



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, December 14, 2021

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 **December 14, 2021 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.com/>.

Call to Order

1. Roll Call
2. Approval of the Minutes from the November 9, 2021, Regular Meeting of the Finance/Personnel Committee.
3. Public comment period upon matters not on the agenda.
4. Consideration and Possible Action on the November 2021 Police Overtime Report
5. Consideration and Possible Action on Fire Department Overtime and LifeQuest Billing Services Reports for November, 2021.
6. Recommendation from staff to Award Contract 21-23 City Security Cameras to Eland Electric Corporation in the amount of \$61,265 *
7. Consideration and Recommendation to Increase Seasonal/Part-time Wage Schedule*
8. Consideration and possible action on the 2021 short term note.*
9. Discuss status of Routes for Recovery Grant.
10. Review and possible action on City of De Pere Investments and Cash Detail report for October 2021.*
11. Future agenda items.
12. Discuss bargaining strategy for successor collective bargaining agreement with the De Pere Professional Firefighters' Association LAFF Local 141.*

PLEASE TAKE NOTICE THAT, pursuant to Wis. Stats. §19.85(1)(e), the Committee may convene in closed session for the purpose of

deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Committee may then reconvene in open session to take action on any matter discussed in closed session or for such other reasons as may be allowed by law.

13. 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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 14, 2021

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes from the November 9, 2021, Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- November 9, 2021 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, November 9, 2021

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
James Boyd	Mayor	Present	
Mike Eserkaln	Aldersperson	Present	
Amy Chandik Kunding	Aldersperson	Present	
John Quigley	Aldersperson	Present	
Kelly Ruh	Aldersperson	Present	

Also Present: City Administrator Larry Delo and Finance Director/Treasurer Joe Zegers.

Also Present (Remote): Fire Chief Alan Matzke, Police Captain Jeremy Muraski and Health Officer/Director Deborah Armbruster.

2. Approval of the Minutes from the October 12, 2021, Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kelly Ruh, Aldersperson
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Boyd, Eserkaln, Kunding, Quigley, Ruh

3. Public Comment Period upon matters not on the agenda.

None.

4. Fire Department Overtime and LifeQuest Services Billing Reports for October, 2021.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mike Eserkaln, Aldersperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Eserkaln, Kunding, Quigley, Ruh

5. Consideration and Possible Action on the October 2021 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	John Quigley, Aldersperson
AYES:	Boyd, Eserkaln, Kunding, Quigley, Ruh

6. Consideration and possible action on modification to Division of Public Health DPH Contract #47645-4.*

Aldersperson Kunding confirmed that this is a retroactive approval that is already in place, to which Health Officer/Director Armbruster advised that this grant is being received in addition to the 2022 consolidated grant contract and reoccurs every year; however, the paperwork for the modification was just recently received.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Eserkaln, Kunding, Quigley, Ruh

7. Review and possible action on City of De Pere Investments and Cash Detail report for September 2021.

Finance Director/Treasurer Zegers reported for the month ending September 30, that the City had \$3.2 million in cash accounts and \$15.4 million in investment accounts for a total of \$18.6 million. The Local Government Investment Pool (LGIP) decreased by \$2 million due to accounts payable and payroll. Looking forward to October, the LGIP increased \$9.3 million from receipt of note proceeds and transportation aids of \$350,000, offset by \$1.5 million for accounts payable and payroll. The rate of return is still very low, although a higher amount for investments was gained in November and should start trickling back up. For 2022, the anticipated rate of return is expected to be 1.25 to 1.75 percent.

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

8. Future agenda items.
None.

9. Adjournment.

Upon Motion of Mayor Boyd, seconded by Alderperson Kunding, the meeting adjourned at 7:36 PM. by unanimous vote.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 14, 2021

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Action on the November 2021 Police Overtime Report

The overtime (OT) report covers the month of November 2021. Two previous years of overtime report summaries are attached for comparison but 2019 is by payroll period versus calendar month due to the change in how the overtime was gathered back then. The 2020 Report should be the most comparable.

Reimbursable Miscellaneous OT consisted of 19 hours, which was comprised of 10 Drug Task Force hours, and 9 hours for OWI Enforcement Grants.

Investigations totaled 37.75 hours for Late Calls and Patrol Report Writing.

Non Reimbursable Miscellaneous OT consisted of 11.25 hours that included of .25 hours for DOR, 1.5 hours for Chief Interviews, 3.5 hours for Citizen's Academy, 3 hours for daylight savings time, and 3 hours for a neighborhood watch meeting.

ATTACHMENTS:

- 2019 PD OT Summary (PDF)
- 2020 PD OT Summary (PDF)
- November 2021 PD OT Report (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2019**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN^	JUL#	AUG##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	20.50	16.50	15.00	48.50	9.50	23.00	47.75	12.00	21.00	76.75	13.50	15.50	319.50
OFFICER WORKED ON HOLIDAY	105.00	22.25	4.00	30.00	91.75	12.00	61.00	10.00	121.25	15.25	69.00	80.00	621.50
OFFICER FOR COURT	22.50	10.00	18.50	10.50	14.00	8.00	10.00	6.00	8.00	2.00	90.75	8.00	208.25
OFFICER TRAINING	29.50	89.00	124.00	160.75	82.75	77.25	69.75	50.25	154.25	200.25	33.00		1070.75
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00	2.00	12.00	13.00		2.00	7.50	2.00		20.00			61.50
STAFFING LEVEL	39.00	60.00	124.50	85.50	169.25	131.25	157.00	263.75	305.00	406.50	317.50	272.75	2332.00
INVESTIGATION	33.00	38.50	16.00	58.50	29.00	27.00	58.00	17.00	12.75	44.00	41.75	21.50	397.00
HONOR GUARD FOR FUNERAL		10.00											10.00
SCHOOL LIAISON REIMBURSED	25.50	30.50	14.00	30.00	8.00	25.00		3.50	35.50	78.00	16.00	22.00	288.00
COMMUNITY RELATIONS					2.00								2.00
SPECIAL ASSIGNMENT				8.25	32.00	6.00			4.50			4.00	54.75
SPECIAL ASSIGNMENT REIMBURSED		14.00					14.00	10.00		15.00	10.00		63.00
MISCELLANEOUS	8.00	31.25	22.75	41.50	14.50	22.75	29.25	20.50	25.75	43.75	19.00	11.00	290.00
MISCELLANEOUS REIMBURSED	14.50	16.50	13.00	30.50	75.00	50.00	1.50	3.50	10.50	3.50	33.00	5.50	257.00
GROSS OFFICER OVERTIME	300.50	340.50	363.75	517.00	527.75	384.25	455.75	398.50	698.50	905.00	643.50	440.25	5975.25
SUBTOTAL REIMBURSED OVERTIME	(40.00)	(61.00)	(27.00)	(60.50)	(83.00)	(75.00)	(15.50)	(17.00)	(46.00)	(96.50)	(59.00)	(27.50)	(608.00)
NET OFFICER OVERTIME	260.50	279.50	336.75	456.50	444.75	309.25	440.25	381.50	652.50	808.50	584.50	412.75	5367.25

TOTAL OVERTIME BUDGET: \$ 160,000.00

EXPENDITURES THROUGH 12/31/2019 \$ 279,916.04

PERCENT OF TOTAL BUDGET: 174.95%

NOTES:

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

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

***Period 2/23/2019 - 3/22/2019

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

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

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

#Period 6/29/2019 - 7/26/2019

##Period 7/27/2019 - 8/23/2019

^^Period 8/24/2019 - 9/20/2019

^^^Period 9/21/2019 - 11/1/2019

*+Period 11/2/2019 - 11/20/2019

*+*Period 11/30/2019 - 12/27/2019

**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			164.25
OFFICER WORKED ON HOLIDAY	94.00	16.50		30.00	66.00	4.00	61.00	20.00	117.25		61.50		470.25
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		106.00
OFFICER TRAINING	73.00	71.25	82.50	33.25	128.25	55.25	26.75	45.50	131.50	110.50	130.25		888.00
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		1865.50
INVESTIGATION	68.50	52.50	47.00	28.50	49.75	50.25	64.75	68.25	47.75	52.00	37.75		567.00
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		325.75
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		118.75
MISCELLANEOUS REIMBURSED			21.50	26.25	19.50	1.00		33.50	16.25	11.75	11.25		141.00
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	0.00	4887.25
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)	0.00	(539.75)
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	0.00	4347.50

***TOTAL OVERTIME BUDGET: \$ 175,000.00**

EXPENDITURES THROUGH 12/7/2021 \$ 189,143.30

PERCENT OF TOTAL BUDGET: 108%

*Corrected on 12/7/2021 \$175,000



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 14, 2021

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consideration and Possible Action on Fire Department Overtime and LifeQuest Billing Services Reports for November, 2021.

ATTACHMENTS:

- FIRE DEPT NOV 2021 OT RPT (PDF)

DE PERE FIRE RESCUEOVERTIME BREAKDOWN BY REASON FOR THE YEAR 2020

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	48.00	41.00	73.75	21.00	5.50	18.00	36.00	51.00	93.00	51.00	72.00	30.00	540.25
EMS TRAINING	97.25	128.50	146.00	45.00	0.00	0.00	0.00	0.00	99.00	82.75	85.50	104.00	788.00
FIRE TRAINING	4.50	21.75	16.50	0.00	21.50	52.25	25.50	0.00	15.75	4.50	15.00	0.00	177.25
RESCUE CALLS	4.25	6.50	6.25	10.25	3.00	11.50	3.75	4.75	9.25	10.50	0.50	14.50	85.00
FIRE CALLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.25	0.00	0.00	0.00	0.25	4.50
MEETINGS	4.75	4.50	7.00	30.00	24.50	25.50	0.00	26.00	28.25	54.75	0.00	0.00	205.25
STAFFING REP.	49.50	4.50	18.00	0.00	3.75	198.00	36.00	216.00	162.00	152.00	352.50	264.00	1,456.25
MAINTENANCE	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
PUB. ED.	13.00	3.00	6.00	0.00	0.00	0.00	0.00	6.50	17.25	0.00	0.00	2.25	48.00
SPECIAL EVENTS	0.00	13.75	0.00	0.00	0.00	0.00	2.25	0.00	7.50	9.00	3.00	0.00	35.50
# FIRE RUNS	25	42	39	36	45	22	45	27	32	41	35	35	424
# EMS RUNS	179	190	177	153	172	198	183	200	195	216	205	202	2,270
DISPATCH ERRORS	2	2	1	2	3	4	2	1	2	2	2	6	29
TOTAL HRS.	221.25	223.50	273.50	106.25	58.25	305.25	103.50	308.50	432.00	364.50	528.50	415.00	3,340.00

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through January 4, 2020, \$71,709, 65%

*Period: 12/28/19-01/24/20 +Period: 04/04/20-05/01/20 ^Period: 06/27/20-07/24/20 #Period: 10/03/20-10/30/20
 **Period: 01/25/20-02/21/20 ++Period: 05/02/20-05/29/20 ^^Period: 07/25/20-08/21/20 ###Period: 10/31/20-11/27/20
 ***Period: 02/22/20-04/03/20 +++Period: 05/30/20-06/26/20 ^^^Period: 08/22/20-10/02/20 ####Period: 11/28/20-12/25/20

OVERTIME 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		488.50
EMS TRAINING	81.25	108.50	123.50	67.00	8.75	25.50	0.00	0.00	94.00	143.25	104.00		755.75
FIRE TRAINING	0.00	0.00	64.75	4.50	16.25	45.00	6.00	53.00	67.50	51.50	12.75		321.25
RESCUE CALLS	1.25	17.00	6.00	1.75	5.50	7.50	5.25	4.50	6.00	6.00	7.00		67.75
FIRE CALLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.50	0.00	4.00		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		256.25
STAFFING REP.	36.00	62.25	36.00	36.00	141.75	0.00	580.25	500.50	409.50	213.00	673.75		2,689.00
MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.50	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		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		678.25
# FIRE RUNS	33	24	30	42	21	41	32	41	21	26	23		334
# EMS RUNS	195	174	208	177	230	232	235	247	252	230	227		2,407
DISPATCH ERRORS	5	4	2	3	1	3	2	6	1	4	2		33
TOTAL HRS.	173.75	315.25	481.50	300.25	318.75	195.00	688.00	689.00	794.50	507.25	863.75	0.00	5,327.00

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through December 2, 2021, \$105,358, 96%

*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:

DE PERE FIRE RESCUE

STRUCTURAL FIRE "STILL" ALARMS FOR NOVEMBER, 2021



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
11/4/2021	2730 Poplar Road (Greenleaf Fire Dept)	Cultivated grain or crop fire	BC111, L111	Incident command, extinguishment by fire service personnel, salvage/overhaul, provide apparatus and manpower	N/A
11/6/2021	2144 Fox Point Circle	Hazmat release investigation with no hazmat	BC111, E121	Investigate	N/A
11/10/2021	1700 Chicago Street	Oil or other combustible liquid spill	E111	Provide equipment	N/A
11/12/2021	1758 Burgoyne Court	Smoke detector activation, no fire, unintentional	E121	Investigate, restore fire alarm system	N/A
11/15/2021	2288 Glen Meadows Circle	Smoke detective activation, due to malfunction	E121	Investigate	N/A
11/16/2021	960 Pilgrim Way (Village of Ashwaubenon)	Cooking fire	BC111, L111	Dispatched and canceled en route	N/A
11/18/2021	977 Wishart Avenue	Smoke detector activation, due to malfunction	E121	Investigate	N/A
11/23/2021	1751 W. Matthew Drive	Building fire	C102, C106, BC111, E111, E121	Incident command, extinguishment by fire service personnel, salvage/overhaul, provide apparatus and manpower	Ashwaubenon, Cty Rescue, Green Bay, Hobart, Howard, Lawrence, Ledgeview & Morrison
11/28/2021	900 Bay Park Square (Village of Ashwaubenon)	Smoking electrical outlet	BC111, L111	Dispatched and canceled en route	N/A
11/28/2021	2070 S. Ridge Road (Village of Ashwaubenon)	Smoke in basement	BC111, L111	Dispatched and canceled en route	N/A
11/28/2021	2070 S. Ridge Road (Village of Ashwaubenon)	Smoke in basement	BC111, L111	Dispatched and canceled en route	N/A
11/29/2021	2085 Terry Lane	Carbon monoxide detector activation, due to malfunction	E111, A111	Investigate	N/A

**DE PERE FIRE RESCUE
NOVEMBER, 2021
*OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
10/30/2021	24	36.00
10/31/2021	36	54.00
11/7/2021	24	36.00
11/9/2021	7	10.00
11/10/2021	6	9.25
11/14/2021	48	72.25
11/15/2021	18.50	27.75
11/16/2021	12	18.00
11/17/2021	24	36.00
11/19/2021	27	40.50
11/21/2021	36	54.00
11/22/2021	48	72.00
11/23/2021	43	65.00
11/25/2021	24	36.00
11/26/2021	24	36.00
TOTALS	402	602.75

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

**10/30/21-11/26/21

**LIFEQUEST MEDICAL BILLING - 2021
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	107,745	149,229	145,085	118,183	148,044	130,954
PAYMENTS	76,331	66,326	113,896	80,392	58,325	70,239
CREDIT ADJUSTMENTS	74,307	79,836	76,510	71,916	59,584	49,122

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	159,878	183,445	157,213	187,948	174,511	
PAYMENTS	71,566	77,763	75,107	79,194	85,024	
CREDIT ADJUSTMENTS	63,899	72,999	62,045	66,212	70,642	

Payments to LifeQuest	
January	3,867
February	3,650
March	9,567
April	5,085
May	3,339
June	3,892
July	3,679
August	3,906
September	3,853
October	4,681
November	4,277
December	
Total Paid	\$49,796

**See attached details

City Of De Pere
Income and Expenditures
November 2021
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$150,872.92	\$23,638.51	\$174,511.43
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$150,872.92	\$23,638.51	\$174,511.43
Account Transfers		\$11,843.76	\$11,794.75	\$23,638.51
Credit Summary				
Total Credits		\$153,088.81	\$2,866.70	\$155,955.51
Less Adjustments	-	\$70,641.80	\$0.00	\$70,641.80
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$290.00	\$290.00
Less Overpayments	-	\$(2,310.05)	\$(28.52)	\$(2,338.57)
Gross Payments Received		\$84,757.06	\$2,605.22	\$87,362.28
Plus Overpayment Returns	+	\$(294.43)	\$(28.52)	\$(322.95)
Net Payments Received		\$84,462.63	\$2,576.70	\$87,039.33
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$84,462.63	\$2,576.70	\$87,039.33
Summary of Disbursement				
Total Deposits & Payments Kept By		\$84,462.63	\$2,576.70	\$87,039.33
Plus Overpayment Refunds	+	\$(2,015.62)	\$0.00	\$(2,015.62)
Gross Revenue		\$82,447.01	\$2,576.70	\$85,023.71
LifeQuest Fee		\$3,710.12	\$566.88	\$4,277.00
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$3,710.12	\$566.88	\$4,277.00
Service Revenue		\$78,736.89	\$2,009.82	\$80,746.71
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$78,736.89	\$2,009.82	\$80,746.71

Messages:

Total Deposits EOM differ from bank statement by \$2044.06 due to 10/27 \$146.92 UHC, 10/29 \$481.7 Humana and 10/29 \$649.89 NHIC now posted and \$1001.60 posting correction to be fixed. eli 12.1.21

City Of De Pere

Billing Summary

November 2021

Phase 1

Charges

Billing Charges		\$150,872.92	
Other	+	\$0.00	
Subtotal of Charges			\$150,872.92

Account Transfers

Billing to Collections Transfer Total			\$11,843.76
---------------------------------------	--	--	--------------------

Credit Summary

Total Credits		\$153,088.81	
Less Adjustments	-	\$70,641.80	
Less Overpayments	-	\$(2,310.05)	
Gross Payments Received			\$84,757.06
Plus Overpayment Returns	-	\$(294.43)	
Net Payments Received			\$84,462.63
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$84,462.63

Summary of Disbursement

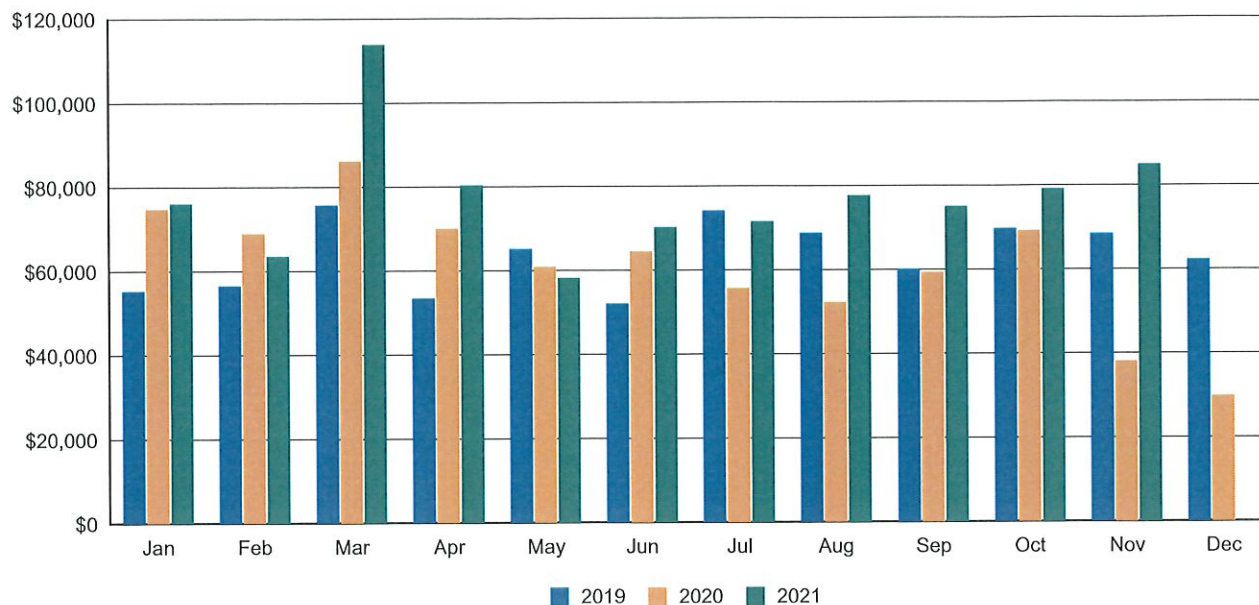
Total Deposits & Payments Kept By		\$84,462.63	
Plus Overpayment Refunds	+	\$(2,015.62)	
Gross Revenue			\$82,447.01
LifeQuest Fee		\$3,710.12	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$3,710.12
Service Revenue		\$78,736.89	
Less Payment Kept By Service	-	\$0.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$78,736.89

Messages:**Legend:****Charges - Other:** Includes insurance interest, transaction fees, probate fees**Credit Summary - Less Overpayments:** Includes recoupments, refunds, returns, service payables**Credit Summary - Plus Overpayment Returns:** Includes NSF/bank returned type payments

All Phases Gross Revenue

City of De Pere

January 2019 to November 2021



	2019	2020	2021
January	\$55,433	\$74,735	\$76,068
February	\$56,668	\$68,980	\$63,602
March	\$75,702	\$86,226	\$113,896
April	\$53,535	\$70,107	\$80,392
May	\$65,318	\$61,059	\$58,325
June	\$52,157	\$64,610	\$70,239
July	\$74,156	\$55,803	\$71,566
August	\$68,797	\$52,414	\$77,763
September	\$60,290	\$59,470	\$75,107
October	\$69,765	\$69,260	\$79,194
November	\$68,470	\$38,169	\$85,024
December	\$62,371	\$29,842	\$0
Total Gross Revenue	\$762,663	\$730,674	\$851,177

Billing Reconciliation Summary

City of De Pere

For the month of November 2021

Beginning Balance of Accounts Receivables			\$238,433.54
Total Charges entered for the Month		+	\$150,872.92
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$11,843.76		
Other	\$58,798.04		
Total Adjustments for the Month	\$70,641.80	-	\$70,641.80
Payments			
Cash	\$10,924.49		
Contract Payments	\$0		
Credit Card	\$0		
Direct Deposit	\$59,267.82		
Hospital	\$0		
Insurance	\$14,564.75		
Payment Kept By	\$0		
Other	\$0		
	\$84,757.06	-	\$84,757.06
Overpayment			
Recoupment	\$0		
Refunds	\$(2,015.62)		
Returns	\$(294.43)		
Service Payable	\$0		
Other	\$0		
	\$(2,310.05)	-	\$(2,310.05)
Total for Reconciliation Summary			\$236,217.65
Ending Balance of Accounts Receivables			\$236,217.65

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Totals
Dec 2020	6393	36250	6848	13049	3715	480	100	374	0	0	0	0 \$	67209
128735	5	28.2	5.3	10.1	2.9	0.4	0.1	0.3	0	0	0	0 %	52.2
Jan 2021		4985	27292	15957	4673	1756	80	948	80	1515	80	-424 \$	56942
113169		4.4	24.1	14.1	4.1	1.6	0.1	0.8	0.1	1.3	0.1	-0.4 %	50.3
Feb 2021			2452	31523	18131	2721	1201	76	-1	14	0	0 \$	56116
118613			2.1	26.6	15.3	2.3	1	0.1	0	0	0	0 %	47.3
Mar 2021				7661	33772	13936	7469	876	1180	491	211	359 \$	65955
130418				5.9	25.9	10.7	5.7	0.7	0.9	0.4	0.2	0.3 %	50.6
Apr 2021					7082	27529	15501	2954	544	401	672	236 \$	54920
115290					6.1	23.9	13.4	2.6	0.5	0.3	0.6	0.2 %	47.6
May 2021						4433	35909	17506	5273	2487	300	0 \$	65908
125663						3.5	28.6	13.9	4.2	2	0.2	0 %	52.4
Jun 2021							6181	35707	14652	7508	4306	0 \$	68354
139070							4.4	25.7	10.5	5.4	3.1	0 %	49.2
Jul 2021								9919	42814	14242	4691	2516 \$	74182
152022								6.5	28.2	9.4	3.1	1.7 %	48.8
Aug 2021									10656	37960	17163	7929 \$	73708
151972									7	25	11.3	5.2 %	48.5
Sep 2021										4774	44094	24792 \$	73659
164710										2.9	26.8	15.1 %	44.7
Oct 2021											1134	45646 \$	46780
164044											0.7	27.8 %	28.5
Nov 2021												3959 \$	3959
81310												4.9 %	4.9
Averages	1st Mo	2nd Mo	3rd Mo	4th Mo	5th Mo	6th Mo	7th Mo	8th Mo	9th Mo	10th Mo	11th Mo	12th Mo	
Extended	4.4	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	4.4	26.5	11.8	4.8	1.7	0.3	0.3	0.2	0.4	0	-0.2	0	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 14, 2021

DEPARTMENT: Information Technology

FROM: Steve Massey

SUBJECT: Recommendation from staff to Award Contract 21-23 City Security Cameras to Eland Electric Corporation in the amount of \$61,265 *

ATTACHMENTS:

- Mayor and Finance - Consideration and possible action on award of Contract 21-23 City Security Cameras Phase 2 (PDF)
- 2021 1202 CE_Project 21-23_Bid Tab (PDF)

CITY OF DE PERE MEMO



To: Mayor James Boyd
Members of Finance/Personnel Committee

From: Steve Massey, City IT Director

Date: December 8, 2021

RE: **Recommendation from staff to Award Contract 21-23 City Security Cameras to Eland Electric Corporation in the amount of \$61,265**

The Engineering Department received bids for Project 21-23 City Security Cameras on December 2, 2021. This is Phase 2 of the City's security camera initiative and includes the installation of security cameras and supporting hardware and software at the Community Center, Fire Station 2 and Municipal Service Center.

The Bids received are as follows:

Contractor	Total Bid
Eland Electric Corporation	\$61,265
Elmstar Electric Corporation	\$65,996

The allocated amount from the 2021 capital improvement budget is \$50,000. Additional funding of \$11,265 is needed to fund this project. Staff is recommending allocating \$11,265 of the \$50,000 for the Phase 3 City Security capital project that was approved in 2022 Executive Budget. Phase 3 includes the installation of cameras at the Voyageur Park parking lot and Riverwalk. Phase 3 is projected to cost \$40,000. Phase 2 will not be started until after the Jan 1, 2022.

Staff's recommendation is to accept the bid from Eland Electric Corporation in the amount of \$61,265.

Attachments:

2021 1202 CE_Project 21-23 Bid Tab.pdf



**PROJECT 21-23 CITY SECURITY CAMERAS
BID TAB**

6.b

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1		BIDDER NO. 2	
				Eland Electric Corporation		Elmstar Electric Corporation	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SC-01	Axis Communications Patch Cable 5700-331	EA	4	\$ 16.20	\$ 64.80	\$ 15.60	\$ 62.40
SC-02	Axis Communications Camera M3115-LVE	EA	5	\$ 401.94	\$ 2,009.70	\$ 387.01	\$ 1,935.05
SC-03	Axis Communications Camera P1448-LE	EA	1	\$ 1,192.54	\$ 1,192.54	\$ 1,148.27	\$ 1,148.27
SC-04	Axis Communications Camera P3719-PLE	EA	4	\$ 2,008.16	\$ 8,032.64	\$ 1,933.62	\$ 7,734.48
SC-05	Axis Communications Camera P3807-PVE	EA	4	\$ 1,693.10	\$ 6,772.40	\$ 1,630.26	\$ 6,521.04
SC-06	Axis Communications Camera Q1700-LE	EA	5	\$ 1,632.73	\$ 8,163.65	\$ 1,572.13	\$ 7,860.65
SC-07	Axis Communications Camera Q3819-PVE	EA	1	\$ 2,510.20	\$ 2,510.20	\$ 2,417.03	\$ 2,417.03
SC-08	Axis Communications Mount T91A64	EA	4	\$ 100.11	\$ 400.44	\$ 96.39	\$ 385.56
SC-09	Axis Communications Mount T91H61	EA	4	\$ 220.85	\$ 883.40	\$ 212.64	\$ 850.56
SC-10	Axis Communications Mount T94N01D	EA	4	\$ 113.36	\$ 453.44	\$ 109.15	\$ 436.60
SC-11	Belden Patch Panel AX103114	EA	4	\$ 74.85	\$ 299.40	\$ 87.50	\$ 350.00
SC-12	Belden Modular Jack AX104193	EA	40	\$ 26.00	\$ 1,040.00	\$ 29.90	\$ 1,196.00
SC-13	CBL-CAT6-BL-P Cable	LF	4,800	\$ 1.84	\$ 8,832.00	\$ 1.17	\$ 5,616.00
SC-14	ENET C6-BL-1-ENC Patch Cable	EA	20	\$ 7.36	\$ 147.20	\$ 7.08	\$ 141.60
SC-15	ENET C6-BL-3-ENC Patch Cable	EA	3	\$ 7.36	\$ 22.08	\$ 7.08	\$ 21.24
SC-16	ENET C6-BL-5-ENC Patch Cable	EA	13	\$ 10.31	\$ 134.03	\$ 9.92	\$ 128.96
SC-17	Milestone XPLPRCL Camera License	EA	5	\$ 1,531.16	\$ 7,655.80	\$ 1,474.32	\$ 7,371.60
SC-18	Milestone XPPPLUSDL Device Channel License	EA	20	\$ 200.24	\$ 4,004.80	\$ 192.80	\$ 3,856.00
SC-19	Milestone YXPPPLUSDL 1-Year Care Plus Support for Camera License	EA	20	\$ 36.81	\$ 736.20	\$ 35.44	\$ 708.80
SC-20	Conduit and Boxes (Community Center)	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 5,832.00	\$ 5,832.00
SC-21	Conduit and Boxes (Fire Station #2)	LS	1	\$ 2,260.00	\$ 2,260.00	\$ 4,591.00	\$ 4,591.00
SC-22	Conduit and Boxes (Municipal Service Center)	LS	1	\$ 2,150.00	\$ 2,150.00	\$ 6,831.00	\$ 6,831.00
TOTAL AMOUNT BID				\$	61,264.72	\$	65,995.84



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 14, 2021

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration and Recommendation to Increase Seasonal/Part-time Wage Schedule*

ATTACHMENTS:

- Memo to Finance and Council on 2022 Seasonal rates 12.2021 (PDF)
- DRAFT 2022 Seasonal rates Rev 12.2021 (PDF)
- Decrease of Seasonal Employees (PDF)

CITY OF DE PERE MEMO



To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 Date: December 14, 2021

RE: **Recommended changes to Seasonal/Part-time Employee Wages**

Attached please find the 2022 pay recommendations for the Seasonal/Part Time (Non-Benefit Eligible) Employee Wage Scale.

In June of this year we brought forward changes for the 2022 seasonal salary schedule. Since that time we have re-evaluated the wages as more employers are struggling to find employees and many employers have significantly increased their starting wages in the last few months. To be pro-active knowing we are going to have to compete with the private sector market in 2022, we are recommending making some rather significant changes to our wage schedule. Based on current market trend, we are recommending increasing our starting wage to \$13.00/hour and adjusting levels accordingly as well as moving some positions within the levels. We are also recommending adding an Assistant Pool Manager position.

In addition, we are recommending eliminating the \$.25/hr step increase and establish a Starting Wage and an After Minimum of 1 Year/Returning Wage; the After Minimum of 1 Year/Returning would be \$1.00 higher than the starting wage. Since we have eliminated that \$.25/hr step, we have moved the miscellaneous wage rate section, which includes positions that are more professional in nature, work year-round and require a degree/license, into a level.

We have discussed with the departments their abilities to fund the positions at the recommended wage changes for 2022. Unfortunately not all departments will have funding to make these changes so we are requesting \$134,312 in undesignated funds to implement these changes. Departments estimate they would need funding as outlined below:

- Parks, Recreation & Forestry
 - Pools – \$53,336
 - Recreation Programming – \$51,881
 - Maintenance – \$16,080
- Finance Department – \$9,600
- Police Department – \$2,030
- Development Services – \$985
- Information Technology – \$400

No additional funding is needed for Public Works or Fire Department. Please feel free to contact me at 339-4045 if you have questions prior to the meeting.

2022 Seasonal/Part Time (Non-Benefit Eligible) Employee Wage Scale

Wages Effective: January 1, 2022

Updated ~~6/18/11/09/2021~~

Position	<u>Step 1 Starting Wage</u>	<u>Step 2 After Minimum of 1 Year/Returning Wage</u>	<u>Step 3</u>	<u>Step 4</u>	Employment Period
			-	-	
Level 1 - Event Server^^ Pool Facility Attendant Playground Leader - Assistant Instructor - Youth Recreation Supervisor	\$10.50 <u>\$13.00</u>	\$10.75 <u>\$14.00</u>	<u>\$11.00</u>	<u>\$11.25</u>	Summer Summer Summer Year Round Winter
Level 2 Pool Facility Attendant Playground Leader Kidz Zone & Camp Counselors Community Center Facility Attendant - Recreation Office Assistant - Recreation Intern - Election Inspector	\$11.14 <u>\$14.00</u>	\$11.25 <u>\$15.00</u>	<u>\$11.50</u>	<u>\$11.75</u>	Summer Summer Summer Year Round Summer Summer As needed
Level 3 Kidz Zone & Camp Counselors Community Center Facility Attendant Park, Street & Water Maintenance Laborer Sign Maintenance Aide Community Services Officer	\$12.15 <u>\$15.00</u>	\$12.25 <u>\$16.00</u>	<u>\$12.50</u>	<u>\$12.75</u>	Summer Year Round Summer Summer Year Round
Level 4 Park, Street & Water Maintenance Laborer Sign Maintenance Aide Shop Assistant Community Center Maintenance Fitness Instructor Event Manager^^ Park Maintenance Lead Shop Assistant - Building Maintenance Assistant - Lifeguard/Swim	\$13.16 <u>\$16.00</u>	\$13.25 <u>\$17.00</u>	<u>\$13.50</u>	<u>\$13.75</u>	Summer Summer Summer Year Round Year Round Summer Summer Summer Summer Summer

Instructor*** Community Services Officer - Tennis Instructor - Art/Theatre Instructor - Tae Kwon Do Instructor/Tai Chi Instructor - Youth Activity Instructor - Election Specialist			- - - - - -	- - - - - -	Year Round Summer Year Round Year Round Year Round As Needed
Level 5 Community Center Maintenance Basketball Supervisor Fitness Instructor - Assistant Pool Manager - Water Fitness Instructor - Parent Child Aquatics Instructor - Dance, Pom, Twirling & Tumbling Instructor - Enrichment Instructor Event Manager^ Park Maintenance Lead - Water Department Intern - Development Services Intern - Chief Election Inspector	\$1417.00 - - - - - - - - - - - - -	\$14.2518.00 - - - - - - - - - - - - -	\$14.50 - - - - - - - - - - - - -	\$14.75 - - - - - - - - - - - - -	Year Round Fall-Winter Year Round Summer Year Round Year Round Year Round Year Round Summer Summer As Needed As Needed As Needed
Level 6 - Basketball Supervisor - Crossing Guard***** - Spring/Fall Maintenance - Paid On Call Firefighter**** - Paid On Premise Firefighter**** / *****	\$1518.00 - - - - -	\$15.2519.00 - - - - -	\$15.50 - - - - -	\$15.75 - - - - -	Fall-Winter Year Round Spring/Fall Year Round Year Round
Level 7 - Pool Manager - Band Director - Video Production Assistant^	\$16.5019.00 - - -	\$16.7520.00 - - -	\$17.00 - - -	\$17.25 - - -	Summer Spring-Summer Year Round
Level 8 - Yoga/Pilates/Zumba with basic certification * - Engineering Aide Crossing Guard***** - Rubbish Site Attendant	\$1720.00 - - -	\$17.2521.00 - - -	\$17.50 - - -	\$17.75 - - -	Year Round Summer Year Round Spring-Fall
Level 9	\$1821.00	\$18.2522.00	\$18.50 -	\$18.75 -	
Level 10	\$1922.00	\$19.2523.00	\$19.50 -	\$19.75 -	
Level 11	\$2023.00	\$20.2524.00	\$20.50	\$20.75	

- Accountant - Training & Safety Officer (Fire)**** / ***** - Lead Senior Pool Manager*** - Yoga/Pilates/Zumba with advance certification after 1yr. employment unless approved by Mgr. (ACE, AFAA, E-RYT 500 hrs) * - Snow Plow Driver - Seasonal Maintenance Worker (CDL Req'd)					Year Round Year Round Summer Year Round Winter Spring & Fall
Level 12 - Plumbing Inspector - Electrical Inspector	<u>\$35.00</u>	<u>\$36.00</u>			- Year Round Year Round
Non-Classified Wage Rates - Scorekeeper - Kickball Official** - Flag Football Official - Slow/Co-ed Softball Umpire** - Basketball Official** - WIAA Certified Basketball Official**	\$10.50 <u>\$14.00</u> /ga \$14.00 <u>\$18.00</u> /ga \$14.00 <u>\$18.00</u> /ga \$17.00 <u>\$21.00</u> /ga \$22.00 <u>\$30.00</u> /ga \$25.00 <u>\$35.00</u> /ga	\$10.75 <u>\$15.00</u> /ga \$14.25 <u>\$19.00</u> /ga \$14.25 <u>\$19.00</u> /ga \$17.25 <u>\$22.00</u> /ga \$22.25 <u>\$31.00</u> /ga \$25.25 <u>\$36.00</u> /ga	- \$11.00/ga \$14.50/ga \$14.50/ga \$17.50/ga \$22.50/ga \$25.50/ga	- \$11.25 /ga \$14.75/ga \$14.75/ga \$17.75/ga \$22.75/ga \$25.75/ga	Fall-Winter Summer Fall Summer-Fall Fall-Winter Fall-Winter

Misc. Wage Rates

(2.5% increase between steps)

— Plumbing Inspector	\$30.00/hr	\$30.75 /hr	\$31.52 /hr	\$32.31/hr	Year Round
— Electrical Inspector	\$30.00/hr	\$30.75 /hr	\$31.52 /hr	\$32.31/hr	Year Round
— Human Resources Recruiter	\$23.00/hr	\$23.58/hr	\$24.17/hr	\$24.77/hr	Year Round
— Accountant	\$20.00/hr	\$20.50/hr	\$21.01/hr	\$21.54/hr	Year Round
— Training & Safety Officer (Fire)**** / *****	\$15.00/hr	\$15.38/hr	\$15.76/hr	\$16.15/hr	Year Round

The step scale is After Minimum of 1 Year/Returning Wage is -designed to reward employees for good work performance and continual years of service. Employees are given a ~~step increase~~ the After Minimum of 1 Year/Returning Wage with supervisor approval, ~~for each year~~ if they return to same employment the following season or each January 1st with satisfactory work performance. (New hires hired after June 30th will receive an increase the second January 1st after start date or when returning for a second season, whichever happens first)-)

Note: When a position is reclassified or the entire wage schedule is adjusted, current/returning employees in affected positions would start at the starting wage regardless of how many years they have been employed with the City. The exception to this is if placing a returning employee at the starting wage would either reduce their wage or not give them an increase, those employees should be placed at the After Minimum of 1 Year /Returning Wage.

- First year employees in any classified level shall start at Step 1 the Starting Wage, unless approved otherwise approved by the department head.

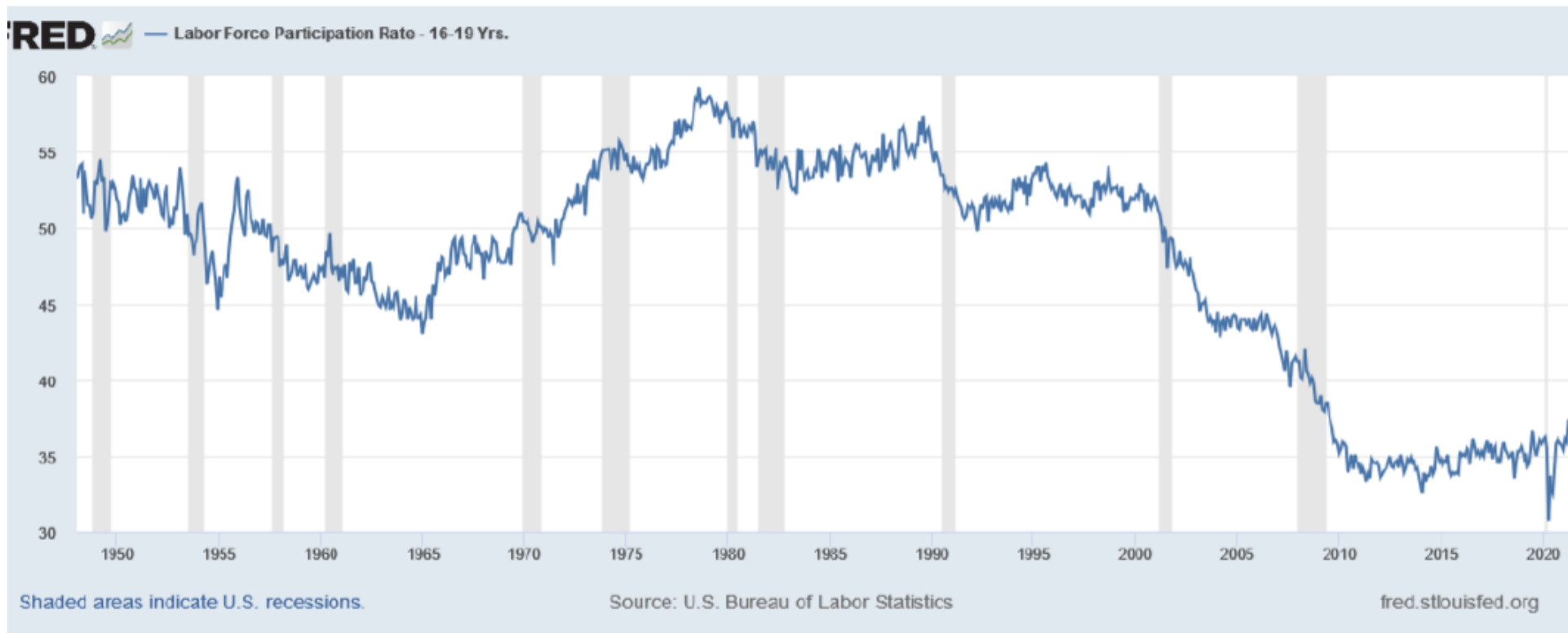
~~All classified positions are not eligible for additional step increases past Step 4.~~

~~The program includes: admission to one program per season (up to 3 per year). The incentive program is administered at the discretion of the supervisor of the department.~~

- * Eligible to earn incentive pay based upon number of participants enrolled. Incentive pay ranges an additional .25 hours to 1.25 hours per class.
- ** Umpires or officials that are scheduled with a partner and work a game alone will be paid at 1.5 times the game rate.
- *** The City will pay-reimburse the cost for lifeguard certification for new lifeguards, ~~and WSI-certified lifeguards,~~ contingent on staff successfully completing one season of employment with an average of at least 25 hours per week as a full-time staff member. The City will reimburse the cost for the Lifeguard Instructor certification for the Senior Pool Manager contingent upon staff successfully completing one season of employment. ~~Substitute guards are not eligible for reimbursement of their lifeguard certification.~~
- **** Receives \$50/month on-call pay if meet minimum response requirements for emergency incidents and duty crew. Responses will be reviewed annually by department.
- ***** Receives \$20/month gas stipend for regular assigned guards. This benefit is discontinued for guards assigned to a regular position on or after April 1, 2019.
- ***** Receives \$0.25/hour for each of the following certifications: Firefighter II, Fire Inspector, Driver Operator Pumper, Driver Operator Aerial, Emergency Services Instructor, Fire Officer I, Fire Officer II; Receives \$1.00/hour for EMT-P Licensure
- ^ Paid at least a minimum of 2 hours each day worked
- ^^ Bartenders License required and shall be reimbursed by the City upon successful attendance of at least three events.

Where Is My Summer Help?

Labor Force Participation: 16 to 19 Years Old





City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 14, 2021

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Consideration and possible action on the 2021 short term note.*

ATTACHMENTS:

- 2021 Short-TermNoteBorrowingMemo (PDF)
- Associated STL Commitment Letter 2021 (PDF)
- Reso21-XXX 2021 Short Term Note (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: December 8, 2021
Subject: 2020 Short-Term Note

I have attached the interest rate quote from Associated Bank and the proposed City Council resolution for the City's short-term note borrowing of \$350,000 authorized in the Adopted 2022 budget in November 2021. The repayment of the note was included in the City's 2022 debt service fund expenditures and covers twenty-nine items included in the 2022 budget as noted in the attachment. These amounts were included on pages 299-302 of the 2022 Executive Budget. The interest rate quote of 3.50% for 60 days or earlier prepayment is the same as last year's and will cost just under \$1,250 in interest which is included in the City's 2022 debt service fund budget.

I recommend the Finance Committee approve the terms of this note. Should you have any questions on this feel free to contact me or I will be present at the Finance Committee meeting on December 14th.



December 2, 2021

Mr. Joseph G. Zegers
Finance Director
City of De Pere
335 S. Broadway Street
De Pere, WI 54115

RE: Financing

Dear Joe:

Associated Bank (the "Bank") is pleased to provide the City of De Pere (the "Borrower") with a financing Commitment for a Taxable General Obligation Term Loan supported with a direct levy annual tax sufficient to repay principal in the amount of \$350,000 (the "Commitment") and interest. This Commitment is subject to the acceptance by the Borrower of the following terms and conditions:

<u>Borrower:</u>	City of De Pere
<u>Purpose:</u>	Public purpose equipment and services
<u>Commitment:</u>	\$350,000
<u>Interest Rate:</u>	3.50% fixed – taxable Calculated on the basis of the actual number of days over a 365 day year
<u>Repayment:</u>	Principal and interest due at maturity
<u>Note Date:</u>	12-28-21
<u>Maturity:</u>	2-25-22
<u>Legal Fees:</u>	\$2,000
<u>Prepayment Costs:</u>	None

**Expiration of
Commitment:**

This Commitment shall be accepted by official action of the City Council of the Borrower at a meeting duly called noticed, held and conducted in a manner established by the City of De Pere and required by the pertinent Wisconsin Statutes. Unless accepted or terminated, this Commitment shall expire on December 31, 2021. If the loan documentation required by the Bank hereunder is not completed and the Taxable Loan has not been extended by the Bank to the Borrower for any reason by December 31, 2021, then this Commitment shall expire on said date.

If you have any questions, please contact me at (920) 433-3091.

Sincerely,

Name: *Joseph G. Hockers*

Joseph G. Hockers

Title: Senior Vice President

ACCEPTANCE

This Commitment as outlined above was accepted by action of the City Council on December 21, 2021.

By: _____

Joseph G. Zegers – Finance Director City of De Pere

RESOLUTION #21-XXX

AUTHORIZING ISSUANCE OF A PROMISSORY NOTE FOR
TEMPORARY BORROWING OF \$350,000 FOR PUBLIC PURPOSES

WHEREAS, Wis. Stats. §67.12 (12) authorizes municipalities to issue promissory notes as evidence of indebtedness for any public purpose; and

WHEREAS, on November 16, 2021, the Common Council adopted Resolution #21-113, a copy of which is attached as Exhibit A, approving the City's 2022 budget, including authorization for indebtedness of \$350,000 in 2021 with repayment thereof, including interest, in 2022 to purchase the following equipment and services:

1. \$ 11,000 for Office Furniture Replacement;
2. \$ 15,000 for Network Switches @ Comm Center, Fire Stations #1 & #2;
3. \$ 15,000 for Fiber Optic Replacement at City Hall;
4. \$ 10,000 for Engineering for Boiler Replacement;
5. \$ 10,661 for Police Taser Replacements;
6. \$ 13,294 for Fire Power Keysecure 5 for Knox Box Security;
7. \$ 22,545 for Fire Station Alerting Software;
8. \$ 10,000 for Tools for New Maintenance Specialist;
9. \$ 12,000 for Brine Machine Repairs;
10. \$ 2,500 for Raise Ashland Avenue Entrance Sign;
11. \$ 12,000 for Wood Chipper Safety Shields;
12. \$ 10,000 for Community Center Facility Improvements/Repairs;
13. \$ 10,000 for Community Center Fire Alarm Panel Upgrade;
14. \$20,000 for Parks Sidewalk & Hard Surface Replacement Program;
15. \$12,000 for VFW Restroom/Score Shack Roof Replacement;
16. \$12,000 for Patriot Park Basketball Court Resurfacing;
17. \$15,000 for Kelly Danen Terrain Drainage;
18. \$ 6,000 for Parks Water Cooler Replacement Program;
19. \$15,000 for Park Lights Replacement Program;
20. \$15,000 for Southwest Park Irrigation System Update;
21. \$ 6,000 for Roundabout Irrigation System Update;
22. \$ 5,000 for Perkofski Boat Launch Dock Section Replacement;
23. \$15,000 for James Street Boat Dock Extension;
24. \$ 7,500 for Wood Shop Equipment Replacement;
25. \$ 5,000 for Wood Chipper Safety Shields;
26. \$25,000 for Point of Sale Systems for VFW & Legion Pools;

Resolution #21-XXX

Page 2 of 3

- 27. \$10,000 for Legion Pool Storm Sewer Line Replacement;
- 28. \$ 7,500 for Swimming Pools Date Card Printer Replacement;
- 29. \$20,000 for 2025 Lawrence Drive Reconstruction Engineering;

all of which constitute public purposes; and

WHEREAS, Resolution #21-113 further levied a direct, annual tax, sufficient in amount to pay, and for the express purpose of paying, the interest on the note as it falls due and to pay and discharge the principal thereof at maturity; and

WHEREAS, including this anticipated borrowing of \$350,000, the City's indebtedness is \$45,245,000, which is within the City's 5% constitutional debt limitation of \$125,477,315;

WHEREAS, the promissory note shall be on the terms and conditions authorized below; and

WHEREAS, this matter has been reviewed by the Finance/Personnel Committee which recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and City Clerk are authorized and directed to issue a promissory note for the purposes expressed above provided such note is on the following terms:

- 1. In an amount not to exceed three hundred fifty thousand and no/100 (\$350,000);
- 2. Bears an interest rate of no more than 3.50% per annum;
- 3. Is due and payable in no more than sixty (60) days from the date of issuance;
- 4. Contains no prepayment penalty.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, employees, and agents are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 21st day of

Resolution #21-XXX
Page 3 of 3

December, 2021.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Committee Approval: December 7, 2021



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 14, 2021

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Discuss status of Routes for Recovery Grant.

ATTACHMENTS:

- REVISED Status of Routes to Recovery Grant - 12-10-21 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: December 10th, 2021
Subject: Status of Routes to Recovery Grant

The Finance Department erroneously submitted the application for the Routes to Recovery grant program to FEMA instead of the Wisconsin Department of Administration in November, 2020. The Finance Department had maintained contact on the status of the reimbursement grant with FEMA and Wisconsin Emergency Management representatives from December, 2020 through November 2021. The Finance Department identified the error in submittal in November 2021 and the Mayor and City Administrator contacted the WI DOA Secretary's Office for assistance in November, 2021. WI DOA is currently reviewing the City's original application and will notify the City of the status of our submittal in the near future.

The City has already received a determination from FEMA for \$90,652.58 of the original submittal for \$409,962.52 of reimbursement for COVID-19 related expenditures and expect to receive that in either December of 2021 or January 2022. Based on a conversation between the Mayor, City Administrator and Deputy Secretary of WI DOA, we anticipate additional reimbursement from WI DOA in the near future. The City's claim for the remaining \$319,309.94 has been submitted to WI DOA this week and is currently in review at the DOA office of Bureau of Financial Management.

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 14, 2021

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Review and possible action on City of De Pere Investments and Cash Detail report for October 2021.*

ATTACHMENTS:

- October 2021 Cash and Investments - memo (PDF)
- Oct. Investment and Cash Detail Report_12.08.21 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: December 9th, 2021
Subject: Cash and Investments Report for October 31st, 2021

I have attached a summary of the City's Cash and Investments for your information and review as of October 31st, 2021. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2020 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments decreased \$11,674 for the year through October 31st, 2021. For your information, our budgeted annual amount for general fund investment income for 2021 is \$525,000. The LGIP investment account increased \$8,950,000 in **October** of 2021 due to receipt of note proceeds of \$10,450,000 and transportation aids offset by payment of accounts payable and payroll of \$1,500,000. The investment account will decrease \$3,600,000 in **November** of 2021 due to payment of debt principal and interest of \$3,300,000 and payment of accounts payable and payroll of \$1,500,000 which was partially offset by receipt of state shared revenues of \$1,200,000. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

October 31, 2021

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 1,177,465.91
HEALTH CHECKING	\$ 2,180,493.68
DENTAL CHECKING	\$ 76,145.39
SUBTOTAL	\$ 3,434,104.98
RESTRICTED	.
WATER BOND MM	\$ 212,954.32
SUBTOTAL	\$ 212,954.32
TOTAL CASH	\$ 3,647,059.30

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 13,277,053.10	\$ 5,217.01	0.06%
ASSOCIATED BANK TRUST	\$ 5,086,792.43	\$ (11,114.03)	-0.26%
CHARLES SCHWAB INVESTMENTS	\$ 6,372,888.06	\$ (5,806.99)	-0.11%
MONEY MARKET	\$ 27,467.65	\$ 30.29	0.12%
TOTAL INVESTMENTS	\$ 24,764,201.24	\$ (11,673.72)	
TOTAL CASH AND INVESTMENTS	\$ 28,411,260.54		

NOTE: The City budgeted \$525,000 for general fund revenues in the 2021 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
October 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	-	-
HEALTH CHECKING	2,137,820.32	2,201,756.16	74,134.00	2,180,493.68	-	-
DENTAL CHECKING	71,327.28	71,277.13	2,169,637.44	76,145.39	-	-
SUBTOTAL	\$ 2,878,661.53	\$ 7,458,123.14	\$ 3,011,733.73	\$ 3,434,104.98	\$ -	\$ -
RESTRICTED						
WATER BOND MM	212,889.92	212,911.62	212,932.62	212,954.32	-	-
SUBTOTAL	\$ 212,889.92	\$ 212,911.62	\$ 212,932.62	\$ 212,954.32	\$ -	\$ -
TOTAL CASH	\$ 3,091,551.45	\$ 7,671,034.76	\$ 3,224,666.35	\$ 3,647,059.30	\$ -	\$ -
INVESTMENTS						
LGIP	12,313,429.27	5,959,824.53	3,960,047.45	13,277,053.10	-	-
ASSOCIATED BANK TRUST	5,102,473.14	5,104,975.54	5,098,389.98	5,086,792.43	-	-
CHARLES SCHWAB INVESTMENTS	6,389,315.23	6,380,939.85	6,378,209.02	6,372,888.06	-	-
MONEY MARKET	27,459.34	27,462.14	27,464.85	27,467.65	-	-
TOTAL INVESTMENTS	\$ 23,832,676.98	\$ 17,473,202.06	\$ 15,464,111.30	\$ 24,764,201.24	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 26,924,228.43	\$ 25,144,236.82	\$ 18,688,777.65	\$ 28,411,260.54	\$ -	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
DECEMBER 31, 2020

	31-Jan-2020	28-Feb-2020	31-Mar-2020	30-Apr-2020	31-May-2020	30-Jun-2020
CHECKING ACCOUNTS						
CITY CHECKING	\$ 302,762.74	\$ 1,328,326.87	\$ 1,041,573.06	\$ 1,073,733.26	\$ 1,113,891.37	\$ 1,276,362.52
HEALTH CHECKING	\$ 1,911,924.58	\$ 2,026,594.61	\$ 2,089,912.04	\$ 2,213,019.26	\$ 2,336,136.09	\$ 2,414,675.91
DENTAL CHECKING	\$ 43,409.33	\$ 43,209.31	\$ 42,592.41	\$ 50,674.31	\$ 59,636.77	\$ 52,627.38
SUBTOTAL	\$ 2,258,096.65	\$ 3,398,130.79	\$ 3,174,077.51	\$ 3,337,426.83	\$ 3,509,664.23	\$ 3,743,665.81
RESTRICTED						
WATER BOND MM	\$ 212,314.37	\$ 212,390.07	\$ 212,480.02	\$ 212,506.14	\$ 212,533.14	\$ 212,559.27
SUBTOTAL	\$ 212,314.37	\$ 212,390.07	\$ 212,480.02	\$ 212,506.14	\$ 212,533.14	\$ 212,559.27
TOTAL CASH	\$ 2,470,411.02	\$ 3,610,520.86	\$ 3,386,557.53	\$ 3,549,932.97	\$ 3,722,197.37	\$ 3,956,225.08
INVESTMENTS						
LGIP	\$15,473,207.24	\$13,737,476.89	\$14,721,783.82	\$13,450,069.86	\$11,194,884.59	\$ 8,196,049.60
ASSOCIATED BANK TRUST	\$ 4,994,549.98	\$ 5,026,920.08	\$ 5,035,037.14	\$ 5,043,399.19	\$ 5,069,223.08	\$ 5,075,193.05
CHARLES SCHWAB INVESTMENTS	\$ 6,228,990.32	\$ 6,250,938.09	\$ 6,308,210.01	\$ 6,321,001.44	\$ 6,355,447.04	\$ 6,356,782.00
MONEY MARKET	\$ 2,896,555.81	\$ 2,899,998.43	\$ 1,026,779.67	\$ 1,026,905.91	\$ 1,027,036.37	\$ 1,027,162.64
TOTAL INVESTMENTS	\$ 29,593,303.35	\$ 27,915,333.49	\$ 27,091,810.64	\$ 25,841,376.40	\$ 23,646,591.08	\$ 20,655,187.29
TOTAL CASH AND INVESTMENTS	\$ 32,063,714.37	\$ 31,525,854.35	\$ 30,478,368.17	\$ 29,391,309.37	\$ 27,368,788.45	\$ 24,611,412.37

	31-Jul-2020	31-Aug-2020	30-Sep-2020	31-Oct-2020	30-Nov-2020	31-Dec-2020
CHECKING ACCOUNTS						
CITY CHECKING	1,041,192.27	234,572.92	764,065.93	752,746.69	571,087.85	931,872.64
HEALTH CHECKING	2,426,825.16	2,310,352.31	2,320,754.91	2,361,875.07	2,441,075.60	2,391,017.42
DENTAL CHECKING	52,498.10	53,078.30	54,250.48	57,501.05	60,370.46	60,030.06
SUBTOTAL	\$ 3,520,515.53	\$ 2,598,003.53	\$ 3,139,071.32	\$ 3,172,122.81	\$ 3,072,533.91	\$ 3,382,920.12
RESTRICTED						
WATER BOND MM	212,586.27	212,613.28	212,639.42	212,666.43	212,692.58	212,719.60
SUBTOTAL	\$ 212,586.27	\$ 212,613.28	\$ 212,639.42	\$ 212,666.43	\$ 212,692.58	\$ 212,719.60
TOTAL CASH	\$ 3,733,101.80	\$ 2,810,616.81	\$ 3,351,710.74	\$ 3,384,789.24	\$ 3,285,226.49	\$ 3,595,639.72
INVESTMENTS						
LGIP	\$11,059,044.57	\$ 5,946,902.22	\$ 3,484,285.98	\$11,153,519.47	\$ 6,767,601.25	\$ 7,773,984.43
ASSOCIATED BANK TRUST	\$ 5,071,822.75	\$ 5,086,606.76	\$ 5,089,865.05	\$ 5,089,746.85	\$ 5,096,804.16	\$ 5,097,906.46
CHARLES SCHWAB INVESTMENTS	\$ 6,356,910.15	\$ 6,361,200.65	\$ 6,369,589.86	\$ 6,379,040.35	\$ 6,377,371.88	\$ 6,378,695.05
MONEY MARKET	\$ 1,027,293.14	\$ 1,027,423.65	\$ 27,427.02	\$ 27,430.50	\$ 27,433.87	\$ 27,437.36
TOTAL INVESTMENTS	\$ 23,515,070.61	\$ 18,422,133.28	\$ 14,971,167.91	\$ 22,649,737.17	\$ 18,269,211.16	\$ 19,278,023.30
TOTAL CASH AND INVESTMENTS	\$ 27,248,172.41	\$ 21,232,750.09	\$ 18,322,878.65	\$ 26,034,526.41	\$ 21,554,437.65	\$ 22,873,663.02



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 14, 2021

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Discuss bargaining strategy for successor collective bargaining agreement with the De Pere Professional Firefighters' Association LAFF Local 141.*

The Committee will be provided more specific information in a confidential memo regarding proposed changes to the contract before the meeting.