	20.25	78.00	43.25	34.50	35.00								211.00
HONOR GUARD FOR FUNERAL				22.00	8.00								30.00
SCHOOL LIAISON REIMBURSED	17.00	35.00	19.00	21.50	8.50								101.00
COMMUNITY RELATIONS	1.00		2.00										3.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		10.00		10.50	26.00								46.50
MISCELLANEOUS	6.00	14.25	7.75	8.75	35.00								71.75
MISCELLANEOUS REIMBURSED	59.50	33.50	24.00	39.00	20.50								176.50
Gross OFFICER OVERTIME	233.75	480.25	379.50	378.00	387.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1858.50
SUBTOTAL REIMBURSED OVERTIME	(76.50)	(78.50)	(43.00)	(71.00)	(55.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(324.00)
NET OFFICER OVERTIME	157.25	401.75	336.50	307.00	332.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1534.50
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$150,000.00

Est. Expenditures through 06/04/2015 \$47,113.17

Percent of Total Budget: 31.41%

NOTES:

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

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

#Period

^^Period

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

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

##Period

*+Period

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

^Period

^^Period

*+*Period

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: June 9, 2015

DEPARTMENT: Fire Department

FROM: Dennis Rubin

SUBJECT: Fire Department Overtime and EMS Billing Report for May.

ATTACHMENTS:

- MAY FIRE DEPT OT RPT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2014

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
DUTY CREW	73.5	147	98.75	48	112.5	85.25	59.75	39	83	56.25	143	48	994
EMS TRAINING	70.5	83	81	53.5	35.5	3	12	18.5	12	168.25	76.5	67.5	681.2
FIRE TRAINING	11	5.5	6	48.75	0	8	2.25	0	0	35.25	46	216.75	379.5
RESCUE CALLS	15.5	17	3.5	8.5	15.5	0	11.25	1	5.25	16	22.5	5.5	121.5
FIRE CALLS	0	0	0	0	0	0	5.25	0	0	39.75	19	0	64
MEETINGS	15	16.5	18	26.25	21	11.25	15	20.25	18.5	21.25	27.25	36.75	247
STAFFING REP.	0	41.25	3	0	6.75	51	288	45.75	17	40.5	219.75	108	821
MAINTENANCE	0	3.5	0	0	31	23	0	24	29.5	0	0	0	111
PUB. ED.	0	0	5.25	0	0	3	0	0	18.75	12.75	71.75	12	123.5
SPECIAL EVENTS	0	20	0	21	36	119.5	0	21	7.5	0	0	0	225
# FIRE RUNS	30	31	22	25	30	25	27	27	27	41	27	167	479
# of EMS RUNS	147	145	136	139	160	174	142	161	154	164	144	30	1696
DISPATCH ERRORS	6	1	3	3	9	1	4	1	5	0	1	2	36
TOTAL HRS.	185.5	333.75	215.5	206	258.25	304	393.5	169.5	191.5	390	625.75	661.5	3767.7

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2015

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	120	87	165	154.25	177								703.25
EMS TRAINING	63	301.5	91	89.5	59								604
FIRE TRAINING	0	6.75	30.75	0	16.5								54
RESCUE CALLS	11.5	8.5	23.25	7	14.25								64.5
FIRE CALLS	0	0	3.75	0.75	0								4.5
MEETINGS	141.5	132.75	65.5	90.5	56								486.25
STAFFING REP.	216	43.5	65.25	36	105.5								466.25
MAINTENANCE	4.5	1	5.25	3	16.5								30.25
PUB. ED.	0	19.25	37.5	14	24.5								95.25
SPECIAL EVENTS	0	0	0	0	0								0
# FIRE RUNS	28	25	14	28	22								117
# of EMS RUNS	170	156	184	165	173								848
DISPATCH ERRORS	4	0	5	5	6								20
TOTAL HRS.	556.5	600.25	487.25	593	670.25	0	0	0	0	0	0	0	2508.25

Special Events Included in Overtime - None

Total Overtime Budget \$80,000 Expenditures through May 8 \$38,033 48%

Attachment: MAY FIRE DEPT OT RPT (3536 : May Fire Dept OT Report)

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Fire, other (100)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Building fire (111)	7	0.71%	\$208,500.00	\$301,000.00	\$509,500.00	95.55%
Fires in structure other than in a building (112)	1	0.10%	\$2,000.00	\$10,000.00	\$12,000.00	2.25%
Cooking fire, confined to container (113)	2	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Chimney or flue fire, confined to chimney or flue (114)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Natural vegetation fire, other (140)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Forest, woods or wildland fire (141)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Brush or brush-and-grass mixture fire (142)	2	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Outside rubbish fire, other (150)	2	0.20%	\$0.00	\$200.00	\$200.00	0.04%
Outside rubbish, trash or waste fire (151)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Special outside fire, other (160)	1	0.10%	\$0.00	\$30.00	\$30.00	0.01%
Outside storage fire (161)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
	21	2.11%	\$210,500.00	\$311,230.00	\$521,730.00	97.86%
2 Overpressure Rupture, Explosion, Overheat(no fire)						
Excessive heat, scorch burns with no ignition (251)	2	0.20%	\$0.00	\$0.00	\$0.00	0.00%
	2	0.20%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
Rescue, EMS incident, other (300)	5	0.51%	\$0.00	\$0.00	\$0.00	0.00%
Medical assist, assist EMS crew (311)	3	0.30%	\$0.00	\$0.00	\$0.00	0.00%
Emergency medical service, other (320)	15	1.52%	\$0.00	\$0.00	\$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	749	76.04%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	27	2.74%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	7	0.71%	\$0.00	\$0.00	\$0.00	0.00%
Watercraft rescue (365)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
	807	81.92%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Hazardous condition, other (400)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Gasoline or other flammable liquid spill (411)	3	0.30%	\$0.00	\$0.00	\$0.00	0.00%
Gas leak (natural gas or LPG) (412)	3	0.30%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	5	0.51%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Overheated motor (442)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
	15	1.51%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	3	0.30%	\$1,500.00	\$10,000.00	\$11,500.00	2.16%
Person in distress, other (510)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	5	0.51%	\$0.00	\$0.00	\$0.00	0.00%
Water problem, other (520)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Smoke or odor removal (531)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Animal rescue (542)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Public service assistance, other (550)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Assist police or other governmental agency (551)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Assist invalid (554)	42	4.26%	\$0.00	\$0.00	\$0.00	0.00%
Unauthorized burning (561)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
	57	5.77%	\$1,500.00	\$10,000.00	\$11,500.00	2.16%
6 Good Intent Call						
Good intent call, other (600)	2	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	20	2.03%	\$0.00	\$0.00	\$0.00	0.00%
Wrong location (621)	20	2.03%	\$0.00	\$0.00	\$0.00	0.00%
No incident found on arrival at dispatch address (622)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
HazMat release investigation w/no HazMat (671)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
	45	4.56%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
False alarm or false call, other (700)	2	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Municipal alarm system, malicious false alarm (711)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
System malfunction, other (730)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation due to malfunction (731)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation due to malfunction (733)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	3	0.30%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	10	1.02%	\$0.00	\$0.00	\$0.00	0.00%
Unintentional transmission of alarm, other (740)	2	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	3	0.30%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	2	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Detector activation, no fire - unintentional (744)	4	0.41%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	7	0.71%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	1	0.10%	\$0.00	\$0.00	\$0.00	0.00%
	38	3.84%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	985					
				Total Est. Loss:	\$533,230.00	

Attachment: MAY FIRE DEPT OT RPT (3536 : May Fire Dept OT Report)

**DE PERE FIRE RESCUE
MUTUAL AID REPORT
MAY, 2015**

MUTUAL AID GIVEN

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
790	COUNTY RESCUE	EMS
892	COUNTY RESCUE	EMS
893	GREEN BAY	EMS
894	GREEN BAY	EMS
897	ASHWAUBENON	EMS
954	LEDGEVIEW	FIRE
973	ASHWAUBENON	EMS
977	GREEN BAY	EMS

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
795	ASHWAUBENON	FIRE
795	BELLEVUE	FIRE
795	COUNTY RESCUE	FIRE
795	GREEN BAY	FIRE
795	LAWRENCE	FIRE
795	LEDGEVIEW	FIRE
811	GREEN BAY	EMS
921	GREEN BAY	EMS

Attachment: MAY FIRE DEPT OT RPT (3536 : May Fire Dept OT Report)

MAY, 2015

*OVERTIME CAUSED BY SICK LEAVE

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
4/20/2015	4.5	3
4/24/2015	28.5	19
5/4/2015	39.75	26.5
TOTAL	72.75	48.5

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

EMS BILLING MONTHLY BILLING FIGURES

	JAN. '15	FEB. '15	MAR. '15	APR. '15	MAY '15	JUNE '15
CHARGES	105,520	49,779	54,831	218,747		
PAYMENTS	66,188	54,929	51,556	41,264		
ADJUSTMENTS	40,252	20,631	26,791	72,784		
WRITE OFFS	15	226	10	11,364		

	JULY '15	AUG. '15	SEPT. '15	OCT. '15	NOV. '15	DEC. '15
CHARGES						
PAYMENTS						
ADJUSTMENTS						
WRITE OFFS						

Payments to EMS	
Jan. 2015	4,786
Feb. 2015	4,054
March 2015	3,863
April 2015	3,013
May 2015	
June 2015	
July 2015	
Aug. 2015	
Sept. 2015	
Oct. 2015	
Nov. 2015	
Dec. 2015	
Total Paid	

Attachment: MAY FIRE DEPT OT RPT (3536 : May Fire Dept OT Report)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: June 9, 2015

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review request to extend option to purchase by WashWorld Inc for parcel WD-1136-3. *

ATTACHMENTS:

- WashworldOption_2015 (PDF)

CITY OF DE PERE

335 South Broadway
De Pere, WI 54115
Fax No.: 920/339-4049
Web: <http://www.de-pere.org>



June 9, 2015

To: Finance Committee

From: Ken Pabich, Director of Planning and Economic Development

RE: Request to extend Option on Parcel WD-1136-3

Staff has received a request to extend the Option to Purchase for Parcel WD-1136-3. Peter Jensen of WashWorld, Inc. is requesting an additional 2-year option for the property. The initial option was approved on October 11, 2012 as part of the project for the main facility.

As it is stated in the letter from WashWorld, they are experiencing significant growth and want to ensure the ability to expand on to this property. Based on their growth plans, staff feels confident that the company will continue to expand.

Recommendation

Staff would recommend a two-year extension with the same conditions and that staff is authorized to amend the existing agreement for Council approval.

Attachment: WashworldOption_2015 (3544 : Option)

May 21, 2015

Mr. Ken Pabich
City of DePere
335 South Broadway
De Pere, WI 54115

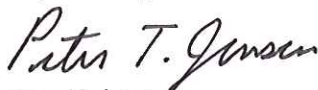
Dear Ken:

Washworld of DePere LLC would like to extend the Option to Purchase granted to us in Section IIIA of the Sale and Purchase Agreement we entered into on October 11, 2012. Under this section, for an annual payment of \$925 Washworld of DePere LLC has an option to purchase the 1.85 acre parcel identified as parcel WD-1136-3 which is adjacent to our current property on American Blvd.

In part as a result of the wonderful facility we were able to build on American Blvd, our manufacturing business is thriving. We are increasing sales and adding employees. Because of this growth, there is a good possibility that in the near future we will need to expand onto Parcel WD-1136-3. Thus we request that the City of DePere extend our option to October 11, 2017 at the same annual fee of \$925.

If you accept this extension, please sign below.

Respectfully,



Peter T. Jensen

Member, Washworld of DePere LLC

City of De Pere



WASHWORLD

2222 American Blvd. | De Pere, WI 54115
920.338.9278 | 888.315.7253 | www.washworldinc.com

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: June 9, 2015

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Police Department COPS Grant Application Request. *

The De Pere Police Department, Unified School District of De Pere and the West De Pere School District continue to maintain a strong relationship for the furtherance of the safety of students. Through this strong partnership the city supplies three school resource officers who patrol, provide programming, investigate crimes and are in residence in nine schools within or near the city. They are considered school staff and City of De Pere employees concurrently. The three officers are split between the two districts with one each assigned to the high school, and middle school, and the other assigned to all the elementary schools in both districts.

Both school districts have expressed a desire to increase the total number of school resources by one in order to have two school resource officers (SRO) assigned to each school district. The districts are also willing to pay for this increased service.

The *current cost breakdown* is as follows: for 10 months of the year, the one SRO in each district that is assigned to the high/middle schools is paid 50% by the school district assigned, and the other 50% is paid by the police department. The other two months the police department pays 100%. The third SRO assigned to both school districts' elementary schools is paid 33% by each school district and the police department for 10 months of the year, and the remaining two months fully paid by the PD.

The United States Department of Justice (DOJ) is encouraging applications for grants from the COPS program to fund school resource officers and community policing officers. The department is proposing to apply for a school resource officer grant position for an amount up to \$125,000 paid over three years. The grant position would eventually become a permanent position in the department raising the staffing level from 35 to 36 sworn officers. The grant requires a 25% match in cash. The grant payment would be for salary and fringe benefits for an entry level police officer, but not for uniforms, weapons, or other equipment, etc. The payments for 10 months would be equally split between the district and the PD for each officer with the remaining two months fully paid by the police department.

The COPS grant through the DOJ is a great opportunity to increase needed staff in the schools, increase safety for the students/staff, and increase police/student contacts. Please authorize applying for this DOJ grant. If you should have any questions please contact me at your convenience. Thank you.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: June 9, 2015

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Police Squad Vehicle Trade-in Money Encumbered for Future Squad/body Cameras*

The police department replaces patrol vehicles (squads) from time to time and part of that process involves a trade-in value returned to the city general fund. This year the department received \$13,400 from the trade-in of old squads.

The department wishes to purchase cameras for patrol squads or body cameras for each officer. The cost of the cameras and data storage is not fully known at the time of this memo as research is being finalized.

The department thus proposes to the council the \$13,400 trade-in money be encumbered and used, along with federal and state forfeiture money, to purchase squad/body cameras and storage capacity. Forfeitures are money seized from drug or human trafficking criminals by the police/court and returned directly to the police department for purchasing equipment.

If this request to encumber the trade-in money is approved, the department will return with a detailed proposal for squad/body cameras and the breakdown of payment methods within this year's budget.

Thank you for your time and if you should have any questions, please contact me at your convenience.

ATTACHMENTS:

- 2015 ewald check (PDF)

CHECK
CONTROL NO. 129784

ISSUED BY: JH

PAGE 1C

INVOICE STOCK NO.	INVOICE DATE	PURCHASE ORDER NO.	COMMENT/V.I.N.	AMOUNT	DISCOUNT/ACCOUNT NO.	NET AMOUNT
Gen'l Fund	051515	PURCH OF 12	CHV IMPALA GP1457			4,800.00
		PURCH OF 11	CHV IMPALA GP1456			3,800.00
		PURCH OF 12	CHV IMPALA GP1455			4,800.00
				129784	2*2103	-13,400.00
				GP1457	2*2127	4,800.00
				GP1457	2*2127	450.00
				54028	2*2217C	-200.00
				146887	2*2217C	-25.00
				622	2*2217C	-150.00
				216188	2*2217C	-25.00
					2*2200M	-50.00
				GP1457	2*2127	200.00
					2*2448C	-200.00
				GP1456	2*2127	3,800.00
				GP1456	2*2127	450.00
				54028	2*2217C	-200.00
				146887	2*2217C	-25.00
				622	2*2217C	-150.00
				216188	2*2217C	-25.00
					2*2200M	-50.00
				GP1455	2*2127	4,800.00
				GP1455	2*2127	450.00
				54028	2*2217C	-200.00
				146887	2*2217C	-25.00
				622	2*2217C	-150.00
				216188	2*2217C	-25.00
					2*2200M	-50.00
				GP1456	2*2127	200.00
					2*2448C	-200.00
				GP1455	2*2127	200.00
					2*2448C	-200.00
"THIS CHECK IS MADE PAYABLE THROUGH THE SALE, LEASE, RENTAL OR SERVICING OF A NEW OR USED VEHICLE FROM THE EWALD AUTOMOTIVE GROUP"						
				TOTAL	2103	13,400.00

DETACH AT PERFORATION BEFORE DEPOSITING CHECK
The Reynolds and Reynolds Company CC698714 Q (09/15)

REMITTANCE ADVISORY

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER



EWALD CHEVROLET BUICK, LLC.

N48 W36833 Wisconsin Avenue • Oconomowoc, WI 53066
Tel: 262-567-5555 • www.ewaldauto.com

BMO Harris Bank

12-5
750

129784

129784

DATE
15MAY15

PAY THIS AMOUNT			
*****13,400	DOLLARS	00	CENTS

AMOUNT OF CHECK
*****13,400.00

57478

TWO SIGNATURES REQUIRED
VOID AFTER 90 DAYSTO
THE
ORDER
OF

CITY OF DEPERE

BY

BY

AUTHORIZED SIGNATURE

⑈ 129784 ⑈ ⑆ 071000288 ⑆ 00122⑈8285⑈

Packet Pg. 23

Attachment: 2015 ewald check (3537 : Trade-in encumbrance for squad cameras)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: June 9, 2015

DEPARTMENT: Fire Department

FROM: Dennis Rubin

SUBJECT: Consider request from Fire Department regarding out of State Travel for Education.

ATTACHMENTS:

- OUT OF STATE TRAVEL IMAGE TREND CONF (PDF)



City of De Pere, Wisconsin

Request for Finance/Personnel Committee Action

MEETING DATE: May 19, 2015

DEPARTMENT: Fire Department

FROM: Chief Dennis L. Rubin *DeRubin*

SUBJECT: Out of State Travel for Education

The 2015 Image Trend EDS Conference is being held in Saint Paul, MN from July 29 to 31 this year.

I am requesting approval for Lea Taylor and Dan Gatz to attend this conference. We have implemented Image Trend software for records management within our department. We currently do not have anyone on staff who has received formal training on the software. Our goal would be to send a few key employees who have a keen understanding and interest in learning the software and create a "super user group" who could help to teach the rest of our staff and build technical strength within our organization. The total cost of the training to send both is \$2362.00.

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

MEETING DATE: June 9, 2015

DEPARTMENT: Common Council

FROM: Lisa Renier

SUBJECT: Consider request to appropriate \$825 from the Unassigned Reserve Account for furniture for the Mayor's office. *

ATTACHMENTS:

- Mayor Office Furniture - Appropriating Funds Memo - 2015 (DOC)

MEMORANDUM

TO: Members of the Common Council

FROM: Michael J. Walsh

RE: Request to appropriate funds from Unassigned Reserve Account

DATE: June 8, 2015

As part of the 2015 budgeting process, the Common Council approved an estimated proposal from System's Furniture for new office furniture for the Mayor's office. The amount approved was \$6,653. After meeting with System's Furniture and finalizing the actual cost of the furniture, we found that the actual furniture cost is \$1,325 dollars more than what was originally estimated. There is an additional \$500 that was budgeted in 2014 that was carried into the 2015 Budget for a bookcase that can be utilized. That brings the total amount over the original budgeted amount to \$825.

I am requesting approval to appropriate funds from the Unassigned Reserve Account in the amount \$825 to cover the unexpected additional cost of the office furniture.

Attachment: Mayor Office Furniture - Appropriating Funds Memo - 2015 (3560 : Consider request to appropriate \$825 from the Unassigned

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: June 9, 2015

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider request to reduce Ambulance Stand-by Fee for US Youth Soccer Tournament. *

ATTACHMENTS:

- Service Fee Memo (PDF)
- Soccer Request Letter (PDF)
- Special Events - service fee reduce or waive redlined (PDF)

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
 Members of the Common Council
 From: Judith Schmidt-Lehman, City Attorney
 RE: City Service Fee Waivers under Special Event Ordinance
 Date: June 3, 2015

Mayor Walsh received the attached request from the 2015 US Soccer Midwest Regional Championship sponsors for a reduction in the ambulance standby service fee to \$65/hour for this month's tournament play at Southwest Park. The current standby service fee established by council resolution is \$125/hour.

In March 2015, the Council adopted the Special Event ordinance which established unified city permitting efforts for special events occurring in the City. That ordinance also codified [at §106-6(a)(5)] the requirement that special events in the City reimburse the City for services rendered during the event, such as refuse collection, street barricading, police and fire services. The special event ordinance contains specific language allowing the Council to refund permitting fees to specified event sponsors and specific language waiving permitting fees for government sponsored events. However, there is no language in the ordinance allowing for the waiver or reduction of city service fees. Therefore, if the Council wants to allow for waiver or modification of city service fees, the special event ordinance must be amended.

In addition, specific criteria for the Council to use in determining which events qualify for the waiver/modification and when the service fees are waived/modified is required. Attached is a proposed special event ordinance to address the service fee waiver/modification issue. This proposed ordinance:

1. Adds the following new language establishing criteria for city sponsorship of special events (which will waive the special event permit fee):
 - i. the special event is expected to have a significant economic impact on city businesses; and
 - ii. proceeds of the special event will be used for philanthropic purposes to benefit city based educational or charitable organizations; or
 - iii. the special event involves an activity that the sponsor generally provides as a service to city residents that, but for the existence of the sponsor, the city would be expected to provide.
2. Officially delegates authority to the Park Board (§30-1) to decide city sponsorship involving park facility fee waiver requests, using the same criteria in the above paragraph.
3. Adds the following new language establishing criteria for service fee waiver/modification requests involving city sponsored events:

1. Fee Waiver or Reduction for City Sponsored Special Events. If the city is an event sponsor under §106-6(a)(3)B. or §30-1(b) of this Code, the Common Council may determine to waive or reduce the fee(s) for city services if the Council finds that:
 - i. facts presented by the applicant support the determination that the anticipated economic impact of the special event on city businesses is greater than the extent of the expected service fees; and
 - ii. facts presented by the city's finance director or city administrator support the finding that anticipated revenues in the city's adopted budget for the year in which the event takes place are sufficient to cover the city service fee.

Adoption of these ordinance amendments will provide the Council the authority to address special event city service fee waiver/modification requests in a fair and impartial manner. However, if the Council decides it does not want to permit city service fee waiver/modification, no changes to the special event ordinance are required.

If you have any questions or concerns, please feel free to call me at 339-4042.

JSL:jld

Attachment

c: Lawrence Delo, City Administrator

H:\jdupont\Memos\2015\Mayor & CC-special event fee waiver 6-3-15.docx

May 22, 2015

Mayor Michael Walsh
City of De Pere
335 South Broadway
De Pere, WI 54115



Dear Mayor Walsh,

As you are well aware, your city is participating in key portions of the US Youth Soccer Midwest Regional Championships for 2015. Hosting all of the referees volunteering to officiate the games and providing soccer fields for games on Saturday, Sunday and Monday are both unique opportunities for the City of De Pere to be on display for representatives from 14 Midwest Youth Soccer State Association members.

Our 4,000 plus youth players at this event are with the best teams in the Midwest and because of this level of competition, we work to provide unparalleled levels of on-site medical care. You can imagine the injuries, at times, to the players require immediate elevated attention and possible transport to a hospital.

We are coordinating this medical support for the event, so some time ago we spoke with members from the Parks, Recreation and Forestry Department, Fire Department and Police Department to discuss the need to provide an ambulance at the Southwest Park soccer fields during the games on Saturday, Sunday and Monday. We also discussed the opportunity to get a reduced fee again as we did in 2011, thanks to the generosity of your office. We are asking that you please consider this request for a waiver or reduction of those fees again. We would like to ask that the fee be reduce to the fee we paid the last time this event was held at Southwest Park (June 2011), which was \$65.00 per hour. The ambulance will be available for critical situations elsewhere, however, would need to be stationed at Southwest Park. For your information, the net proceeds from the event are being shared between the De Pere Select and the Appleton Soccer Clubs. These funds are for the direct benefit of each club and the youth players with that club.

We are working extensively with the media including both the Green Bay Press Gazette and Appleton Post Crescent to cover this event. We would gladly work with our local and US Youth Soccer Association communications representatives to release any support that the City of De Pere could provide.

Finally, we want to thank you and the members of the Park, Recreation and Forestry Department, Fire Department and Police Department for their **OUTSTANDING** support and work during the 2011 Region II Championships and for the effort and dedication the City invested in the parks to comply with all the requirements for access to those with disabilities. We also want to thank the members of the Park, Recreation and Forestry Department for the support that they have been providing in making the 2015 Region II Championships another great event and showing that the City of De Pere is a great place to visit and live.

Please contact Tod through his email at todmaki@gmail.com or by phone at 920-412-6602 if you have any questions, comments or would like to meet with us.

Sincerely,

Peter Mariahazy
President
Wisconsin Youth Soccer Association

Tod Maki
Vice President
De Pere Select Soccer Club

Ann Maki
Member
Region II LOC



ORDINANCE #15-11

AMENDING CHAPTER 106 DE PERE MUNICIPAL CODE
REGARDING SPECIAL EVENTS AND PENALTIES

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN

AS FOLLOWS:

SECTION 1: Section 106-6(a), *Special Events*, is hereby created to read as follows:

(a) *Special Events*. This section applies to any public event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, athletic event, show or other similar display which interferes with the usual flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the usual use of parks or other public grounds.

(1) *Definitions*.

A. *Low Hazard Event*. Special events involving no physical activity by participants, no severe exposure of spectators to hazards, and no alcoholic beverages. Low hazard events shall include, but not be limited to, indoor and outdoor meetings, small theatrical performances, estate sales and auctions.

B. *Medium Hazard Event*. Special events involving limited physical activity by participants, no severe exposure of spectators to hazards, and crowd sizes of less than 10,000 persons. Medium hazard events shall include, but not be limited to, dances, animal shows, political rallies, flea markets, and parades with no floats.

C. *High Hazard Event*. Special events involving major physical activity by participants, moderate to severe exposure of spectators to hazards, and/or crowd sizes of over 10,000 persons. High hazard events shall include, but not be limited to, events with more than 20 ~~lbs~~lbs. of propane, and/or liquid petroleum (LP), and/or deep fat fryers, circuses and carnivals with rides, parades with floats, marathons or similar races, vehicle races and fireworks displays.

D. *Person*. Any person, firm, partnership, association, corporation, company, or organization of any kind.

(2) *Permit Required*. No person, organization or entity shall conduct, manage, engage in, or participate in a special event unless a permit has been obtained from the City Clerk-Treasurer. The special event permit shall be in addition to any underlying permit requirement (i.e. parade permit; park use agreement).

(3) *Exceptions*.

A. This section shall not apply to funeral processions or to neighborhood block parties in compliance with §22-8 of this Code.

B. Any event sponsored by a governmental agency or entity shall be required to obtain all necessary permits required for the activity sponsored, but no permit fee shall be required. The Common Council may determine to sponsor a special event if it determines that the following criteria are met:

i. the special event is expected to have a significant economic impact on City businesses; and

ii. proceeds of the special event will be used for philanthropic purposes to benefit city based educational or charitable organizations; or

(3) iii. the special event involves an activity that the sponsor generally provides as a service to city residents that, but for the existence of the sponsor, the city would be expected to provide.

(4) *Application.*

A. *Filing and Contents.* An application for a special event permit shall be filed with the Clerk-Treasurer not less than 60 days before the proposed date of the event on a form to be provided by the Clerk-Treasurer unless the permit request is for 1st Amendment expression purposes, in which case the application shall be filed within 7 calendar days of the event. The application shall set forth the following information:

1. The name, addresses, and contact information of the person seeking to conduct such event.
2. The name, addresses, and contact information of the event coordinator and the on-site contact.
3. The date when the event is to be conducted.
4. The hours such event will start and terminate, including set-up and take-down times.
5. The event location or route to be traveled, the starting point, and the termination point, if applicable.
6. The approximate number of persons who, and animals and vehicles which, will constitute such event; the type of animals; and description of the vehicles, if applicable.
7. A statement as to whether the event will occupy all or a portion of the width of any streets, including the names of the streets so affected.
8. Whether any alcoholic beverages and/or food will be served and/or consumed in conjunction with the event, the locations of such activities, and whether the necessary licenses have been obtained.
9. Any additional information which the Clerk-Treasurer finds reasonably necessary to a fair determination as to whether a permit should be issued.

B. *Late Applications.* The Clerk-Treasurer, where good cause is shown, may consider any application which is filed less than 60 days before the date such

event is proposed to be conducted. Permit fees for processing late applications shall be doubled.

5. Fees.

A. Application Fee. A non-refundable application fee to cover the administrative costs of processing the permit shall be paid to the City by the applicant when the application is filed according to the schedule of fees adopted by resolution of the common council.

1. B. Permit Fee Refund

The application fee may be refunded by the Common Council for events sponsored by charitable organizations located in the City which have IRS section 501(c) status.

2. C. Fees for City Services Provided

1. Fees for services provided by the City for the event will be assessed to the permit applicant and estimate thereof paid prior to the start of the event. After the special event has concluded, any excess service fee paid shall be refunded to the applicant; any service fee due shall be billed to the applicant and paid within 30 days of invoice.

2. Fee Waiver or Reduction for City Sponsored Special Events. If the City is an event sponsor under §106-6(a)(3)B. or §30-1(b) of this Code, the Common Council may determine to waive or reduce the fee(s) for city services if the Council finds that:

i. facts presented by the applicant support the determination that the anticipated economic impact of the special event on city businesses is greater than the extent of the expected service fees; and

3. ii. facts presented by the city's finance director or city administrator support the finding that anticipated revenues in the City's adopted budget for the year in which the event takes place are sufficient to cover the city service fee.

D. Insurance and Indemnification. No proof of insurance or indemnification is required for low hazard events. For medium and high hazard events, the applicant shall furnish a certificate of insurance in an amount of Two Million Dollars per occurrence, Two Million Dollars aggregate, naming the City of De Pere as an additional insured. Higher insurance limits may be required for high hazard events as determined necessary by the City Attorney.

(5) (6) Additional City Services. If the special event will require more than the minimal use of any City equipment or services, the applicant shall pay the actual costs for the use of such equipment or services. This may include, but is not limited to, police services, fire/rescue services, barricades and the like. As a condition of the approval of any

application, the applicant shall agree to pay, within 30 days of billing, the costs of any additional City services.

To ensure public safety for the event and the City, the City reserves the right to require special events to maintain minimum levels of dedicated fire/EMS services and police/security services throughout the duration of the event. Estimated minimum services will be determined prior to the event (see guidelines), but may reasonably increase or decrease as actual event conditions change to ensure public safety. Actual public safety services shall be determined in the sole discretion of the police/fire chief or their respective designee. Outside vendors may be retained for such services; however, City approval of such vendors and services shall be obtained prior to the event.

City of De Pere Fire Rescue Department Emergency Fire/Medical Resource Guidelines for Special Events

Emergency Fire/Medical Resources Matrix for Special Events is a guideline used to determine appropriate emergency medical resources for Special Events in the City of De Pere. The need for multiple or additional resources based on Special Risk Considerations will be determined by the Fire Chief or his/her designee and will be communicated to event organizer/sponsor. Costs associated with these resources are the responsibility of the event organizer/sponsor.

- Required resource. Multiple resources may be considered dependent on Special Risk Considerations.
- ✓ Recommended resource intended to ensure safety of participants.

Event Type	Anticipated Maximum Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	ALS 2 Ambulances	Firefighting Team(s) 4 Firefighters 1 Supervisor
Any Event Requiring a Special Event Permit	Less than 4,000	●	✓			
	4,000 to 10,000	●	✓	✓	✓	✓
	10,000 to 50,000	●	●	✓	●	●
	Over 50,000	●	●	✓	●	●

Special Risk Considerations which may affect the required fire/medical resources needed include but are not limited to:

- | | |
|---|--|
| ☐ Night vs. Daytime | ☐ Location/Geography/Multiple Locations |
| ☐ Alcohol availability/use | ☐ Weather/Time of Year |
| ☐ Length of Event | ☐ Problems encountered with Event in past |
| ☐ Type of Event | ☐ Fireworks/Pyrotechnics |

- ☐ Audience Demographics ☐ General Admission/Reserved Seating

* Special Events organizers can utilize private providers in lieu of City services. If a private provider is used, a medical plan must be submitted to and authorized by the Fire Department at the time of application.

**City of De Pere Police Department
Public Safety and Security Resource Guidelines for Special Events**

Security Matrix for Special Events is a guideline used to determine appropriate resources for Special Events in the City of De Pere. The need for multiple or additional resources based on Special Risk Considerations will be determined by the Police Chief or his/her designee and will be communicated to event organizer/sponsor. Costs associated with these resources are the responsibility of the event organizer/sponsor.

- Required resource. Multiple resources may be considered dependent on Special Risk Considerations.
- ✓ Recommended resource intended to ensure safety of participants.

Event Type	Anticipated Maximum Crowd Size	4-9 Officers Plus 0-1 Supervisors	9-14 Officers Plus 1-2 Supervisors	14-21 Officers Plus 2-3 Supervisors	21-30 Officers Plus 3-6 Supervisors
Any Event Requiring a Special Event Permit	Less than 4,000	●	✓		
	4,000 to 10,000	N/A	●	✓	
	10,000 to 50,000	N/A	N/A	●	✓
	Over 50,000	N/A	N/A	N/A	●

Special Risk Considerations which may affect the required police resources needed include but are not limited to:

- | | |
|---|--|
| ☐ Night vs. Daytime | ☐ Location/Geography/Multiple Locations |
| ☐ Alcohol availability/use | ☐ Weather/Time of Year |
| ☐ Length of Event | ☐ Problems encountered with Event in past |
| ☐ Type of Event | ☐ Fireworks/Pyrotechnics |
| ☐ Audience Demographics | ☐ General Admission/Reserved Seating |

~~(6)~~ (7) *Standards for Issuance.* The Clerk-Treasurer shall issue the permit when, from a consideration of the application, consultation with other City departments as necessary, and from such other information as may otherwise be obtained, it appears that:

- ~~A.~~ A. The applicant has complied with all of the application requirements of subsection (4).
- ~~B.~~ B. The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic in the vicinity of its location.
- C. The conduct of the event will not require the diversion of so great a number of police officers as to prevent normal police protection to the City.
- D. The concentration of persons, animals, and vehicles at the event will not unduly interfere with proper fire and police protection of or ambulance service to areas in the vicinity of the event.
- E. The conduct of the event will not unduly interfere with the operation of hospitals, schools, or other public institutions.
- F. The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.
- G. The special event will not conflict or interfere with another special event for which a permit has already been granted.
- H. There are a sufficient number of parking spaces within a reasonable distance to accommodate the number of vehicles expected.
- I. Adequate sanitation or other necessary health facilities will be available at the event.
- J. The conduct of the event is not reasonably likely to cause injury to persons or property.
- K. The applicant has no history of non-compliance with any City or State regulation pertaining to the activities covered by this section.

~~(7)~~ (b) ~~Action.~~ Action upon Application. The Clerk-Treasurer shall provide written notice of the issuance or denial of the permit within 30 days of receipt of an application, unless the permit request is for 1st Amendment expression purposes within a public forum, in which case the written notification shall be provided within three (3) days of application. If the application is denied, the notice shall state the reasons for the denial.

~~(8)~~ (c) *Appeal Procedure.* Any person aggrieved may appeal the denial of a special event permit as provided in §106-2(g) of this Code.

~~(9)~~ (d) *Notice to City and Other Officials.* Immediately upon the issuance of a special event permit, the Clerk-Treasurer shall send a copy thereof to the Mayor, Common Council members, and city departments involved in the permitting process.

~~(10)~~ (e) *Duties of Permittee.* A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.

SECTION 2: All subsequent sections of §106-6 shall be renumbered accordingly.

SECTION 3: ~~Section 106-7, Penalties for non-compliance with this Chapter~~, is hereby created to read as follows:

~~Any person who violates this chapter shall be subject to such forfeiture as determined by resolution of the common council. Each act of violation and each day upon which a violation occurs or continues constitutes a separate offense.~~

SECTION 4: ~~All ordinances or parts of ordinances in conflict herewith are hereby repealed.~~

SECTION 2: §30-1(b), Board of Park Commissioners, Jurisdiction, is hereby amended by adding the following to the end of that paragraph:

Additionally, the board of park commissioners is hereby delegated the authority to determine city sponsorship of park rental or use by waiving all or part of any fee if the board determines that the following criteria are met:

- i. The rental or facility use is expected to have a significant economic impact on City businesses; and
- ii. proceeds of the special event will be used for philanthropic purposes to benefit city based educational or charitable organizations; or
- iii. the special event involves an activity that the sponsor generally provides to city residents that, but for the existence of the sponsor, the city would be expected to provide.

SECTION 35: This ordinance shall take effect on and after passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 167th day of JuneMarch, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

Publication Date: _____

Effective Date: _____

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: June 9, 2015

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration of Temporary Agreement with City of Green Bay to Assist with Water/Wastewater Utility. *

Karen Hornick, Water Billing Clerk, will be retiring from the City effective July 7, 2015. Karen has been employed for 38 years with the City and we wish her the best in retirement! We are currently in discussions with the City of Green Bay Water Utility to determine the viability of contracting water/wastewater utility billing with them vs. filling the soon to be vacant position. Once we have completed our discussions with the Green Bay Water Utility, a recommendation to either contract the services or to fill the position will be provided at a future meeting.

In the meantime, while Karen is still employed, it would be advantageous for an employee from the Green Bay Water Utility to train with Karen. This action would enhance the overall transition if the decision is made to contract services from the Green Bay Water Utility. There would not be any charge for the training time. Once Karen retires, we are proposing that Green Bay would perform the work until a decision was made on the agreement or until we filled the vacancy. Karen is the only employee dedicated to water billing. We anticipate bringing a recommendation forward in July. We will be charged \$21.50 per hour for interim services. The funding would come from the savings associated with not having the position filled. An agreement for this temporary arrangement will be ready for the June 16th City Council meeting.