



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, December 12, 2023

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 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 12, 2023 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The Public or Members of the Finance/Personnel Committee, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic 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://deperacitywi.igmp2.com/>.

Call to Order

1. Roll Call
2. Approval of the minutes from November 14, 2023 Regular Meeting of the Finance Personnel Committee.
3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance and Personnel Committee. §6-3(f) DPMC
4. Fire Department Overtime and LifeQuest Billing Reports for November, 2023.
5. Consideration and Possible Action on the November 2023 Police Overtime Report.
6. Consideration and Possible Action to reclassify a Public Health Nurse to Deputy Health Officer.*
7. Consideration and Possible Action on proposed redevelopment agreement terms with Gavic Holdings, LLC for the redevelopment of 301 and 305 Main Ave. *
8. Consideration and Possible Action on proposed redevelopment agreement terms with Gavic Holdings, LLC for the redevelopment of 417 Main Ave. *
9. Consideration and Possible Action on the City of De Pere Investments and Cash Detail Report for October, 2023.
10. Future agenda items.

11. 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 12, 2023

DEPARTMENT: City Attorney

FROM: Amy Darnick

SUBJECT: Approval of the minutes from November 14, 2023 Regular Meeting of the Finance Personnel Committee.

ATTACHMENTS:

- November 14, 2023- DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, November 14, 2023

7:30 PM

Council Chambers and Virtual

1. Call to Order

The meeting was called to order at 7:30 PM by Mayor James Boyd

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

Also present City Administrator Lawrence Delo, City Attorney Tony Wachewicz, Chief Al Matzke, Finance Director-Treasurer Pamela Manley, Health Director Deborah Armbruster.

2. Approval of the minutes from the October 10, 2023 Regular Meeting of the Finance Personnel Committee.

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

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

None

4. Fire Department Overtime and LifeQuest Billing Services Report for October, 2023.

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

5. Consideration and Possible Action on the October 2023 Police Overtime Report.

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

6. Consideration and Possible Action on Brown County Fiber Trade Agreement. *

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

7. Consideration and Possible Action on Local Public Health Infrastructure grant for the Health Department. *

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

8. Consideration and Possible Action on Johnson Controls Access Control Inspection Agreement for Community Center. *

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

9. Consideration and Possible Action on the City of De Pere Investments and Cash Detail Report for Sept. 2023.

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

10. Future agenda items.

None

11. Consideration and Possible Action on Collective Bargaining Strategies for Police and Fire Union Contract Negotiations and Authorization of City's Bargaining Teams and Terms.

There was a motion to go to closed session by Mayor Boyd, seconded by Alderperson Gantz.

There was a motion to go back into open session by Mayor Boyd, seconded by Alderperson Quigley.

There was a motion that we approve the bargaining teams as presented by the City Attorney for the fire and police respective teams from Alderperson Quigley, seconded by Alderperson Gantz.

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

Motion to:

PLEASE TAKE NOTICE, that the Committee may convene in closed session pursuant to any of the following subsections of Wis. Stats. §19.85(1) for the purpose of:

(e) 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.

(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

12. Adjournment

There was a motion to adjourn by Mayor Boyd, seconded by Alderperson Perock.
7:54pm 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:

Alderpersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Respectfully submitted,
Amy Darnick



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 12, 2023

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Billing Reports for November, 2023.

ATTACHMENTS:

- 20231206080742094 (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2022

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	66.75	29.75	15.00	36.00	24.00	20.50	46.75	18.00	12.00	6.00	30.00	9.00	313.75
EMS TRAINING	162.75	193.00	146.50	120.25	52.25	5.25	5.25	67.75	189.50	299.25	54.00	139.50	1,435.25
FIRE TRAINING	50.00	7.75	59.25	70.00	78.75	47.25	13.50	8.50	42.75	19.50	35.75	12.00	445.00
RESCUE CALLS	11.25	12.75	18.25	14.00	1.25	9.00	5.25	9.75	6.75	4.00	21.00	6.00	119.25
FIRE CALLS	0.00	2.00	4.50	0.00	17.50	0.00	9.00	0.00	3.75	2.25	0.00	0.75	39.75
MEETINGS	5.00	21.50	15.75	3.00	29.00	6.75	8.50	58.25	24.00	6.75	0.00	24.00	202.50
STAFFING REP.	232.50	139.75	387.50	180.00	89.75	336.00	1,032.75	589.75	404.25	566.25	400.25	127.50	4,486.25
MAINTENANCE	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50
PUB. ED.	0.00	5.50	0.00	0.00	0.00	27.25	0.00	0.00	45.00	5.50	6.00	0.00	89.25
SPECIAL EVENTS	11.00	17.00	10.25	24.50	14.25	41.25	6.00	51.00	9.75	12.00	0.00	11.00	208.00
# FIRE RUNS	35	31	35	22	38	32	43	25	31	31	34	31	388
# EMS RUNS	252	199	252	205	241	234	233	213	223	214	232	219	2,717
DISPATCH ERRORS	3	1	1	1	4	2	2	2	4	3	2	5	30
TOTAL HRS.	539.25	429.00	657.50	447.75	306.75	493.25	1,127.00	803.00	737.75	921.50	547.00	329.75	7,339.50

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through January 3, 2023, \$172,643

*Period: 12/24/21-01/21/22 +Period: 04/02/22-04/29/22 ^Period: 06/25/22-07/22/22 #Period: 10/01/22-10/28/22
 **Period: 01/22/22-02/18/22 ++Period: 04/30/22-05/27/22 ^^Period: 07/23/22-09/02/22 ##Period: 10/29/22-11/25/22
 ***Period: 02/18/22-04/01/22 +++Period: 05/28/22-06/24/22 ^^Period: 09/03/22-09/30/22 ###Period: 11/26/22-12/23/22

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2023

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	69.00	40.50	53.00	22.50	51.00	37.75	15.00	39.00	33.00	15.00	27.00		402.75
EMS TRAINING	74.25	247.00	115.75	99.00	28.50	42.25	58.50	111.50	143.25	135.00	68.75		1,123.75
FIRE TRAINING	13.50	49.50	21.00	5.25	3.00	1.50	0.00	8.25	11.25	7.50	13.50		134.25
RESCUE CALLS	19.50	21.25	20.00	10.00	7.75	13.25	7.00	25.50	11.25	9.25	14.25		159.00
FIRE CALLS	8.75	6.25	9.50	1.75	0.00	0.00	0.75	1.75	0.00	0.00	0.00		28.75
MEETINGS	10.75	3.00	36.75	5.75	6.00	1.50	0.00	0.00	3.00	0.00	3.50		70.25
STAFFING REP.	39.75	509.25	220.50	234.75	216.25	375.75	447.00	716.25	124.50	56.25	411.00		3,351.25
MAINTENANCE	3.00	0.00	0.75	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00		6.75
PUB. ED.	0.00	0.00	0.00	0.00	0.00	11.75	3.00	0.00	3.50	19.50	12.00		49.75
SPECIAL EVENTS	0.00	3.00	14.25	0.00	15.00	48.75	0.00	42.75	5.25	27.00	4.50		160.50
# FIRE RUNS	36	18	24	27	30	36	40	44	28	65	31		379
# EMS RUNS	216	189	226	209	228	209	220	241	225	196	232		2,391
DISPATCH ERRORS	5	2	6	3	2	6	3	4	2	8	5		46
TOTAL HRS.	238.50	879.75	491.50	379.00	330.50	532.50	531.25	945.00	335.00	269.50	554.50	0.00	5,487.00

Special Events included in Overtime

Total Overtime Budget \$115,000, Expenditures through December 4, 2023, \$114,124, 99%

*Period: 12/24/22-01/20/23 +Period: 04/01/23-04/28/23 ^Period: 06/24/23-07/21/23 #Period: 09/30/23-10/27/23
 **Period: 01/21/23-03/03/23 ++Period: 04/29/23-05/26/23 ^^Period: 07/22/23-09/01/23 ##Period: 10/28/23-11/24/23
 ***Period: 03/04/23-03/31/23 +++Period: 05/27/23-6/23/23 ^^Period: 09/02/23-09/29/23 ###Period:

DE PERE FIRE RESCUE

STRUCTURAL FIRE "STILL" ALARMS FOR NOVEMBER, 2023



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
11/1/2023	840 East River Drive	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
11/3/2023	1725 Burgoyne Court	Smoke scare, odor of smoke	E121	Investigate	N/A
11/3/2023	Scotchwood/Briarwood	Bon fire	BC111, E111	Dispatched & canceled en route	Dispatched & canceled en
11/5/2023	3230 Eiler Road (Town of Rockland)	Structure fire	BC111, L111	Dispatched & canceled en route	N/A
11/7/2023	1500 Scheuring Road	Smoke of odor removal	E121	Investigate	N/A
11/9/2023	Main Ave/4th Street	Road freight or transport vehicle fire	BC111, E111, E121	Investigate	N/A
11/12/2023	632 Fairview Avenue	Extrication of victim from building/structure	A111, E111	Extricate	N/A
11/11/2023	1322 Scheuring Road	Smoke or odor removal	BC111, E121	Investigate, restore fire alarm system	N/A
11/11/2023	2380 Indy Court	Gas leak (natural gas or LPG)	BC111, E121	Investigate	N/A
11/12/2023	411 Scotchwood Road	Building fire	BC111, E111, E121, L111	Investigate, fire out on arrival, salvage / overhaul	Dispatched & canceled en route
11/12/2023	2302 S. Oneida Street (Village of Ashwaubenon)	Building fire	BC111, L111	Extinguishment by fire service personnel	N/A
11/13/2023	3585 Beachmont Road (Town of Ledgeview)	Heat from short circuit (wiring), defective/worn	BC111, L111	Provide apparatus and manpower	N/A
11/14/2023	1180 Grant Street	Alarm system activation, no fire, unintentional	E121	Ventilate	N/A
11/15/2023	2555 American Blvd.	Alarm system sounded, due to malfunction	E121	Investigate	N/A
11/17/2023	514 Leonard Street	Smoke detector activation, no fire, unintentional	BC111, E121	Investigate	N/A
11/17/2023	183 Desplaine Road	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
11/18/2023	408 Aloysius Court	Carbon monoxide detector activation, due to malfunction	E121	Investigate	N/A

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
11/19/2023	2685 Lawrence Drive (Town of Lawrence)	Building fire	BC111, L111	Extinguishment by fire service personnel	N/A
11/20/2023	2894 S. Oneida Street (Village of Ashwaubenon)	Building fire	BC111, L111	Dispatched & canceled en route	N/A
11/21/2023	2784 Viking Drive (Village of Ashwaubenon)	Possible structure fire	BC111, L111	Dispatched & canceled en route	N/A
11/21/2023	Charles St./E. River Drive	Hazmat release investigation with no hazmat	E111	Investigate	N/A
11/21/2023	2161 S. Oneida Street (Village of Ashwaubenon)	Dishwasher smoking	BC111, L111	Dispatched & canceled en route	N/A
11/22/2023	Fox River Trail	Outside rubbing/trash or waste fire	BC111, E121, L111	Extinguishment by fire service	N/A
11/23/2023	711 Pine Street	Carbon monoxide incident	E121	Investigate	N/A
11/23/2023	335 S. Broadway Street	Smoke detector activation, no fire, unintentional	BC111	Investigate	N/A
11/25/2023	221 S. Broadway Street	Smoke or odor removal	BC111, E111	Investigate, ventilate	Dispatched & canceled en route
11/28/2023	1233 O'Keefe Court	Detector activation, no fire, unintentional	BC111, L111	Investigate	N/A
11/29/2023	2819 S. Oneida Street (Village of Ashwaubenon)	Possible structure fire	BC111, L111	Dispatched & canceled en route	N/A
11/30/2023	755 Scheuring Road	Central station, malicious false alarm	L111	Investigate	N/A
11/30/2023	1764 Burgoyne Court	Carbon monoxide detector activation, due to malfunction	E121	Investigate	N/A

**DE PERE FIRE RESCUE
NOVEMBER, 2023
*OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
11/4/2023	36	54
11/7/2023	12	18
11/8/2023	2	3
11/16/2023	44	66
11/17/2023	48	72
11/22/2023	48	72
11/24/2023	48	72
TOTALS	238	357

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

**10/28/23-11/24/23

LIFEQUEST MEDICAL BILLING - 2023
MONTHLY REPORT

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	249,747	228,076	251,116	214,771	277,498	287,539
PAYMENTS	94,422	100,536	102,969	113,182	109,427	97,211
CREDIT ADJUSTMENTS	119,181	120,031	111,822	116,186	96,684	117,370

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	215,698	196,629	290,979	233,278	303,025	
PAYMENTS	107,636	103,597	91,695	103,141	91,593	
CREDIT ADJUSTMENTS	140,065	102,949	112,797	137,056	99,732	

Payments to LifeQuest	
January	6,282
February	6,498
March	7,790
April	7,648
May	6,130
June	5,830
July	5,957
August	5,461
September	4,941
October	6,067
November	4,902
December	
Total Paid	\$67,507

**See attached details

City Of De Pere
Income and Expenditures
November 2023
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$273,471.96	\$29,552.83	\$303,024.79
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$273,471.96	\$29,552.83	\$303,024.79
Account Transfers		\$15,213.08	\$14,339.75	\$29,552.83
Credit Summary				
Total Credits		\$181,464.84	\$22,035.42	\$203,500.26
Less Adjustments	-	\$99,732.46	\$0.00	\$99,732.46
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$16,472.89	\$16,472.89
Less Overpayments	-	\$(4,276.11)	\$(22.00)	\$(4,298.11)
Gross Payments Received		\$86,008.49	\$5,584.53	\$91,593.02
Plus Overpayment Returns	+	\$(655.00)	\$(22.00)	\$(677.00)
Net Payments Received		\$85,353.49	\$5,562.53	\$90,916.02
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$85,353.49	\$5,562.53	\$90,916.02
Summary of Disbursement				
Total Deposits & Payments Kept By		\$85,353.49	\$5,562.53	\$90,916.02
Plus Overpayment Refunds	+	\$(3,621.11)	\$0.00	\$(3,621.11)
Gross Revenue		\$81,732.38	\$5,562.53	\$87,294.91
LifeQuest Fee		\$3,677.96	\$1,223.76	\$4,901.72
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$3,677.96	\$1,223.76	\$4,901.72
Service Revenue		\$78,054.42	\$4,338.77	\$82,393.19
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	\$78,054.42	\$4,338.77	\$82,393.19

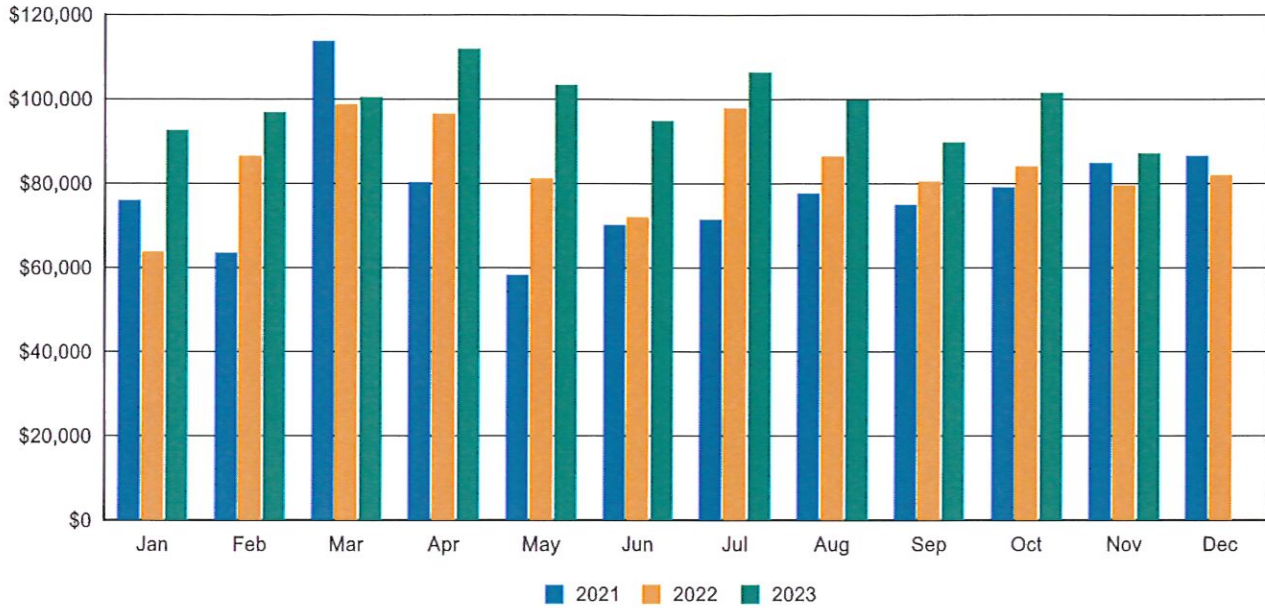
Messages:

Total deposits differ from bank statement by 2030.56 due to current month DD not being posted (11/21 ECHO 876.53) NSF's posted (402.00) and posting correction done (752.03) JAL 12.4.23

All Phases Gross Revenue

City of De Pere

January 2021 to November 2023



	2021	2022	2023
January	\$76,068	\$63,841	\$92,717
February	\$63,602	\$86,624	\$96,954
March	\$113,896	\$98,825	\$100,571
April	\$80,392	\$96,607	\$112,135
May	\$58,325	\$81,259	\$103,493
June	\$70,239	\$72,087	\$94,967
July	\$71,566	\$97,965	\$106,510
August	\$77,763	\$86,527	\$99,867
September	\$75,107	\$80,584	\$89,866
October	\$79,194	\$84,134	\$101,640
November	\$85,024	\$79,587	\$87,295
December	\$86,681	\$81,992	\$0
Total Gross Revenue	\$937,858	\$1,010,034	\$1,086,015

City Of De Pere

Billing Summary

November 2023

Phase 1

Charges

Billing Charges		\$273,471.96	
Other	+	\$0.00	
Subtotal of Charges			\$273,471.96

Account Transfers

Billing to Collections Transfer Total			\$15,213.08
---------------------------------------	--	--	-------------

Credit Summary

Total Credits		\$181,464.84	
Less Adjustments	-	\$99,732.46	
Less Overpayments	-	\$(4,276.11)	
Gross Payments Received			\$86,008.49
Plus Overpayment Returns	-	\$(655.00)	
Net Payments Received			\$85,353.49
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$85,353.49

Summary of Disbursement

Total Deposits & Payments Kept By		\$85,353.49	
Plus Overpayment Refunds	+	\$(3,621.11)	
Gross Revenue			\$81,732.38
LifeQuest Fee		\$3,677.96	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$3,677.96
Service Revenue		\$78,054.42	
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		\$78,054.42

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

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Totals
Dec 2022	5364	42270	17049	4898	1957	342	278	646	0	0	0	0 \$	72804
185954	2.9	22.7	9.2	2.6	1.1	0.2	0.1	0.3	0	0	0	0 %	39.2
Jan 2023		3506	49033	23626	6958	9251	1087	144	75	1689	75	-1383 \$	94060
208255		1.7	23.5	11.3	3.3	4.4	0.5	0.1	0	0.8	0	-0.7 %	45.2
Feb 2023			7272	39910	22361	7898	1780	2124	75	50	398	25 \$	81892
185421			3.9	21.5	12.1	4.3	1	1.1	0	0	0.2	0 %	44.2
Mar 2023				5502	53158	28598	5913	5421	2442	1087	266	0 \$	102387
229026				2.4	23.2	12.5	2.6	2.4	1.1	0.5	0.1	0 %	44.7
Apr 2023					8057	42743	21882	6678	3942	800	50	910 \$	85063
205275					3.9	20.8	10.7	3.3	1.9	0.4	0	0.4 %	41.4
May 2023						10264	45017	25029	11385	3497	1348	1622 \$	98162
227424						4.5	19.8	11	5	1.5	0.6	0.7 %	43.2
Jun 2023							5639	46018	15607	3620	5248	3994 \$	80126
202474							2.8	22.7	7.7	1.8	2.6	2 %	39.6
Jul 2023								13823	57300	20376	4901	3340 \$	99741
228843								6	25	8.9	2.1	1.5 %	43.6
Aug 2023									2748	49490	26849	8279 \$	87367
228150									1.2	21.7	11.8	3.6 %	38.3
Sep 2023										5698	48883	17017 \$	71599
210778										2.7	23.2	8.1 %	34
Oct 2023											5909	42716 \$	48625
196584											3	21.7 %	24.7
Nov 2023												2773 \$	2773
191183												1.5 %	1.5
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	3.1	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	3.1	22.4	10.3	3.2	2.1	0.8	0.3	0.2	0.3	0	-0.4	0	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 12, 2023

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Consideration and Possible Action on the November 2023 Police Overtime Report.

The November 2023 OT report for the department is attached.

Total net overtime for November was down from October, and down significantly when compared to November of 2022 with a total of 377.0 hours. Staffing overtime was the largest category of overtime for the month with a total of 110.5 hours. Staffing level overtime has been the biggest driver all year.

We currently have one officer on light duty due to injury, however we are hoping to be fully staffed around December 25. Our only officer currently in field training will also graduate this month.

ATTACHMENTS:

- November 2023 PD OT Report (PDF)
- Trend Chart Nov 2023(PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2023**

REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	11.00	15.75	8.00	39.00	18.50	22.50	19.50	6.75	32.00	21.25	20.00		214.25
OFFICER WORKED ON HOLIDAY	68.00	8.00	4.00	34.00	101.75	18.25	66.75	13.25	137.00	13.00	52.00		516.00
OFFICER FOR COURT	18.00	29.50	15.00	20.00	20.75	15.00	8.00	10.00	14.00	20.00	11.00		181.25
OFFICER TRAINING	53.50	98.50	91.75	151.00	174.00	144.25	56.75	42.75	181.25	54.00	76.75		1124.50
OFFICER RELIEF FOR FUNERAL	0.00												0.00
OFFICER ATTEND MEETING	30.00	8.25	5.25			1.25	2.00	1.00	2.50	8.00	0.75		59.00
STAFFING LEVEL	152.00	81.75	263.00	127.75	97.00	168.75	428.50	175.25	314.75	228.00	110.50		2147.25
INVESTIGATION	16.00	67.50	76.25	31.75	46.50	39.50	34.00	36.00	36.50	49.50	27.00		460.50
HONOR GUARD FOR FUNERAL	0.00	20.00		30.00	31.50				6.50				88.00
SCHOOL LIAISON REIMBURSED	41.50	29.00	29.25	21.50	21.50	22.50		11.50	78.50	33.25	12.00		300.50
COMMUNITY RELATIONS	0.00												0.00
SPECIAL ASSIGNMENT	0.00						20.00						20.00
SPECIAL ASSIGNMENT REIMBURSED	0.00	14.00	5.25		187.50	34.50		46.50		23.50	25.25		336.50
MISCELLANEOUS	12.50	9.50	21.00	7.00	6.00	20.00	25.75	19.50		17.75	79.00		218.00
MISCELLANEOUS REIMBURSED	20.25	37.50	24.25	31.75	46.25	32.50	16.00	58.75	84.25	39.25	38.25		429.00
GROSS OFFICER OVERTIME	422.75	419.25	543.00	493.75	751.25	519.00	677.25	421.25	887.25	507.50	452.50	0.00	6094.75
SUBTOTAL REIMBURSED OVERTIME	(61.75)	(80.50)	(58.75)	(53.25)	(255.25)	(89.50)	(16.00)	(116.75)	(162.75)	(96.00)	(75.50)	0.00	(1066.00)
NET OFFICER OVERTIME	361.00	338.75	484.25	440.50	496.00	429.50	661.25	304.50	724.50	411.50	377.00	0.00	5028.75

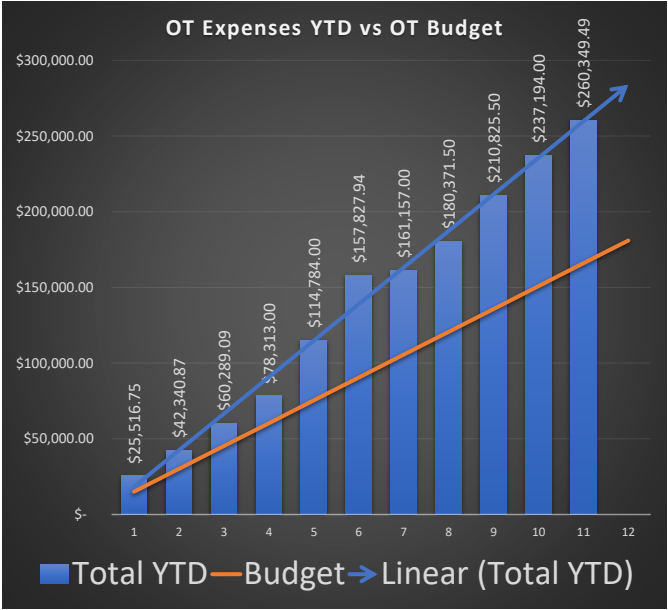
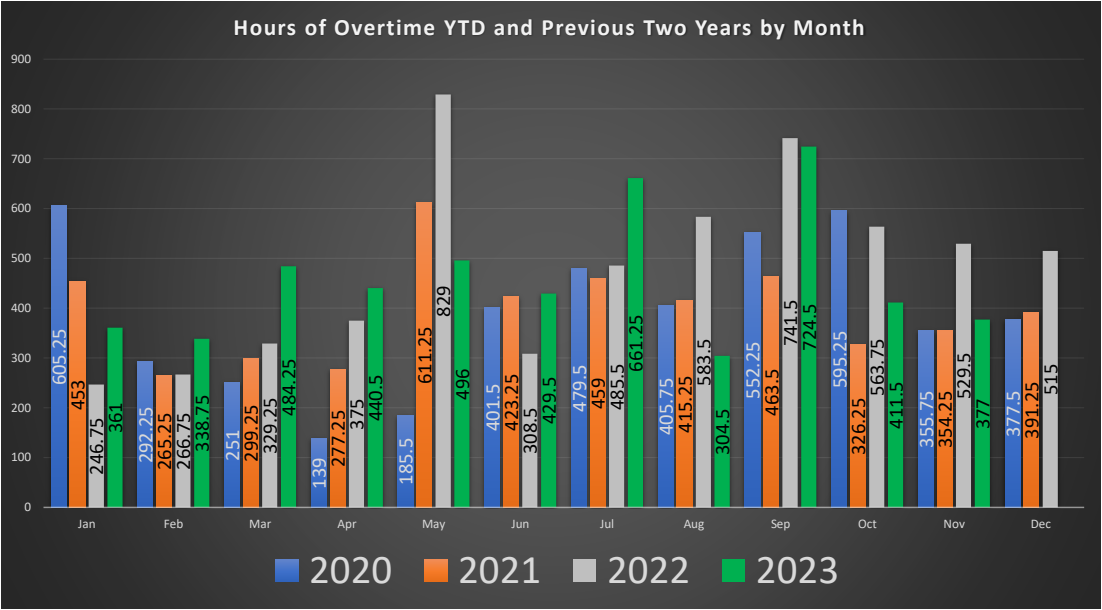
TOTAL OVERTIME BUDGET: \$ 181,000.00

EXPENDITURES THROUGH 11/30/2023 \$ 260,349.49

PERCENT OF TOTAL BUDGET: 143.84%

2023 PD Overtime Trends Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Yearly Hours	Total Yearly Expendi	Total OT Budget
2020	605.25	292.25	251	139	185.5	401.5	479.5	405.75	552.25	595.25	355.75	377.5	4640.5	\$ 236,436.94	\$ 175,000.00
2021	453	265.25	299.25	277.25	611.25	423.25	459	415.25	463.5	326.25	354.25	391.25	4738.75	\$ 202,559.08	\$ 175,000.00
2022	246.75	266.75	329.25	375	829	308.5	485.5	583.5	741.5	563.75	529.5	515	5774	\$ 195,590.66	\$ 175,000.00
2023	361	338.75	484.25	440.5	496	429.5	661.25	304.5	724.5	411.5	377		5028.75	\$ 237,194.00	\$ 181,000.00
Total YTD	\$ 25,516.75	\$ 42,340.87	\$ 60,289.09	\$ 78,313.00	\$ 114,784.00	\$ 157,827.94	\$ 161,157.00	\$ 180,371.50	\$ 210,825.50	\$ 237,194.00	\$ 260,349.49				
% of Budget	14.0%	23.0%	33.0%	43.0%	63.0%	87.0%	89.0%	99.7%	116.5%	131%	144%				
Budget	\$ 15,083.33	\$ 30,166.66	\$ 45,249.99	\$ 60,333.32	\$ 75,416.65	\$ 90,499.98	\$ 105,583.31	\$ 120,666.64	\$ 135,749.97	\$ 150,833.30	\$ 165,916.63	\$ 180,999.96			





City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 12, 2023

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration and Possible Action to reclassify a Public Health Nurse to Deputy Health Officer.*

ATTACHMENTS:

- 2023 Reclassify Health Nurse to Deputy Health Officer(DOCX)
- Draft Deputy Health Officer (PDF)

CITY OF DE PERE MEMO



To: Members of the Finance/Personnel Committee

From: Shannon Metzler, Human Resources Director/Assistant City Administrator

Date: December 12, 2023

RE: Recommendation and Possible Action to reclassify a Public Health Nurse to Deputy Health Officer

As you are aware, we recently conducted a recruitment for the Health Officer/Director position. Chris Culotta, the Northeast Region Director for the Wisconsin Department of Health Services, served on the interview panel for that recruitment. While working with him he recommended creating a Deputy Health Officer position in the Health department. According to Chris, many departments have a Deputy position including those of similar size to the City of De Pere. The benefits of the structure include having an automatic interim director when the Health Officer/Director is absent in addition to providing succession planning for an individual who may be interested in a Health Officer/Director role.

There are two Public Health Nurse positions in the Health department. We are recommending reclassifying one position to a Deputy Health Officer. The Health department consists of 5 total staff so the Deputy position would supervise programs versus directly supervising staff but would be considered part of the management team. A draft job description is attached. The compensation consultant is recommending this position be placed in grade M of the compensation pay plan. The fiscal impact to the 2024 budget to reclassify one Public Health Nurse two pay grades higher is approximately \$400 with benefits.

If you have any questions in advance of the meeting, please feel free to contact me 339-4045.

Thank you.

**CITY OF DE PERE
JOB DESCRIPTION**

I. IDENTIFICATION:

Position Title: Deputy Health Officer
Dept. / Division: Health
Reports To: Health Officer/Director
Supervises: None
FLSA Status: Exempt
Job Summary: Provides assistance in the management of the overall day-to-day operations and staff of the Health Department to assure the successful achievement of the department's vision, mission, and program objectives. Provides mentoring, supervision and technical assistance to all staff. Work is performed under the general direction of the Health Director/Officer. Position assumes all duties of the Health Director/Officer in her/his absence. This position also includes the responsibilities of Preparedness Coordinator for the City of De Pere.

II. ESSENTIAL FUNCTIONS:

Perform a leadership role within the health department in concert with the health officer in the planning, organizing and directing of health department programming and services.

Perform activities which include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, coalition building, and collaborating with community partners to promote the health of a population.

Develop, implement, evaluate, and improve policies, programs and services using evidence-based best practices and determinants of health. Address the diversity of individuals and populations when developing, implementing, evaluating, and improving policies and program services.

Participate in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases, food, water, and vector-borne outbreaks, chronic diseases, environmental hazards, injuries, and health disparities.

Collaborate in the development of and contribute to individual, team, and department strategic planning, quality improvement, performance management and evaluation activities.

Participate in the health department's community health assessment and health improvement planning and intervention activities.

Serve as the primary mentor that fosters ongoing educational experiences for public health nursing students, medical students and other health-related students, healthcare professionals and members of the community.

Participate in public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Wisconsin Division of Public Health and the Centers for Disease Control and Prevention.

Oversee health department grants including budgets and coordination of grant objectives and deliverables.

Perform other duties as assigned.

III. **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of applicable state professional practice guidelines for registered professional nurses, the American Nurses' Association Scope and Standards of Practice for Public Health Nursing, any other Federal and State laws and regulations applicable to practice as a public health nursing professional. Knowledge of population-based health status indicators, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services. Knowledge of group processes including facilitation, collaboration, negotiation and conflict resolution. Knowledge of emergency preparedness at home, work, and in the community. Knowledge of incident command structure and its use. Knowledge of current recommendations of the Advisory Committee on Immunization Practices (ACIP) for vaccination of infants, children and adults

Skill in analytic assessment, policy development/program planning, leadership, and systems thinking skills as well as cultural competency, and community dimension of practice skills. Skill in the operation of equipment needed to effectively perform the duties and responsibilities of the position, including modern office equipment.

Ability to work under pressure, and handle multiple, changing priorities. Ability to provide services in a culturally sensitive manner and ability to maintain confidentiality. Ability to organize, schedule, and prioritize work and perform with limited direction. Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other City employees with courtesy and tact. Ability to establish and maintain effective working relationships with staff and the public. Ability to utilize a computer and required software. Ability to work the required hours of the position.

Minimum Requirements:

1. Bachelor of Science Degree in Nursing required.
2. Three to five years of public health nursing experience preferred.
3. Wisconsin Registered Nurse Licensure.
4. National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200 and 700.a certification within six months of employment.
5. CPR certification within four months of employment.
6. Valid unencumbered Wisconsin driver's license and safe driving record.

V. **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job:

General office setting in the department facilities, as well as community sites including clients' homes and workplaces. Sometimes subject to conditions including inclement weather and temperature changes. Community locations may subject workers to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals. Occasional climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, and writing and repetitive motions.

Public Health Nurse
Health Department
Page 3

Ability to lift and carry up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. This position description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the position change. I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

Date last modified: March 21, 2023

The City is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 12, 2023

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and Possible Action on proposed redevelopment agreement terms with Gavic Holdings, LLC for the redevelopment of 301 and 305 Main Ave. *

ATTACHMENTS:

- 301-305 and 417 Main Ave Term Sheet (PDF)
- Site Map (PDF)
- 301-305 MAIN AV Information (PDF)

CITY OF DE PERE MEMO



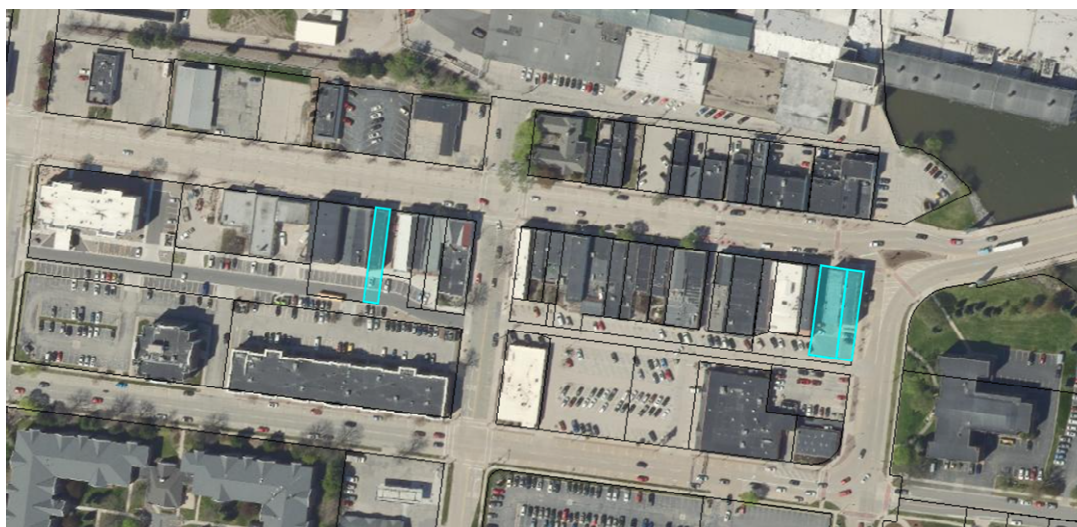
To: Finance and Personnel Committee
 From: Daniel Lindstrom, Development Services Director
 Date: December 12, 2023

RE: **Consideration and possible action on proposed redevelopment agreement terms with Gavic Holdings, LLC for the redevelopment of 301 and 305 Main Ave.**

Consideration and possible action on proposed redevelopment agreement terms with Gavic Holdings, LLC for the redevelopment of 417 Main Ave.

Proposed Development Summary

The City of De Pere ("City") received a request from Gavic Holdings, ("Developer or "Gavic") to assist with the redevelopment and reuse of three properties along the Main AV corridor in the downtown. Gavic recently purchased 305 Main AV, Pasquale's intending to create a new experience-based district at the east end of Main AV adjacent to the planned business school on the St. Norbert campus. To do this, Gavic intends to relocate their current business at 301 Main Ave to the former Martin Photography building at 417 Main AV. Gavic will then combine 301 Main AV with 305 Main AV to improve the two buildings and add outdoor space. 301 Main will house a retail space on the first floor and hospitality-based uses on the second floor. Pasquale's, a new investor/tenant in the project, will remain on the first floor of 305 Main but will be renovated to include a combined south entry. The second floor of both buildings will be renovated into two-bedroom/two-bath loft units. The unused alley space to the west of 305 Main AV and the current parking to the south of both units will be developed into an outdoor venue for food and drink options, a local music series, outdoor movies, firepits, seating, and green space that will encourage a year-round experience-based destination for downtown De Pere. Gavic also intends on renovating 417 Main Ave to create a new location for Credo and renovating the second floor to office and residential loft unit(s).



301-305 MAIN AV SITE INFORMATION SUMMARY:

Address:	301-305 Main Ave
Parcel IDs:	ED-906 ED-907
Acres:	Approximately 0.207 Acres
Proposed Use:	Retail, restaurant, commercial, outdoor, etc.
Future Land Use:	Downtown
Zoning:	MX-1
Proposed Zoning:	Unchanged
Current Total Assessed Value:	\$683,000
Potential Building Renovations:	\$550,000
New Value (301 Main Ave):	\$550,000
New Value (305 Main Ave):	<u>\$500,000</u>
Total Combined:	\$1,050,000
Anticipated Total Increment Value:	\$367,000
Anticipated Minimum Annual Revenue:	\$16,400
Anticipated Minimum Increment Revenue:	\$5,725

417 MAIN AV SITE INFORMATION SUMMARY:

Address:	417 Main Ave
Parcel IDs:	WD-888
Acres:	Approximately 0.073 Acres
Proposed Use:	Commercial, office, and residential
Future Land Use:	Downtown
Zoning:	MX-1
Proposed Zoning:	Unchanged
Current Total Assessed Value:	\$144,500
Potential Building Renovations:	\$250,000
New Value:	\$450,000
Anticipated Total Increment Value:	\$305,500
Anticipated Minimum Annual Revenue:	\$7,020
Anticipated Minimum Increment Revenue:	\$4,766

301-305 MAIN AV PROPOSED TERMSGeneral Information

Anticipated New Increment Value:	\$367,000
Newly Generated Total Annual Revenue:	\$16,400 (rounded $\$1,050,000 \times 0.0156017313$)
Newly Generated Annual Increment Revenue:	\$5,725 (rounded $\$367,000 \times 0.0156017313$)

Developer Obligations:

1. **Proposed Development:** Proposed renovations to the interior and exterior to buildings and site at 301 and 304 Main Ave.
2. **Timelines:**
 - a. Secure site plan approvals by May 1, 2024.
 - b. Commence construction by July 1, 2024.
 - c. Complete Construction by December 31, 2024.
 - d. Final assessed value by January 1, 2025.
3. **Assessed Value and Tax Revenue:** Developer guarantees a minimum annual tax increment revenue value of \$5,725. The City and/or State of Wisconsin shall assess the Development Project in accordance with the real estate valuation requirements for similar mixed commercial under Wis. Stats, §70.32. The Total Project Grant is premised upon the completed Development Project having an assessed value equal to the guaranteed value for real property tax purposes of not less than \$1,050,000; however, in no case shall the annual total tax value be less than \$16,400. The Developer will make a Payment In Lieu Of Tax to the City (the "Deficit Payment") equal to the difference in taxes to be collected due to the shortfall in the annual tax increment revenue.
4. **Combination:** Developer shall at its own expense prepare a combination CSM to combine the two parcels to allow for a common entrance.

City Obligations:

1. **Developer Project Cost Reimbursement Grant.** The City shall provide the Developer with a grant of \$50,000 ("project grant") to reimburse Project Costs incurred by the Developer. Such project grant shall be payable after the Certificate of Occupancy is issued and the Development Services Director has reviewed and verified final project costs, which such review may not be unreasonably withheld or delayed. However, at no point shall the project grant be issued prior to September 1st of the subject year unless the Developer notifies the City by October 1st of the preceding year that they expect to complete the project between January 1st and August 31st of the subject year.

If the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting.

417 MAIN AV PROPOSED TERMS**General Information**

Anticipated New Increment Value:	\$305,500
Newly Generated Total Annual Revenue:	\$7,020 (rounded $\$450,000 \times 0.0156017313$)
Newly Generated Annual Increment Revenue:	\$4,770 (rounded $\$305,500 \times 0.0156017313$)

Developer Obligations:

1. **Proposed Development:** Proposed renovations to the interior and exterior of 417 Main AV
2. **Timelines:**
 - a. Secure site plan approvals by May 1, 2024.
 - b. Commence construction by July 1, 2024.
 - c. Complete Construction by December 31, 2024.
 - d. Final assessed value by January 1, 2025.
3. **Assessed Value and Tax Revenue:** Developer guarantees a minimum annual tax increment revenue value of \$4,770. The City and/or State of Wisconsin shall assess the Development Project in accordance with the real estate valuation requirements for similar mixed commercial under Wis. Stats, §70.32. The Total Project Grant is premised upon the completed Development Project having an assessed value equal to the guaranteed value for real property tax purposes of not less than \$450,000; however, in no case shall the annual total tax value be less than \$7,020. The Developer will make a Payment In Lieu Of Tax to the City (the "Deficit Payment") equal to the difference in taxes to be collected due to the shortfall in the annual tax increment revenue.

City Obligations:

2. **Developer Project Cost Reimbursement Grant.** The City shall provide the Developer with a grant of \$40,000 ("project grant") to reimburse Project Costs incurred by the Developer. Such project grant shall be payable after the Certificate of Occupancy is issued and the Development Services Director has reviewed and verified final project costs, which such review may not be unreasonably withheld or delayed. However, at no point shall the project grant be issued prior to September 1st of the subject year unless the Developer notifies the City by October 1st of the preceding year that they expect to complete the project between January 1st and August 31st of the subject year.

If the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting.



Site Map

City of De Pere

0 0.01 0.02 0.04 0.06 0.08 Miles

This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map.

File Path:



 417 Main AV

 301-305 Main AV

Data Source

301 & 305 Main Avenue Development Plan

9/20/23

Development Vision

Gavic Holdings, LLC now owns both 301 & 305 Main Avenue in downtown De Pere, WI and plans to create an experience-based district, including the two buildings and the outdoor space to the east and south of the buildings. It is our plan to relocate the Credo business to 417 Main Avenue freeing up 301 Main for retail space on the first floor and hospitality on the second floor. Pasquale's will remain on the first floor of 305 Main, and we will create a new combined entry for both 301 and 305 at the current south entrance to 301 Main. The second floor of 301 & 305 Main will be renovated into two bedroom/two bath lofts. The alley to the east of 305 Main and the current parking to the south of both 301 and 305 Main will be developed into an outdoor venue for an additional food and drink option, a local music series, outdoor movies, fire pits, seating, and green space that will encourage a year-round experience-based destination for downtown De Pere.

Scope of Work

301 Main

- Create a new entry / lobby / restrooms that will be used for both 301 & 305 Main, including interior access from 301 to 305.
- Create an indoor access (on the north end of 301) to the second floor two bedroom/two bath lofts of both 301 & 305 Main
- Create the retail / pantry / snack bar space on the north two thirds of 301 Main
- Create pass through access to Pasquale's
- Replace all exterior windows
- Buildout the two bedroom / two bath loft

305 Main

- Demo the bathrooms to create more dining and kitchen space
- Demo the north end stairs to create opportunity to redesign the bar layout
- Reconfigure kitchen to be the central hub for Pasquale's, Something Spotted (301 Main), and the outdoor venue.
- Update finishes and reconfigure bar
- Renovate the second floor to a two bedroom / two bath loft
- Replace store front
- Replace all windows
- Create access from Pasquale's into the east alley

Sitework

- Remove parking
- Develop site in alley to east of 305 Main and behind both 301 and 305 Main
- Provide utilities to activate lighting, gas firepits, and power for music venue

- Landscaping / Art sculpture
- City to collaborate on alley curb cut, parking, and sidewalk design – construction and funding strategy by city
- Add roof structure to alley east of 305 Main to extend outdoor season and protect from rain days (this maybe a future phase)

Current Property Valuation:

301 Main = \$433,000

305 Main = \$339,000 (Gavic Holdings, LLC currently bought the property for \$250,000 and will be contesting the valuation – when it was bought in 2019 for \$325,000 that price included both the building and the Pasquale’s business)

Development Investment: (development goals and cost breakdown at [this link](#))

301 Main	\$250,000
305 Main	\$210,000
Site Development	\$40,000 (some investment by city)
Design/Consulting/PM	<u>\$50,000</u>
Total Investment	\$550,000

Future Property Valuation

301 Main	\$550,000
305 Main	\$500,000

Building Design

Floor Plans & Elevations – [e-file](#) and printed copy attached

Concept Drawings – [e-file](#) and copy attached

Imagery of Design Intent – [e-file link](#)

301 Main First Floor - Something Spotted & Combined Entrance/Lobby

301 Main Second Floor – Two Bedroom / Two Bath Loft

305 Main First Floor – Pasquale’s, connection to Something Spotted, and connection to Alley

305 Main Second Floor – Two Bedroom / Two Bath Loft

Outdoor Venue – The Alley District

301 & 305 Main Avenue

Development Project

9/20/2023

301 Main

#	Item	Goal	Description	Estimated \$
1	Windows	Improve window asthetic and quality	Replace 15 double hung windows with maintenance free energy efficiaent type	\$15,000
2	Masonry	Enhance brick asthetic and quality	Repair brick and mortor where necessary	\$10,000
3	Entrance / Lobby	Create single entrance experience for 301 & 305	Replace south storefront door and window system. Add handicap lift.	\$20,000
4	Entry Public Restrooms	Deliver a quality restroom experience	Create two restrooms (one handicap accessible)	\$30,000
5	Access to 305	Provide securable public access to 305	Create two separate access doorways between 301 and 305	\$10,000
6	First floor renovation	Create an experiential retail pantry /snack bar	Renovate first floor with walls, lighting, and access	\$50,000
7	Second Floor Access	Provide securable stairs to second floor lofts	Demo and construction of landing, walls, flooring and doors	\$15,000
8	Second Floor Renovation	Create a quality rentable loft experience	Demo and construction of a two bedroom / two bathroom loft	\$100,000
				<u>\$250,000</u>

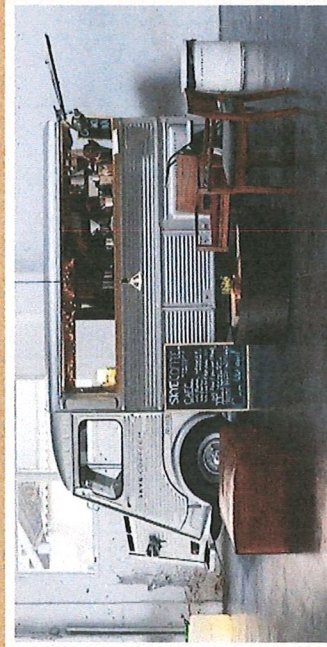
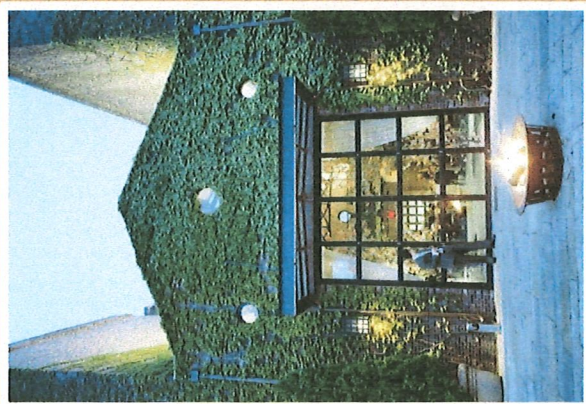
305 Main

#	Item	Goal	Description	Estimated \$
1	Windows	Improve window asthetic and quality	Replace 12 double hung windows with maintenance free energy efficiaent type	\$10,000
2	Masonry	Enhance brick asthetic and quality	Repair brick and mortor where necessary	\$5,000
3	North Storefront	Improve the quality and asthetic of the north façade	Replace the existing storefront with a new storefront	\$30,000
4	Kitchen Hub	Enhance the kitchen space to serve three unique businesses	Demo and consrtuct new kitchen spaceand upgrade exhaust system	\$20,000
6	First floor renovation	Create an experiential restaurant	Renovate first floor with flooring, exposed brick walls, and lighting	\$30,000
7	Access to Alley	Provide securable access to east alley	Demo and construction of doorway and stairs to alley	\$15,000
8	Second Floor Renovation	Create a quality rentable loft experience	Demo and construction of a two bedroom / two bathroom loft	\$100,000
				\$210,000
Project Design / Consulting / Project Management				\$50,000

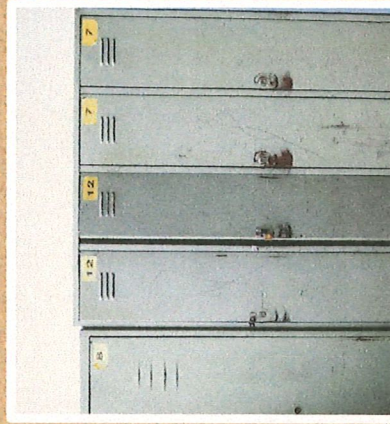
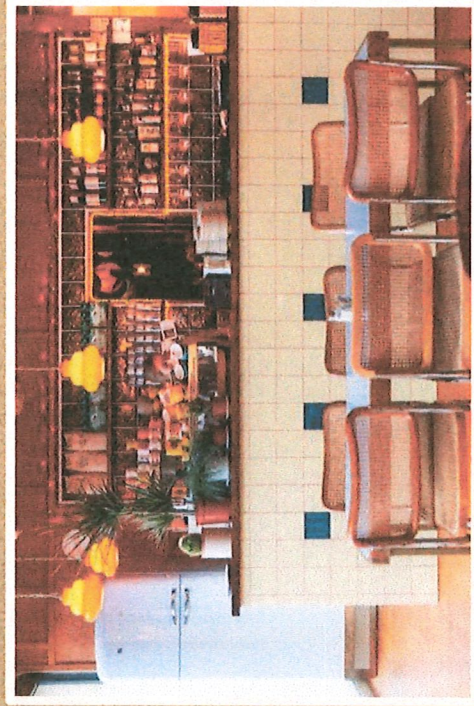
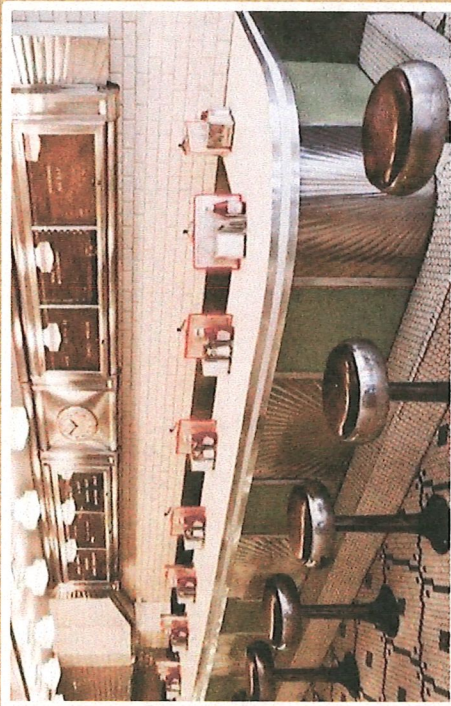
Outdoor Development (do not qualify for Historic Tax Credits)

#	Item	Goal	Description	Estimated \$
1	Alley	Activate the east alley	Construct drainage utilities, compacted fill, and exterior lighting and sound system	\$15,000
2	South Lawn	Replace parking lot with activated lawn space	Demo parking and construct drainage, compacted fill, landscaping, and lighting	\$25,000
3	Sidewalk / Parking	Provide dedicated parking for lofts and food truck	Construct sidewalk and three parking stalls consistent with Nicolet Square Master Plan	\$20,000
				\$60,000

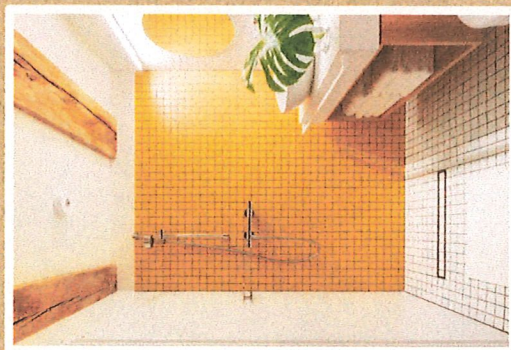
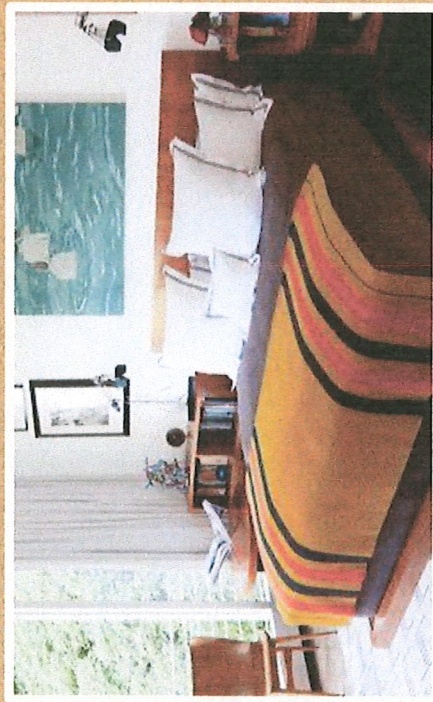
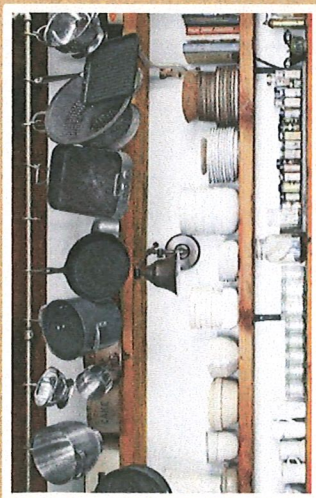
the alley (garage bar 2.0)



301 Main downstairs (something spotted)



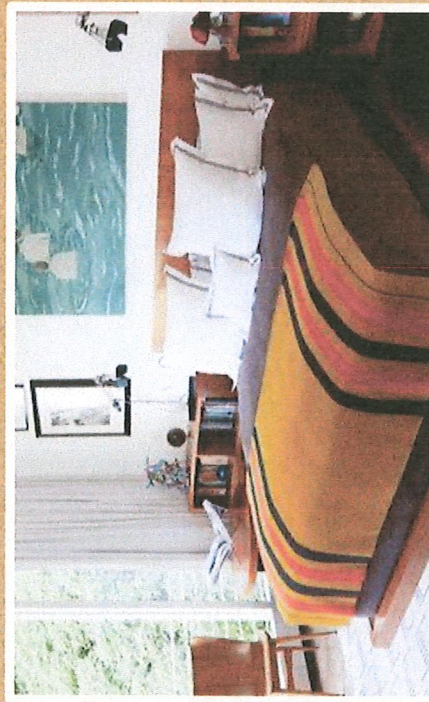
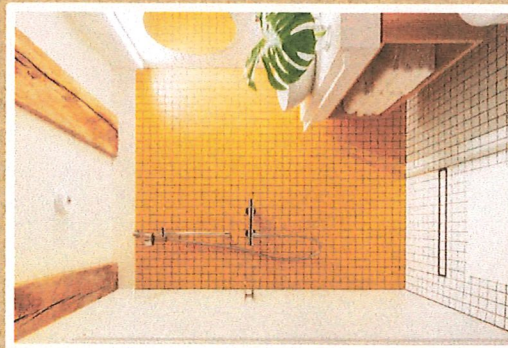
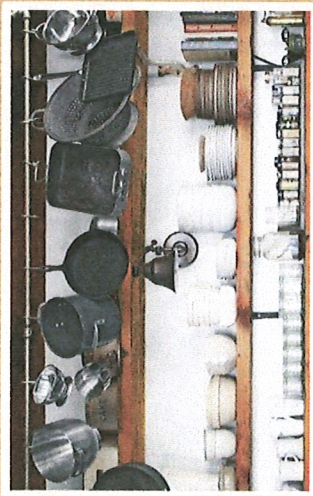
301 Main Upstairs (loft)



305 Main Downstairs (Pasquales)



305 Main Upstairs (loft)





City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 12, 2023

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and Possible Action on proposed redevelopment agreement terms with Gavic Holdings, LLC for the redevelopment of 417 Main Ave. *

See the memo included with the agenda item
"Consideration and possible action on proposed redevelopment agreement terms with Gavic Holdings, LLC for the redevelopment of 301 and 305 Main Ave."

ATTACHMENTS:

- 417 MAIN AV Information (PDF)

417 Main Avenue Development Plan

9/5/23

Development Vision

Gavic Holdings, LLC now owns 417 Main Avenue in downtown De Pere, WI and plans to create a new home for Credo, LLC to move to therefore allowing the creation of an experience-based district at the 301/305 Main Avenue site. It is our plan to relocate the Credo business to the first floor of 417 Main Avenue and create prime office/residential loft space on the second floor.

Scope of Work

- Completely demo all existing interior spaces
- New Roof
- New Windows
- New Storefront
- New bathrooms on both floors
- New Kitchenettes on both floors
- New lighting
- New HVAC
- New finishes
- Paint exterior

Current Property Valuation:

417 Main \$144,500

Development Investment:

417 Main \$250,000 [e-file](#) and printed copy attached

Future Property Valuation

417 Main \$450,000

Building Design

Floor Plans & Elevations [e-file](#) and printed copy attached

Imagery of Design Intent

First and Second Floor [e-file](#) and printed copy attached

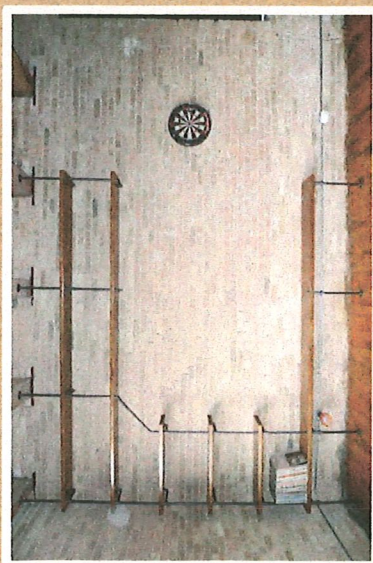
417 Main Avenue Development Project

9/20/2023

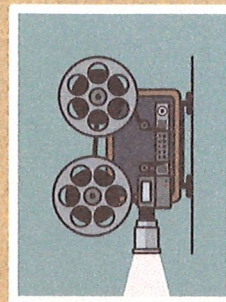
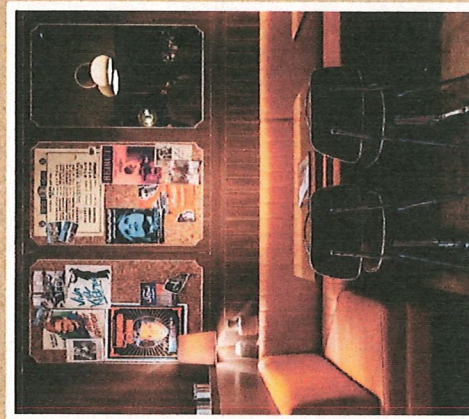
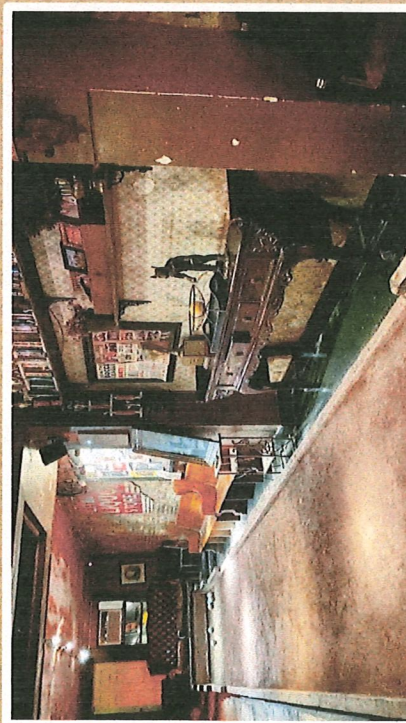
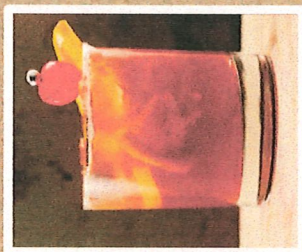
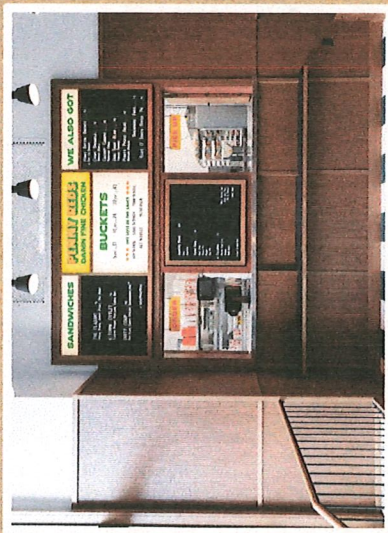
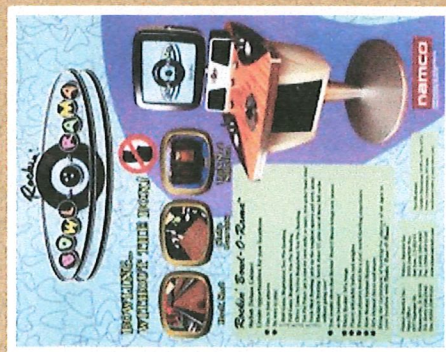
417 Main Avenue

#	Item	Goal	Description	Estimated \$
1	Windows	Improve window asthetic and quality	Replace 10 double hung windows with maintenance free energy efficiaent type	\$10,000
2	Masonry	Enhance brick asthetic and quality	Repair brick and mortor where necessary	\$10,000
3	Storefront	Create new Main entrance	Replace north storefront and window system and eliminate 2nd floor entrance	\$20,000
4	New Roof	Weather protect the building	Install new roof system	\$35,000
5	Exterior Paint	Elevate the building appearance	Paint walls / Mural	\$15,000
6	First floor renovation	Create an design office environment	Renovate first floor with walls, lighting, and access	\$60,000
7	Second Floor Access	Provide securable stairs to second floor office / loft	Demo and construction of landing, walls, flooring and doors	\$10,000
8	Second Floor Renovation	Create a quality rentable office / loft experience	Demo and construction of a two bedroom / two bathroom loft	\$90,000
				\$250,000

417 Main Downstairs (credo workspace)



417 Main Upstairs (something spotted annex)





City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 12, 2023

DEPARTMENT: Finance Department

FROM: Pamela Manley

SUBJECT: Consideration and Possible Action on the City of De Pere Investments and Cash Detail Report for October, 2023.

ATTACHMENTS:

- 2023.10 Cash and Investments Memo 12.7.23 (PDF)
- Oct. 2023 Cash and Inv. Report_12.12.23 (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Pam Manley, Finance Director
Date: December 7, 2023

RE: **Cash and Investments Report for October 31st, 2023**

I have attached a summary of the City's Cash and Investments for your information and review as of October 31st, 2023. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2022, so you can see comparable activity throughout the course of the year for all accounts. The City's investment return continues to increase to \$1,327,153.59 for the year through October. The LGIP increased by \$364,430.94 due to quarterly transportation aid payments from the State. Transfers totaling \$168,975.11 were made from the LGIP-ARPA account to the General Fund to cover the ARPA related expenses. The Associated Bank Trust and Charles Schwab Investments increased slightly due to market value. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

October 31, 2023

CASH ACCOUNTS	
CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 678,646.23
HEALTH CHECKING	\$ 1,497,590.13
DENTAL CHECKING	\$ 94,649.79
SUBTOTAL	\$ 2,270,886.15
TOTAL CASH	\$ 2,270,886.15

INVESTMENTS			
	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 22,265,487.00	\$ 620,518.82	4.93%
ASSOCIATED BANK TRUST	\$ 4,982,495.53	\$ 112,275.68	2.77%
CHARLES SCHWAB INVESTMENTS	\$ 6,322,570.93	\$ 178,504.54	3.49%
MONEY MARKET	\$ 3,054,295.42	\$ 415,854.55	5.47%
	\$ 36,624,848.88	\$ 1,327,153.59	
TOTAL CASH AND INVESTMENTS	\$ 38,895,735.03		

NOTE: The City budgeted \$325,000 for general fund revenues in the 2023 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
October 31, 2023

	31-Jan-2023	28-Feb-2023	31-Mar-2023	30-Apr-2023	31-May-2023	30-Jun-2023
CHECKING ACCOUNTS						
CITY CHECKING	1,870,986.92	1,326,744.41	1,688,789.25	2,348,011.28	1,081,401.41	877,722.05
HEALTH CHECKING	1,755,720.84	1,709,250.66	1,582,427.99	1,540,734.47	1,564,055.37	1,493,879.79
DENTAL CHECKING	98,034.92	99,538.51	98,343.69	99,183.93	90,961.23	93,694.35
SUBTOTAL	\$ 3,724,742.68	\$ 3,135,533.58	\$ 3,369,560.93	\$ 3,987,929.68	\$ 2,736,418.01	\$ 2,465,296.19
TOTAL CASH	\$ 3,724,742.68	\$ 3,135,533.58	\$ 3,369,560.93	\$ 3,987,929.68	\$ 2,736,418.01	\$ 2,465,296.19
INVESTMENTS						
LGIP	13,692,384.53	13,740,090.86	13,803,274.90	13,209,784.55	13,396,221.04	13,459,518.13
ASSOCIATED BANK TRUST	4,906,570.44	4,873,387.33	4,941,856.39	4,951,046.34	4,947,506.81	4,935,764.03
CHARLES SCHWAB INVESTMENTS	6,196,864.06	6,164,016.10	6,208,110.42	6,256,136.34	6,248,519.28	6,241,934.54
MONEY MARKET	20,597,891.13	14,658,535.08	13,712,291.37	13,763,969.74	12,817,434.30	8,862,843.41
TOTAL INVESTMENTS	\$ 45,393,710.16	\$ 39,436,029.37	\$ 38,665,533.08	\$ 38,180,936.97	\$ 37,409,681.43	\$ 33,500,060.11
TOTAL CASH AND INVESTMENTS	\$ 49,118,452.84	\$ 42,571,562.95	\$ 42,035,094.01	\$ 42,168,866.65	\$ 40,146,099.44	\$ 35,965,356.30

	31-Jul-2023	31-Aug-2023	30-Sep-2023	31-Oct-2023	30-Nov-2023	31-Dec-2023
CHECKING ACCOUNTS						
CITY CHECKING	(405,973.19)	573,670.19	2,700,540.09	678,646.23	-	-
HEALTH CHECKING	1,469,062.21	1,550,112.01	1,597,771.65	1,497,590.13	-	-
DENTAL CHECKING	94,218.23	90,414.94	92,341.20	94,649.79	-	-
SUBTOTAL	\$ 1,157,307.25	\$ 2,214,197.14	\$ 4,390,652.94	\$ 2,270,886.15	\$ -	\$ -
TOTAL CASH	\$ 1,157,307.25	\$ 2,214,197.14	\$ 4,390,652.94	\$ 2,270,886.15	\$ -	\$ -
INVESTMENTS						
LGIP	18,467,847.24	9,825,140.33	18,467,847.24	22,265,487.00	-	-
ASSOCIATED BANK TRUST	4,943,910.06	4,963,993.01	4,966,963.40	4,982,495.53	-	-
CHARLES SCHWAB INVESTMENTS	6,266,819.25	6,281,947.66	6,291,271.13	6,322,570.93	-	-
MONEY MARKET	7,698,620.52	5,225,914.04	3,040,513.16	3,054,295.42	-	-
TOTAL INVESTMENTS	\$ 37,377,197.07	\$ 26,296,995.04	\$ 32,766,594.93	\$ 36,624,848.88	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 38,534,504.32	\$ 28,511,192.18	\$ 37,157,247.87	\$ 38,895,735.03	\$ -	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2022

	31-Jan-2022	28-Feb-2022	31-Mar-2022	30-Apr-2022	31-May-2022	30-Jun-2022
CHECKING ACCOUNTS						
CITY CHECKING	1,882,432.25	1,656,061.96	1,252,891.03	1,426,451.35	1,536,669.18	2,289,596.82
HEALTH CHECKING	2,055,650.69	1,940,553.16	1,916,059.42	1,899,131.96	1,909,738.45	1,932,450.88
DENTAL CHECKING	76,478.58	77,741.34	79,124.80	81,774.28	78,088.86	76,231.42
SUBTOTAL	\$ 4,014,561.52	\$ 3,674,356.46	\$ 3,248,075.25	\$ 3,407,357.59	\$ 3,524,496.49	\$ 4,298,279.12
TOTAL CASH	\$ 4,014,561.52	\$ 3,674,356.46	\$ 3,248,075.25	\$ 3,407,357.59	\$ 3,524,496.49	\$ 4,298,279.12
INVESTMENTS						
LGIP	8,036,518.10	7,437,020.05	8,496,842.98	8,866,665.54	9,013,513.87	10,327,894.63
ASSOCIATED BANK TRUST	5,035,698.64	5,015,530.03	4,940,436.94	4,910,138.71	4,939,133.74	4,912,204.19
CHARLES SCHWAB INVESTMENTS	6,330,928.23	6,300,725.14	6,239,753.59	6,207,989.76	6,213,759.36	6,188,228.26
MONEY MARKET	18,842,507.70	12,690,550.12	11,691,830.39	10,192,939.12	9,195,922.20	6,200,046.32
TOTAL INVESTMENTS	\$ 38,245,652.67	\$ 31,443,825.34	\$ 31,368,863.90	\$ 30,177,733.13	\$ 29,362,329.17	\$ 27,628,373.40
TOTAL CASH AND INVESTMENTS	\$ 42,260,214.19	\$ 35,118,181.80	\$ 34,616,939.15	\$ 33,585,090.72	\$ 32,886,825.66	\$ 31,926,652.52

	31-Jul-2022	31-Aug-2022	30-Sep-2022	31-Oct-2022	30-Nov-2022	31-Dec-2022
CHECKING ACCOUNTS						
CITY CHECKING	822,949.66	953,122.70	1,901,788.97	1,535,230.43	1,189,749.44	3,442,584.63
HEALTH CHECKING	1,954,331.82	1,981,651.18	1,992,335.23	1,986,103.44	1,848,566.32	1,862,453.90
DENTAL CHECKING	80,211.31	84,975.21	88,158.71	92,293.53	89,569.90	88,633.27
SUBTOTAL	\$ 2,857,492.79	\$ 3,019,749.09	\$ 3,982,282.91	\$ 3,613,627.40	\$ 3,127,885.66	\$ 5,393,671.80
TOTAL CASH	\$ 2,857,492.79	\$ 3,019,749.09	\$ 3,982,282.91	\$ 3,613,627.40	\$ 3,127,885.66	\$ 5,393,671.80
INVESTMENTS						
LGIP	15,457,457.14	10,513,113.79	17,600,772.37	16,761,594.21	15,716,845.36	13,278,638.76
ASSOCIATED BANK TRUST	4,931,903.14	4,881,928.96	4,826,928.96	4,814,746.43	4,862,723.22	4,870,219.85
CHARLES SCHWAB INVESTMENTS	6,204,320.19	6,167,572.91	6,110,761.69	6,097,149.08	6,116,259.49	6,144,066.39
MONEY MARKET	6,204,659.81	3,410,209.27	3,413,712.90	3,417,337.04	3,420,847.99	16,538,440.87
TOTAL INVESTMENTS	\$ 32,798,340.28	\$ 24,972,824.93	\$ 31,952,175.92	\$ 31,090,826.76	\$ 30,116,676.06	\$ 40,831,365.87
TOTAL CASH AND INVESTMENTS	\$ 35,655,833.07	\$ 27,992,574.02	\$ 35,934,458.83	\$ 34,704,454.16	\$ 33,244,561.72	\$ 46,225,037.67