Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Agenda

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

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **May 12, 2015** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

Call to order.

1. Roll call.
2. Approval of the minutes of the April 14, 2015 regular meeting of the Finance/Personnel Committee.
3. Police Overtime Report for April 2015
4. Fire Department Overtime Report April 2015
5. Consider request to purchase part of WD-L179-1 by PEDS LLC.*
6. Consider request to purchase WD-1377 by Nicolet Real Estate and Frigo Enterprises.*
7. Consider request to purchase part of WD-L492-B by Green Bay Packaging.
8. Consider Proposal from Performa for Sustainable Roof Analysis*
9. Proposal for Change in Adult Basketball League Rules.
10. Approve changes in organizational structure and staffing in Park and Recreation Department. *
11. Consideration of 2015-2016 Insurance Liability Policy Renewals. *
12. Consider Request to Fill Water Department Supervisor Position
13. 2014 Budget items carried forward to 2015. *
14. Consider Proposed 2015 Borrowing. *
15. Public comment and announcements.
16. Future agenda items.
17. Adjournment.

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

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

Agenda Sent To:
Alderpersons
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:	**May 12, 2015**
DEPARTMENT:	**City Attorney**
FROM:	**Jeni Dupont**
SUBJECT:	**Approval of the minutes of the April 14, 2015 regular meeting of the Finance/Personnel Committee.**

ATTACHMENTS:

- April 14, 2015 DRAFT Minutes (DOC)

Finance/Personnel Committee

335 South Broadway
De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Draft Minutes

Tuesday, April 14, 2015 **7:30 PM** **De Pere City Hall Council Chambers**

Call to order.

Mayor Michael J. Walsh called the regular meeting of the Finance/Personnel Committee to order on April 14, 2015 at 7:30 PM at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

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

Also present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Police Chief Derek Beiderwieden, Director of Planning & Economic Development Ken Pabich, Director of Parks, Recreation & Forestry Marty Kosobucki, Finance Director Joe Zegers, Human Resources Director Shannon Metzler and members of the public.

Mayor Walsh introduced Nathan Schumacher, a boy scout who is working on his communications badge.

2. Approval of the minutes from the March 10, 2015 regular meeting of the Finance/Personnel Committee.

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

3. Police Overtime Report for March 2015

Discussion followed motion with Alderperson Donovan asking if any officers were sent to State Trooper Trevor Casper's funeral. Chief Beiderwieden stated that six officers were sent.

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

Attachment: April 14, 2015 DRAFT Minutes (3378 : Approval of minutes)

4. Fire Department Overtime and EMS Billing Report for the Month of March.

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

5. Review offer to purchase of City property located on Scheuring Road (Parcel WD-D0019-1) by Alliance Development. *

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

6. Consideration of contracting with Key Benefit Concepts, LLC to complete Other Post Employment Benefit (OPEB) Liability Study.*

Discussion followed motion with Human Resources Director Metzler and Finance Director Zegers providing further explanation of the Governmental Accounting Standards Board (GASB) requirement. The study is part of the audit recommendation and will be footnoted on the City's financial statements.

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

7. Consideration of vacation payout for Alan Matzke. *

Discussion followed motion with Human Resources Director Metzler explaining the difference in vacation accrual between the bargaining unit and administration. The vacation and comp time will be paid out at the Captain rate of pay.

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

8. Consideration of Copier Leases for the Community Center, Fire Department, MSC, and Second Floor City Hall.*

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

9. Recommendation of the Board of Park Commissioners to increase pay and reimburse certification costs for lifeguard staff. *

Discussion followed motion regarding the hourly rate increase and the expected cost of certification reimbursement. Mayor Walsh commented that finding lifeguards has been a constant battle and is all for doing whatever is needed to entice good quality employees.

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

10. Consider Amending §8-2 De Pere Municipal Code Regarding Discharge of Firearms (request of Alderperson Crevier). *

Alderperson Crevier explained the reason for the request to amend the ordinance. He was contacted by resident over a year ago who had concerns with migratory bird hunting being allowed on a strip of land in the City across the river from Ledgeview. Alderperson Crevier stated he is not suggesting the change due to safety or noise issues but is requesting the amendment because he believes it is a reasonable expectation for those who live in the City of De Pere to not hear gunfire. More discussion followed. Upon discussion, Alderperson Crevier moved to forward approval of the removal of the exception to Council. The motion failed due to lack of a second.

Mayor Walsh moved to deny Alderperson Crevier's request to remove the exception, seconded by Alderperson Donovan. Discussion followed with Alderperson Crevier noting this affects more than just those who live on the river. Upon discussion and vote, motion was approved with Alderperson Crevier voting nay and all others voting aye.

RESULT:	**ADOPTED [3 TO 1]**
AYES:	Michael Donovan, Lisa Rafferty, Michael J. Walsh
NAYS:	Scott Crevier
EXCUSED:	Larry Lueck

11. Consideration of contracting with Fox Valley Technical College for Regional Fire Department Hiring Process. *

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

12. Public comment and announcements.

None.

13. Future agenda items.

None

14. Adjournment.

Upon motion by Mayor Walsh seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:05 p.m.

Respectfully submitted,
Jennifer Dupont

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**May 12, 2015**
DEPARTMENT:	**Police**
FROM:	**Derek Beiderwieden**
SUBJECT:	**Police Overtime Report for April 2015**

April's Miscellaneous overtime of 8.75 total hours is comprised of 5.75 hours Patrol 1.5 fraction allotments and 3.0 hours for SWAT Team call out.

The Reimbursed Miscellaneous overtime of 39 total hours is comprised of 20 Drug Task Force Investigation Hours and 19 OWI Task Force Hours.

The department continues to experience two officers on Family Medical Leave Act (FMLA) leave causing the higher than normal staffing overtime. The officers will be returning to full duty soon and the department will be almost at full staff. One new officer is still in field training.

ATTACHMENTS:

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

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2013

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

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

NOTES:

* Period 12/22/2012 - 02/01/2013
**Period 2/2/2013 - 3/1/2013
***Period 3/2/2013 - 3/29/2013
+Period 3/30/2013 - 4/26/2013
++Period 4/27/2013 - 5/24/2013
^Period 5/25/2013 - 6/21/2013
#Period 6/22/2013 - 8/2/2013
##Period 8/3/2013 - 8/30/2013
^^Period 8/31/2013 - 9/27/2013
^^^Period 9/28/2013 - 10/25/2013
*+Period 10/26/2013 - 11/22/2013
*+*Period 11/23/2013 - 1/3/2014

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2014

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

Total Overtime Budget: **$133,357.00**
Expenditures through 1/02/2015 **$145,016.00**
Percent of Total Budget: **108.74%**

NOTES:

* Period 1/4/2014 - 1/31/2014
eriod 2/1/2014 - 2/28/2014
Period 03/01/2014 - 03/28/2014
+Period 3/29/2014 - 4/25/2014
++Period 4/26/2014 - 5/23/2014
^Period 5/24/2014 - 6/20/2014
#Period 6/21/2014 - 08/01/2014
##Period 8/2/2014 - 8/29/2014
^^Period 8/30/2014 - 9/26/2014
^^^Period 9/27/2014 - 10/24/2014
*+Period 10/25/2014 - 11/21/2014
*+*Period 11/22/2014 - 1/2/2015 (6 weeks)

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2015

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	32.00	77.50	59.50	59.50									228.50
OFFICER WORKED ON HOLIDAY	8.00	18.00	4.00	26.00									56.00
OFFICER FOR COURT	14.00	22.00	18.50	8.00									62.50
OFFICER TRAINING	19.00	144.50	132.50	73.75									369.75
OFFICER RELIEF FOR FUNERAL			7.50										7.50
OFFICER ATTEND MEETING	12.00		12.00	7.50									31.50
STAFFING LEVEL	45.00	47.50	49.50	67.00									209.00
INVESTIGATION	20.25	78.00	43.25	34.50									176.00
HONOR GUARD FOR FUNERAL				22.00									22.00
SCHOOL LIAISON REIMBURSED	17.00	35.00	19.00	21.50									92.50
COMMUNITY RELATIONS	1.00		2.00										3.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		10.00		10.50									20.50
MISCELLANEOUS	6.00	14.25	7.75	8.75									36.75
MISCELLANEOUS REIMBURSED	59.50	33.50	24.00	39.00									156.00
Gross OFFICER OVERTIME	233.75	480.25	379.50	378.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1471.50
SUBTOTAL REIMBURSED OVERTIME	(76.50)	(78.50)	(43.00)	(71.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(269.00)
NET OFFICER OVERTIME	157.25	401.75	336.50	307.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1202.50
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: $150,000.00
Est. Expenditures through 04/28/2015 $30,565.00
Percent of Total Budget: 20.38%

NOTES:

* Period 1/3/2015 - 1/30/2015
**Period 1/31/2015 - 2/27/2015
***Period 2/28/2015 - 3/27/2015
+Period 3/28/2015 - 4/24/2015
++Period
^Period
#Period
##Period
^^Period
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*+Period
*+*Period

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**May 12, 2015**
DEPARTMENT:	**Fire Department**
FROM:	**Dennis Rubin**
SUBJECT:	**Fire Department Overtime Report April 2015**

ATTACHMENTS:

- FIRE DEPT OT RPT APRIL 2015 (PDF)

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

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

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2015

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	120	87	165	154.25									526.25
EMS TRAINING	63	301.5	91	89.5									545
FIRE TRAINING	0	6.75	30.75	0									37.5
RESCUE CALLS	11.5	8.5	23.25	7									50.25
FIRE CALLS	0	0	3.75	0.75									4.5
MEETINGS	141.5	132.75	65.5	90.5									430.25
STAFFING REP.	216	43.5	65.25	36									360.75
MAINTENANCE	4.5	1	5.25	3									13.75
PUB. ED.	0	19.25	37.5	14									70.75
SPECIAL EVENTS	0	0	0	0									0
# FIRE RUNS	28	25	14	28									95
# of EMS RUNS	170	156	184	165									675
DISPATCH ERRORS	4	0	5	5									14
TOTAL HRS.	556.5	600.25	487.25	593	0	0	0	0	0	0	0	0	2039

Special Events included in Overtime - None

Total Overtime Budget $80,000 Expenditures through April 10 $29,502 37%

Incident Type Report (Summary)
From 01/01/15 To 04/30/15
Report Printed On: 05/04/2015

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Fire, other (100)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Building fire (111)	5	0.64%	$8,500.00	$1,000.00	$9,500.00	28.59%
Fires in structure other than in a building (112)	1	0.13%	$2,000.00	$10,000.00	$12,000.00	36.11%
Cooking fire, confined to container (113)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Chimney or flue fire, confined to chimney or flue (114)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Natural vegetation fire, other (140)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Forest, woods or wildland fire (141)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Brush or brush-and-grass mixture fire (142)	2	0.26%	$0.00	$0.00	$0.00	0.00%
Outside rubbish fire, other (150)	2	0.26%	$0.00	$200.00	$200.00	0.60%
Outside rubbish, trash or waste fire (151)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Special outside fire, other (160)	1	0.13%	$0.00	$30.00	$30.00	0.09%
	17	**2.20%**	**$10,500.00**	**$11,230.00**	**$21,730.00**	**65.39%**
3 Rescue & Emergency Medical Service Incident						
Rescue, EMS incident, other (300)	3	0.38%	$0.00	$0.00	$0.00	0.00%
Medical assist, assist EMS crew (311)	2	0.26%	$0.00	$0.00	$0.00	0.00%
Emergency medical service, other (320)	9	1.15%	$0.00	$0.00	$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	593	75.64%	$0.00	$0.00	$0.00	0.00%
Motor vehicle accident with injuries (322)	23	2.93%	$0.00	$0.00	$0.00	0.00%
Motor vehicle accident with no injuries. (324)	4	0.51%	$0.00	$0.00	$0.00	0.00%
	634	**80.87%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
4 Hazardous Condition (No Fire)						
Hazardous condition, other (400)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Gasoline or other flammable liquid spill (411)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Gas leak (natural gas or LPG) (412)	2	0.26%	$0.00	$0.00	$0.00	0.00%
Carbon monoxide incident (424)	5	0.64%	$0.00	$0.00	$0.00	0.00%
Electrical wiring/equipment problem, other (440)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Overheated motor (442)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Power line down (444)	1	0.13%	$0.00	$0.00	$0.00	0.00%
	12	**1.55%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
5 Service Call						
Service Call, other (500)	2	0.26%	$1,500.00	$10,000.00	$11,500.00	34.61%
Person in distress, other (510)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Lock-out (511)	4	0.51%	$0.00	$0.00	$0.00	0.00%
Water problem, other (520)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Smoke or odor removal (531)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Animal rescue (542)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Assist police or other governmental agency (551)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Assist invalid (554)	41	5.23%	$0.00	$0.00	$0.00	0.00%
Unauthorized burning (561)	1	0.13%	$0.00	$0.00	$0.00	0.00%
	53	**6.78%**	**$1,500.00**	**$10,000.00**	**$11,500.00**	**34.61%**
6 Good Intent Call						
Good intent call, other (600)	2	0.26%	$0.00	$0.00	$0.00	0.00%
Dispatched and cancelled en route (611)	16	2.04%	$0.00	$0.00	$0.00	0.00%
Wrong location (621)	14	1.79%	$0.00	$0.00	$0.00	0.00%
No incident found on arrival at dispatch address (622)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Smoke scare, odor of smoke (651)	1	0.13%	$0.00	$0.00	$0.00	0.00%
HazMat release investigation w/no HazMat (671)	1	0.13%	$0.00	$0.00	$0.00	0.00%
	35	**4.48%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
7 False Alarm & False Call						
False alarm or false call, other (700)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Municipal alarm system, malicious false alarm (711)	1	0.13%	$0.00	$0.00	$0.00	0.00%
System malfunction, other (730)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Sprinkler activation due to malfunction (731)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Alarm system sounded due to malfunction (735)	3	0.38%	$0.00	$0.00	$0.00	0.00%
CO detector activation due to malfunction (736)	9	1.15%	$0.00	$0.00	$0.00	0.00%
Unintentional transmission of alarm, other (740)	1	0.13%	$0.00	$0.00	$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	3	0.38%	$0.00	$0.00	$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	2	0.26%	$0.00	$0.00	$0.00	0.00%
Detector activation, no fire - unintentional (744)	4	0.51%	$0.00	$0.00	$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	5	0.64%	$0.00	$0.00	$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	1	0.13%	$0.00	$0.00	$0.00	0.00%
	32	**4.10%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
Not Recorded						
Not Recorded	1	0.13%	$0.00	$0.00	$0.00	0.00%
	1	**0.13%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
Total Incident Count:	**784**			**Total Est. Loss:**	**$33,230.00**	

DE PERE FIRE RESCUE
MUTUAL AID REPORT
APRIL, 2015

MUTUAL AID GIVEN

RUN #	AGENCY	TYPE OF CALL
635	LAWRENCE	FIRE
657	GREEN BAY	FIRE
664	ASHWAUBENON	EMS
670	ASHWAUBENON	FIRE
685	ASHWAUBENON	EMS
762	GREEN BAY	FIRE

MUTUAL AID RECEIVED

RUN #	AGENCY	TYPE OF CALL
615	ASHWAUBENON/GREEN BAY	FIRE
681	ASHWAUBENON	FIRE
712	ASHWAUBENON	EMS
738	ASHWAUBENON	EMS
747	ASHWAUBENON	EMS

APRIL, 2015

*OVERTIME CAUSED BY SICK LEAVE

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
3/18/15	12	18
3/19/15	12	18
TOTAL	24	36

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

EMS BILLING MONTHLY BILLING FIGURES

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

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

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

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **May 12, 2015**

DEPARTMENT: **Planning**

FROM: **Ken Pabich**

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

ATTACHMENTS:

- Sale_WD-L179-1 (PDF)
- WD-L179-1_Offer (PDF)

CITY OF DE PERE

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

May 12, 2015

To: Finance Committee

From: Ken Pabich, Director of Planning and Economic Development

RE: Sale of Parcel WD-L179-1

Mark Soderlund, on behalf of PEDs LLC, has submitted a letter to purchase part of parcel WD-L179-1 which is located on Scheuring Road (see map below). The property would be for the future location of Machine Plus which is a new business coming from the Advance business incubator program.

Figure 1. City property highlighted.

The City asking price for the property is $35,000 per acre and the suggested purchase price is for $30,000 per acre. The exact price will be determined once the CSM is completed but it will be approximately 1.5 acres. The other contingencies in the offer are:

1. A development grant for 15% of the total guaranteed project value.
2. The City would complete the necessary CSM for the land division.
3. Phase I and II Environmental Assessment of the property be provided.

Staff feels that the asking price and contingencies are acceptable. Staff is looking for approval from the Finance Committee to complete the CSM, sale agreement and obtain Council approval.

<u>Recommendation</u>

Staff would recommend the Finance Committee authorize staff to negotiate the terms of the development agreement and the appropriate sale documents.

May 4, 2015

Ken Pabich
City of De Pere
335 S Broadway
De Pere, WI 54115

Mr Pabich;

PEDs LLC would like to purchase approximately one half of WD-L179-1 (please see Exhibit 1). The parcel is currently undeveloped and will be the future home of Machine Plus. Machine Plus is a great new business which is currently operating in the Advance Business Center. Machine Plus feels that this is a great location with the ability to grow for the future. PEDS LLC (or assigned) would own the property and lease it to Machine Plus with a future option to purchase.

The offer to purchase would include the following contingencies:

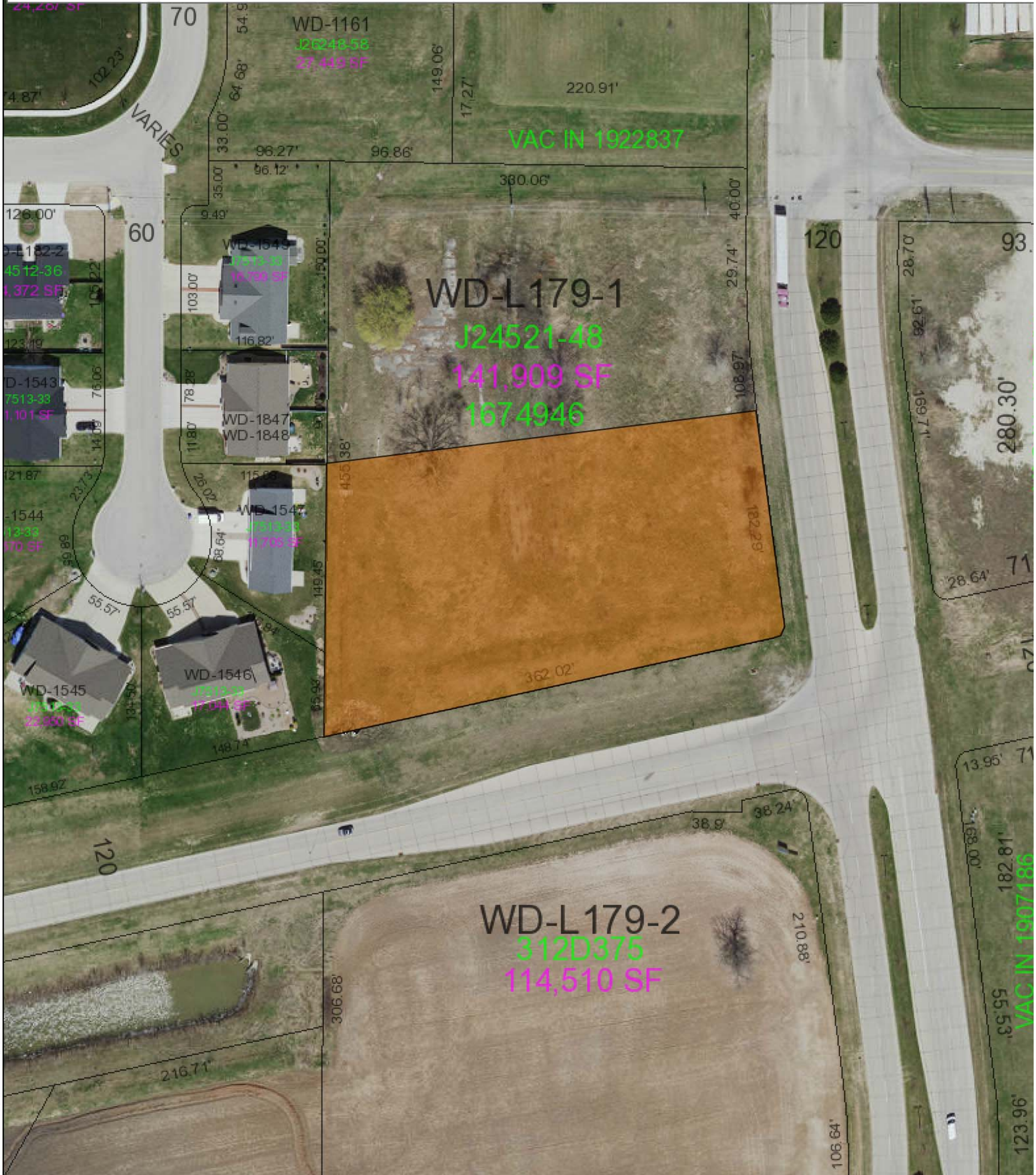
1. Purchase price would be $30,000 per acre. The exact price would be determined after a survey is completed.
2. A development grant for 15% of the total value of the site.
3. The City would complete the necessary CSM for the land division.
4. Phase I and II Environmental Assessment of the property be provided.

I am looking forward to working with the City of De Pere.

Regards

Mark Soderlund

Exhibit 1: Approximately 1.5 Acres of WD-L179-1



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Map of De Pere, WI Provided By The De Pere Planning/GIS Department 2010

05/04/2015

Scale 1:1200

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**May 12, 2015**
DEPARTMENT:	**Planning**
FROM:	**Ken Pabich**
SUBJECT:	**Consider request to purchase WD-1377 by Nicolet Real Estate and Frigo Enterprises.***

ATTACHMENTS:

- Sale_WD-1377 (PDF)
- WD-1137_Offer (PDF)

CITY OF DE PERE

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

May 12, 2015

To: Finance Committee

From: Ken Pabich, Director of Planning and Economic Development

RE: Sale of Parcel WD-1377

Nicolet Real Estate, on behalf of Total Energy Systems, and Frigo Enterprises, on behalf of Forte Composites, have submitted a letter to purchase parcel WD-1377 which is located on American Boulevard (see map below). The property would be divided between the two companies and would be used for future expansions. Both companies are experiencing growth and want to preserve the ability to expand at their existing locations.

Figure 1. City property highlighted.

The City asking price for the property is $40,000 per acre and the suggested purchase price is for $40,000 per acre. The exact price will be determined once the CSM is completed but it will be approximately 0.78 acres each. The other contingencies in the offer are:

1. The City would complete the necessary CSM for the land division; however the cost of the CSM would be divided between both parties.
2. Evidence by the City of no easements or setback which would prohibit the buyers from combining and building on the divided lot.
3. Phase I Assessment of the property be provided.

4. Since existing facilities are in place, they asked that no additional timeline for expansion be required in the sale agreement.

Staff feels that the asking price and contingencies are acceptable. Staff is looking for approval from the Finance Committee to complete the CSM, sale agreement and obtain Council approval.

Recommendation
Staff would recommend the Finance Committee authorize staff to negotiate the terms of the development agreement and the appropriate sale documents.

NICOLET
REAL ESTATE

FORTÉ
composites inc

April 16, 2015

Ken Pabich
City of De Pere
335 S Broadway
De Pere, WI 54115

Mr. Pabich;

Nicolet Real Estate & Investment Corp. whose tenant is Total Energy Systems, LLC and Frigo Enterprises, LLC whose tenant is Forté Composites, Inc. would like to purchase WD-1137. The parcel is the vacant lot between both businesses. Both companies are experiencing consistent growth and individually we want to preserve the ability to expand our existing businesses without having to relocate. The attached map shows the potential expansion plans for both facilities and it shows how the lot can be divided.

The offer to purchase would include the following contingencies:

1. Purchase price would be $40,000 per acre. The exact price for each half would be determined after a survey is completed.
2. The City would complete the necessary CSM for the land division and that the cost of the CSM would be divided between both parties.
3. Evidence by City of no easements or setbacks that would prohibit buyers from combining the divided lot.
4. Phase I Environmental Assessment of the property be provided.
5. Since existing facilities are in place, we ask that no additional timeline be specified for future expansion.

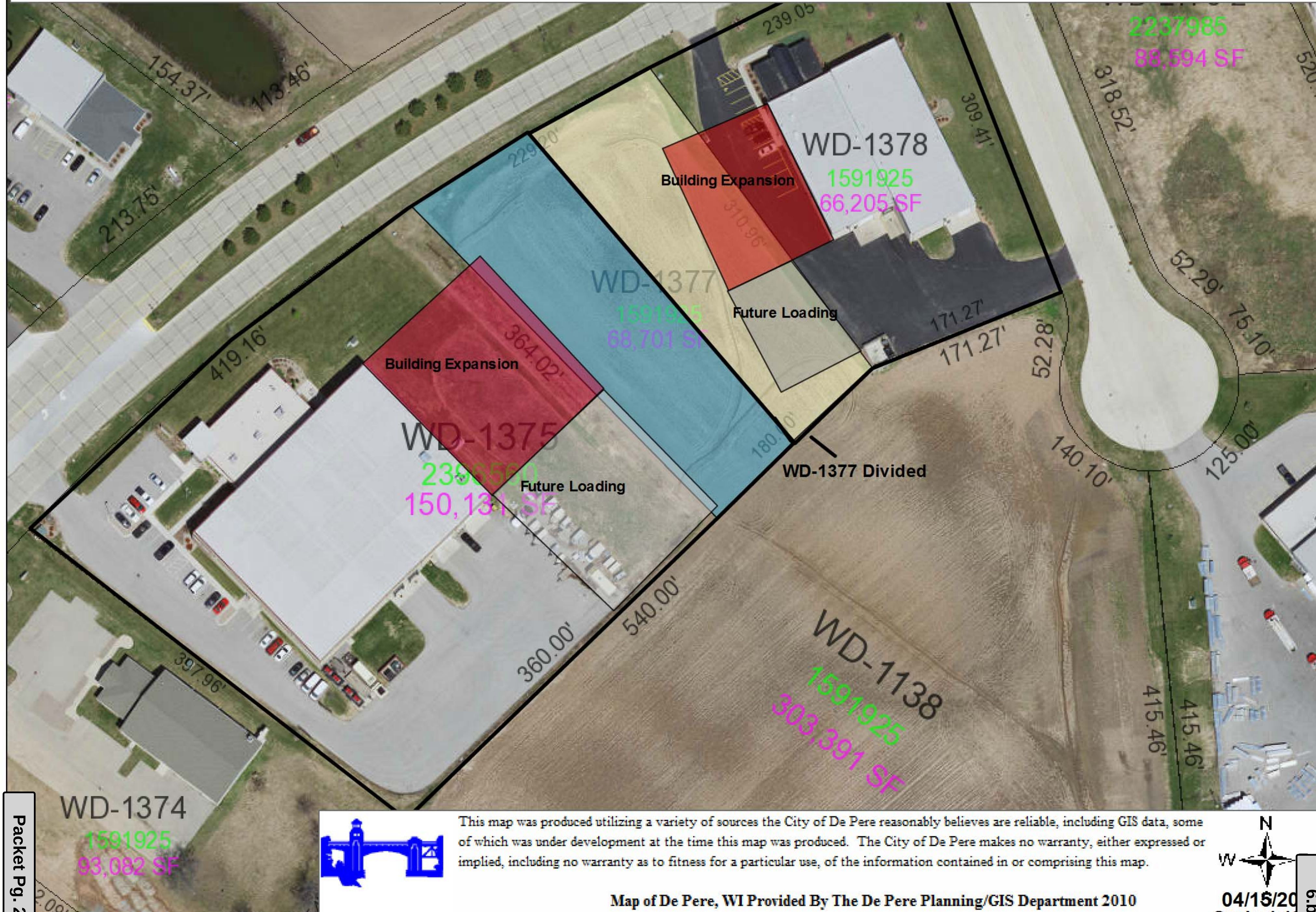
We have been very pleased with our current locations and we are looking forward to working with the City to provide future growth for both of our companies.

Regards,

Robert Straebel
President
Nicolet Real Estate & Investment Corp.

Christopher Frigo
Managing Member/President
Frigo Enterprises, LLC/Forté Composites, Inc.

WD-1377: Total Energy Systems & Forte Composites



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Map of De Pere, WI Provided By The De Pere Planning/GIS Department 2010

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **May 12, 2015**

DEPARTMENT: **Planning**

FROM: **Ken Pabich**

SUBJECT: **Consider request to purchase part of WD-L492-B by Green Bay Packaging.**

ATTACHMENTS:

- Sale_WD-L492-B (PDF)

CITY OF DE PERE

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

May 12, 2015

To: Finance Committee

From: Ken Pabich, Director of Planning and Economic Development

RE: Sale of Part of Parcel WD-L492-B

Green Bay Packaging (GBP) has made inquiry to purchase part of parcel WD-L492-B which is located on American Boulevard. GBP is looking to secure property for either an expansion or a new facility in the future. At this time, there are no immediate plans for an expansion or a new facility. The attached map (Exhibit A) shows the existing GBP facility and the approximate configuration of the property that they would like to acquire. It would be approximately 21 acres (actual acreage to be determined after a CSM is completed).

The City asking price for the property is $40,000 per acre and the suggested purchase price is for $30,000 per acre. Given the size of the acquisition, staff met with GBP and developed the following framework for an agreement:

1. The City would complete the necessary CSM for the land division.
2. The City would provide the Phase I and II Environmental Assessment of the property.
3. The City would provide the current wetland information for the property.
4. The City would provide regional storm water treatment for the site. Part of the site is treated and the other area is planned to be treated in our long term business park plans.
5. With the reduced per acre price, a portion of the difference would be considered a tax increment incentive and would be documented as such if a future project occurs on the property.
6. GBP would provide the City a first right of refusal to repurchase the property if a third party offer is considered.
7. GBP would submit a plan to the City within 10 years. If development does not occur within this period they can negotiate an extension or property may be purchased back by the City.
8. GBP would ensure the property would be maintained to ensure there are no future issues with drainage.

Staff feels that the framework for the sale is acceptable. Staff is looking for approval from the Finance Committee to complete the CSM, sale agreement and obtain Council approval.

Recommendation

Staff would recommend the Finance Committee authorize staff to negotiate the terms of the development agreement and the appropriate sale documents.


Exhibit A
Legend
Fee Parcel- April 2015
AMERICAN BLVD
BIOTECH WAY
Lot 1
Lot 2
Fee Parcel
Approximate Acreage: 20.98
Future American Boulevard
N
W
E
S
1 inch = 300 feet
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
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City of De Pe

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**May 12, 2015**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Consider Proposal from Performa for Sustainable Roof Analysis***

Summary: Staff is asking the Finance and Personnel Committee to recommend City Council approval of a proposal from Performa to analyze the City Hall roof structure and propose a single cost effective sustainable roof replacement option. The bid to conduct the analysis is $7,500 (plus expenses).

Background: The roof at City Hall is in need of repair and is scheduled to be replaced in 2016. Prior to completing the roof replacement, the Sustainability Team would like to analyze and consider options in replacing the roof with a cost effective "sustainable" or environmentally friendly option.

Staff solicited Request for Proposals and only received one submittal (Performa). The initial Performa proposal would have provided the City with multiple roof options and identified the return on investment for each option at a cost of $12,500 plus expenses. The Sustainability Team felt the cost of this proposal was prohibitive and therefore asked for a revised proposal that would still evaluate various roof options but would only identify a single best option and not include the return on investment analysis (this would be performed by City staff). The cost of this option is $7,500 plus expenses as listed above.

Funding for this project is being requested in the following manner. Encumber $7,050 from the 2014 Sustainability Team Budget that has not been used, and the additional $450 (plus any expenses) to come from the 2015 Sustainability Team Budget.

A copy of the proposal is attached for your convenience.

ATTACHMENTS:

- 2015 04-28 City Hall Sustainable Roof Proposal rev (PDF)

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**May 12, 2015**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Stephanie Schlag**
SUBJECT:	**Proposal for Change in Adult Basketball League Rules.**

Background:

Good sportsmanship in our adult basketball league continues to be a struggle each season and this year seemed to be a particularly bad year. In 2011 we added a Sportsmanship Rating to our games where the officials and staff give each team a sportsmanship score after their game. It is a scale of 0 (forfeiture of game due to fighting) to 5 (great sportsmanship, no complaints), and a team's eligibility for playoffs is contingent on a good (average of 4 or better) sportsmanship score, not just their season standings. This was effective and a positive change for about 2 seasons, but the novelty has worn off and does not seem to have the positive impact it had in the first 2 seasons. The negative sportsmanship and poor behavior has affected the program and the staff enough that officials have quit in the middle of the season.

Staff scheduled a voluntary meeting with the basketball managers at the end of this year's season to hold an "idea sharing" session to help with ideas on behavior enforcement for the upcoming seasons. Staff solicited ideas from around the state via the Wisconsin Park and Recreation Association LinkedIn forum and nationally via the National Recreation and Park Association's online open forum. The ideas and suggestions were consolidated and presented to the managers.

The suggested addition to the rules are as follows:

- Any player receiving a technical will be issued a $25 fine. The player cannot play until paying the fine.
- Two unsportsmanlike technicals in the same season and the player will be disqualified from play for the rest of the season.
- All technicals must be reviewed by the Parks and Recreation Supervisor to verify the validity of the unsportsmanlike behavior and technical call. This shall include follow up with both team managers , the working officials from the game, and if needed, the site supervisor. Staff have the ability to overturn the technical.
- The $25 fine will be a donation to the Recreation Scholarship Fund.

Staff Recommendation:

Approve the addition to the Adult Basketball League rules as mentioned in the bullets above beginning in the 2015-2016 season.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**May 12, 2015**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Debbie Zierson**
SUBJECT:	**Approve changes in organizational structure and staffing in Park and Recreation Department. ***

ATTACHMENTS:

- Memo organizational change proposal (DOC)
- Currentchart.proposed chart (DOCX)

Memorandum

To: Finance Committee

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

Re: Organizational Review

Date: May 12, 2015

We were recently informed that our Park and Recreation Supervisor, Stephanie Schlag has accepted the position of Director of Parks and Recreation for the Village of Bellevue. While this is a big loss for the City of De Pere, it does provide us an opportunity to review our organizational structure and determine if we can improve upon things. I have outlined a proposal that I believe will improve our efficiency and ultimately our effectiveness to our community. While our staff made the previous structure work, I believe it was not an effective line of communication. Some of the complications with the previous structure included:

- Park and Recreation Supervisor split time between the MSC and Community Center. This was because they served as a back-up for the Director and Park Superintendent.
- The Park and Recreation Supervisor reported to the Director, but worked part time in the Community Center and planned various programs in the Community Center.
- The Office Assistant for the Park and Recreation Supervisor worked in the Community Center, yet reported to the Park and Recreation Supervisor.

A lot of these changes occurred when we moved all of recreational registration to the Community Center and out of the MSC.

In addition, I believe the change will provide for approximately $4,300 per year savings in salaries.

Changes to be made:

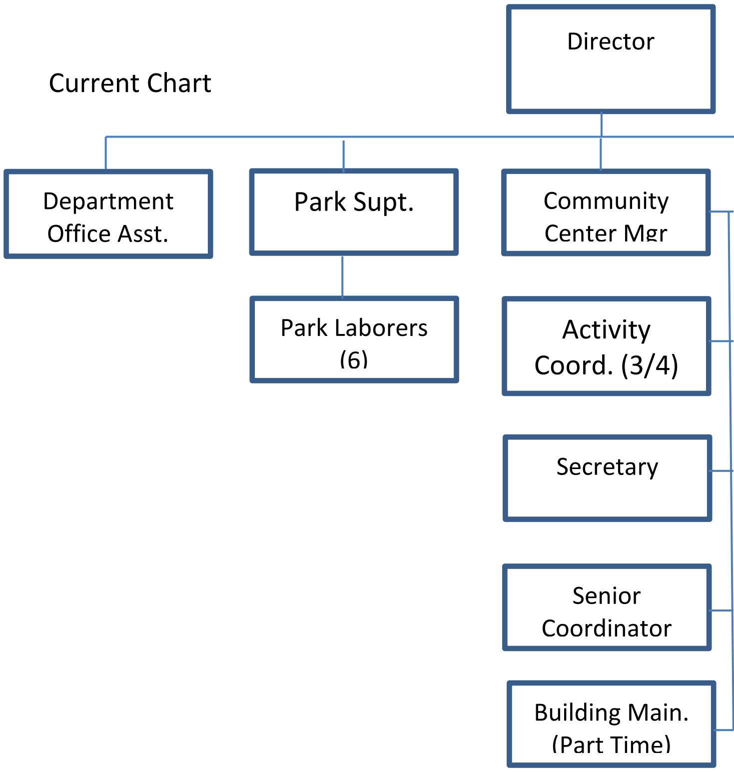
- Title of Community Center Manager position will change to a Recreation Superintendent.
- Park and Recreation Supervisor position will change to a Recreation Supervisor and report to the Recreation Superintendent.
    - Position previously reported to Director of Parks, Recreation and Forestry.
    - Position will also be permanently stationed at the Community Center.
- The Senior Coordinator will report to the Recreation Supervisor.
    - Position previously reported to the Community Center Manager.
- The part-time Office Assistant will report to the Recreation Superintendent.
    - Position previously reported to the Park and Recreation Supervisor.
- The Activity Coordinator Position will increase by 360 hours for the year.

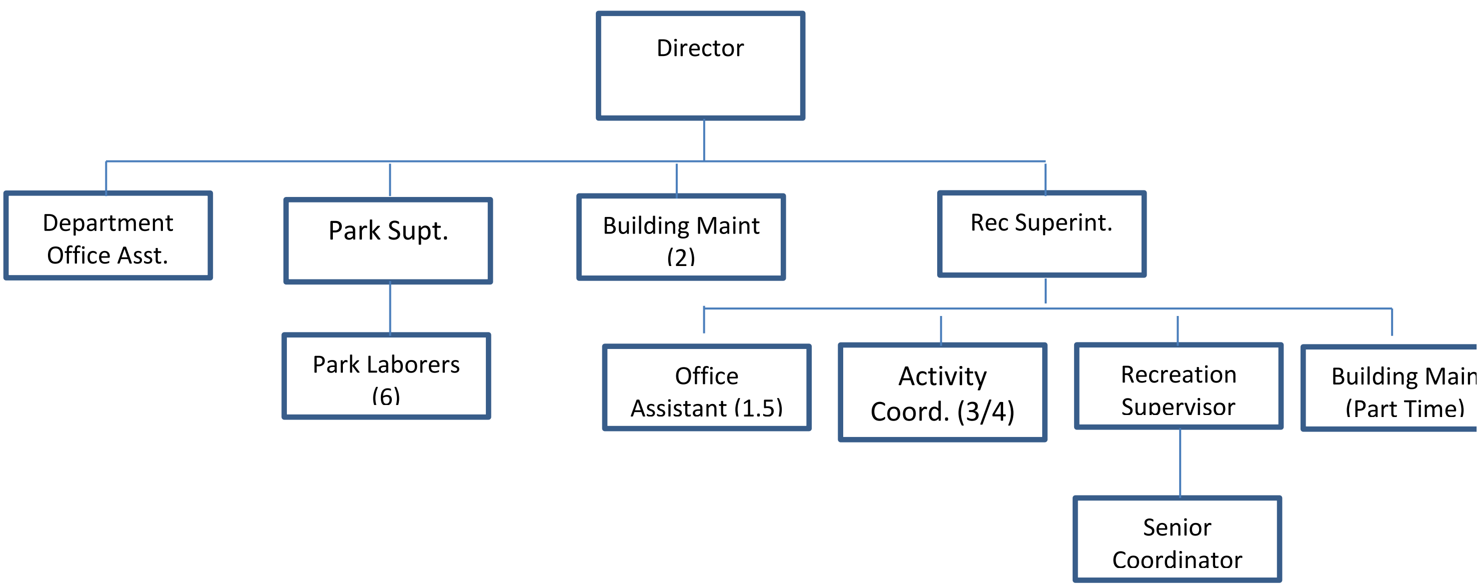
- This will increase 10 hours per week during the fall (currently working 20 hours per week), winter, and spring seasons. The position currently works 40 hours/week during a 16 week period over the summer season.
  - The additional hours will be used to assist front office operations and various programming duties/tasks that are filtered down.
- Various duties/programs will be shifted to accommodate the organizational change, however will not be solidified until we work through the process.

Budget:
As stated earlier, I believe with the changes made and using comparable salaries from around the state we can accomplish the changes and be around $4,300 less per year in salaries. Below is a brief summary.

Current	Actual Wage	Grade/Step	Proposed	Proposed Wage	Grade/Step
Community Center Manager	$65,250	L/6	Recreation Superintendent	$66,102	M/4
Park and Recreation Supervisor	$60,362	L/3	Recreation Supervisor	$48,381	I/3
Activity Coordinator	$25,704	G/2	Activity Coordinator (additional hours only)	$32,508	G/2
Total	$151,316		Total	$146,991	

Current Chart





City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**May 12, 2015**
DEPARTMENT:	**Human Resources**
FROM:	**Shannon Metzler**
SUBJECT:	**Consideration of 2015-2016 Insurance Liability Policy Renewals. ***

ATTACHMENTS:

- 2015-2016 liability policy renewals (DOC)

MEMO CITY OF DE PERE

To: Members of the Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Re: Consideration of 2015-2016 Insurance Liability Policy Renewals
Date: May 12, 2015

We have been working with our new broker, M3 on the City's liability policy renewals for the upcoming year which is in June each year. Listed below are the 2014/2015 expiring premiums, and the 2015/2016 renewal premiums.

EMC Insurance Company Expiring Premiums

Policy	2014/2015 Expiring Premiums	2015/2016 Renewal Premiums
WC premium subject to dividend	259,687	231,374
Business Auto	61,337	70,103
General Liability	35,705	37,876
General Liability-Line Spur	2,226	644
Law Enforcement Liability	18,941	18,941
Umbrella	13,202	13,836
Umbrella Liability-Line Spur	2,020	2,020
Property	35,605	44,829
Inland Marine	6,836	8,795
Equipment Breakdown	Included in Property	Included in Property
Public Officials	10,251	11,563
Fee Agreement (AJG vs M3)	34,206 (AJG)	34,000 (M3)
Total	$480,016	$473,981

Hudson Insurance Company Expiring Premiums

Policy	2014/2015 Renewal Premiums	2015/2016 Renewal Premiums
Railroad Protective Policy	$750	$750

Colony Insurance Company Expiring Premiums

Policy	2014/2015 Renewal Premiums	2015/2016 Renewal Premiums
Storage Tank Liability	N/A	$2,485

Hanover Insurance Company Expiring Premiums

Policy	2014/2015 Renewal Premiums	2015/2016 Renewal Premiums
Crime Yearly premium is set for 3-year period (2013-2015)	$1,076	$1,076

ACE Expiring Premiums

Policy	2014/2015 Renewal Premiums	2015/2016 Renewal Premiums
Cyber Liability	11,933	12,583

Grand Total	**$493,775**	**$490,875**

As you may recall, last year we went out for bids on all lines of coverage and changed carriers from Liberty Mutual to EMC for most lines of coverage. By doing that we saved $55,000. I am pleased to report that we are very satisfied with our new insurance company, EMC.

In summary, we will have a decrease in premiums this year compared to last year. Most premium rates are staying relatively equal with the exception of:

1. **Worker's Compensation**- The premium decreased $28,313. Our MOD rating was lower this year due to having a smaller amount of claims. The "MOD" is a ratio of the expected losses (based on industry standards) to our actual losses. If an organization's MOD rate is 1.0, they pay the industry's average rate. However, if the MOD rate is .80, they pay 20 percent less than the industry rate, and conversely, if the MOD rate is 1.2, they pay 20 percent more than the industry rate. Our MOD rating decreased again from .86 to .72 this year. Just five years ago, our MOD was 1.2 so we are proud to present the decrease in MOD.
2. **Property Insurance**-The premium increased $9,224. Our broker discovered that we were underinsured by roughly $10 Million. The previous broker apparently did not use the most recent appraisal for our property values when obtaining coverage.
3. **Automobile**-The premium increased by $8,766 due to the number of vehicles insured going from 100 to 107. Before coverage is bound, an audit will be done to ensure we do in fact have 7 additional vehicles, ensuring we don't have duplicates or vehicles that were sold.
4. **Railroad Liability**-The premium decreased $1,582. This decrease was due to being able to use the true payroll dollars associated with maintenance to the railroads. Our payroll

costs are roughly $23,000. Years ago, the minimum amount of payroll for a line of coverage was $100,000. That is no longer the case.

5. **Inland Marine**-The premium increased $1,959. This is due to higher limits than previous years. An audit will also be performed before coverage is bound.

Tank Endorsement

This is a new line of coverage that is required for us to maintain. It is for the underground storage tanks that we have at the Municipal Service Center. We obtained two quotes for this line of coverage and are recommending awarding the coverage to the lowest bidder which is Colony Specialty. The premium cost for this coverage is $2,485.

Each year we bring forward this renewal for approval to the Finance/Personnel Committee as well as the City Council. In conversations with out broker, it was communicated that most public sector entities only seek approval when they go out for bids. Therefore, I am recommending changing our practice to only seek approval when we seek bids.

Overall, I am very pleased with the renewal. We are adding a line of coverage, yet decreasing our overall premium. I am also very delighted with the service we are seeing with our new broker as well as our new insurance company. If you have any questions in advance of the meeting, please feel free to contact me at 339-4045.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**May 12, 2015**
DEPARTMENT:	**Human Resources**
FROM:	**Shannon Metzler**
SUBJECT:	**Consider Request to Fill Water Department Supervisor Position**

ATTACHMENTS:

- Request to Fill Water Department Supervisor Position (DOC)
- Water Department Supervisor Job Description- April 2015 (5) (DOCX)

Memo City of De Pere

To: Honorable Mayor Michael J. Walsh
Members of the Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Scott Thoresen, Director of Public Works
RE: Consider Request to Fill Water Department Supervisor Position
Date: May 12, 2015

Dan Carpenter will be retiring from the City effective June 2, 2015. Dan has been employed with the City since January 2, 1979. We appreciate the many years of dedicated service Dan has worked with the City and wish him the very best in his retirement.

The City's recruitment policy requires the City Administrator, Human Resource Director, and the department head review the need to fill each position. We have reviewed this position and are in agreement that it needs to be filled in a full-time capacity. When the classification and compensation study was completed in 2013, it was recommended by the consultant to change this position from a foreperson to a supervisory position. It was decided at the time to leave the position a foreperson, but to look at making it supervisory when the position became vacant. Now that the position is open due to retirement, the job description was revised accordingly to make this a salaried supervisory position titled Water Department Supervisor.

The City's recruitment policy requires the Finance/Personnel Committee to approve the creation and job description for any new position. The existing position of Water Department foreperson has already been budgeted for in the 2015 Water Utility budget, including overtime, so there is sufficient funding for the new salaried position. The consultant that conducted the compensation study is recommending a salary range of $53,310-$73,133 ($60,944 control point). The current salary range for the position is $45,760-$62,754 ($52,291 control point). The position currently is eligible for overtime and was paid on average $18,218 the last three years. Changing the position to a salaried position would make the position exempt from overtime.

We are also recommending the position be awarded 40 hours of administrative time (i.e. compensatory time) per year. The compensatory time policy was adopted in 1990. It applies to management exempt employees, whose attendance is required at meetings of the Council, committee meetings, etc., and/or who work hours in excess of a 40-hour workweek as required by their job responsibilities. It provides a set number of hours be granted to a position based upon the duties of the position. The policy is reviewed annually and, if there are unusual conditions that occur during the year that is also considered. The maximum number of hours granted to a position is 40 hours per year. There is no carryover nor is unused time paid out.

We are recommending that you approve filling this position. The position would be filled in accordance with the City's recruitment policy.

If you have any questions please feel free to contact Scott at 339-8095 or Shannon at 339-4045.

CITY OF DE PERE
JOB DESCRIPTION

I. IDENTIFICATION:

Position Title:	Water Department Supervisor
Dept. / Division:	Public Works/Water
Reports To:	Director of Public Works
Supervises:	Water Department Maintenance Worker
FLSA Status:	Exempt
Job Summary:	Supervises the operation and maintenance of the City's water distribution system for the delivery of safe potable water to the general public.

II. ESSENTIAL FUNCTIONS:

Plan, organize, schedule and monitor daily operations of water department personnel.

Supervise and assist employees engaged in all aspects of the water department including the installation, maintenance and repair of water mains, valves, hydrants, services, pumps, meters, locates, and all related appurtenances. Inspect work in progress and upon completion.

Write water distribution operational procedures and train staff on those procedures. Train and obtain training for employees on proper techniques to accomplish their work in an efficient and safe manner.

Obtain safety equipment and ensure staff is in compliance with all safety policies and procedures.

Ensure employees are meeting the necessary training requirements to maintain their Wisconsin Department of Natural Resources(WDNR) certifications.

Maintain and organizes water distribution drawings and records, distribution mapping, equipment records, meter testing records, and any other records as required.

Requisition materials and keep inventory of material for hydrants, valves, meters, and water mains.

Prepare miscellaneous operating and maintenance reports.

Respond to customer questions, concerns, or complaints regarding water bills, meters, water quality, leaks and construction issues.

Coordinate maintenance and repairs of vehicles and equipment with public works mechanics.

Monitor and understand all local, state, and federal codes, rules, and regulations related to water distribution.

Prepare and submit monthly and annual WDNR reports, PSC reports, Wisconsin Hazmat Report, and State of Wisconsin reports as required. Prepare annual consumer confidence report.

Monitor and maintain CBCWA metering stations, wells, pumping stations, reservoirs, and elevated towers.

Monitor and maintain SCADA system.

Monitor and testing of bacteria, minerals, and chemicals within the distribution system. Ensure testing is performed according to State, local, and federal regulations.

Monitor~~s~~ private wells ensuring regular inspections, testing, and permit renewals are completed.

Assist and operates construction and maintenance equipment necessary to perform the job, such as backhoe, front-end loader, dump truck, tapper, pusher, and jack hammer.

Perform monitoring and testing of operations and records the results, including gallons used, chemicals used, various bacteria, mineral and chemical levels. Ensure testing performed according to state and federal regulations.

Confer with contractors and builders regarding meter locations, metering requirements, size of mains, and cost of installation.

Assist with the preparation of the annual water department capital improvements program and operating budget.

Assist with putting together proposals and obtaining quotes for miscellaneous services as approved in the budget.

Coordinate with the engineering department on design and construction on water main projects.

Review and approve staff time sheets and vouchers.

Review and approve invoices for payments in a timely manner.

Evaluate employee performance and conformance with City policies and work rules. Advise employees of changes in policies and procedures.

~~Participate in a rotating on-call and r~~Respond~~s~~ to emergency calls as needed.

Attend meetings and educational seminars.

Consult with the Director of Public Works on technical problems.

This position is considered the "operator-in charge" as required by the WDNR.

Perform other duties as assigned.

III. KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of practices, tools, equipment, and terminology used in the installation, maintenance, and repair of a municipal water supply and distribution systems. Knowledge of the mechanical design, parts, and operation of water meters, water services, and water distribution components as well as knowledge of the tools used for field testing and repair of same. Knowledge of the occupational hazards and safe work practices of water systems installation, maintenance, repairs and operations as well as applicable safety rules and regulations. Knowledge of Wisconsin Public Service Commission requirements for testing and repairing water meters as well as related record keeping requirements. Knowledge and understanding of DNR and PSC requirements pertaining to the operations of the water utility.

Skill in the safe and efficient operation of heavy equipment, as well as the tools and equipment necessary to perform the job such as air hammers, winches, tappers, pushers, and tools used in performing electrical, plumbing and mechanical repairs and installations. Skill in the operation of equipment needed to effectively perform the duties and responsibilities of the position, including modern office equipment, computer equipment, and Microsoft Office Suite. Proficiency in Microsoft Word and Excel.

Ability to read and draft plans or sketches. Ability to lay out and plan work for others. Ability to secure cooperation from subordinates. Ability to make decisions regarding application and interpretation of water division policies. Ability to drive a light truck. Ability to accurately maintain simple clerical records and perform simple arithmetic computations. Ability to establish and maintain effective relationships with other employees, representatives of other agencies and the public, deal with complaints courteously and explain meter requirements and department policies. Ability to work independently in the performance of the duties of the position. 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 follow oral and written instructions. Ability to establish and maintain effective working relationships with staff and the public. Ability to work outdoors in extreme weather conditions and to work on construction sites. Ability to work in confined spaces. Ability to climb water towers. Ability to work the required hours of the position. ~~Ability to be on call for emergencies periodically including time on weekends.~~

May be required to demonstrate minimum competency by successfully passing approved tests.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

1. High school diploma or equivalent.
2. Waterworks operator with Wisconsin Department of Natural Resources (WDNR) certification classifications of Grade 1 in Distribution and Grade 1 in Groundwater. Minimum of five years of considerable responsible experience, including supervisory responsibilities in the installation, maintenance or repair of water main pipes, meters, services and pumping and distribution equipment.
3. Valid Wisconsin Class “B” Commercial Driver’s License with air brake restriction lifted and “N” (tank vehicle) endorsement and, good driving record.

A combination of education and experience may be considered.

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:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift up to 75 lbs., distinguish color, and wear protective apparel; exposed to all weather elements including heat and cold, noise, outdoors, vibration, heights, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards; ability to travel to different sites and locations.

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. 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: April 7, 2015

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**May 12, 2015**
DEPARTMENT:	**Finance Department**
FROM:	**Joe Zegers**
SUBJECT:	**2014 Budget items carried forward to 2015. ***

ATTACHMENTS:

- NLFMEMO2014 (DOCX)
- NLF2014 (DOCX)
- NLF2014DETAIL (PDF)

To: Mayor Michael J. Walsh
Lawrence Delo, City Administrator
Finance/Personnel Committee Members
From: Joe Zegers, Finance Director
RE: 2014 Budget Items Carried Forward to 2015
Date: May 5, 2015

I have attached the proposed resolution where we annually reserve a portion of our general fund balance for amounts that were budgeted in 2014 but were not spent until 2015. These are listed by department with a brief description for each item. For your information and comparative purposes, last year's carryover amount was $217,038. This year's amount is $106,371 which is smaller than last year due mainly to diminished amounts needed for outlay items. Feel free to contact me prior to the Finance Meeting on May l2, 2015 should you have any questions. I recommend that these items be approved for carryover to 2015.

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RESOLUTION #15-XX

RESOLUTION ESTABLISHING NON-LAPSING FUNDS
AS OF DECEMBER 31, 2014

BE IT HEREBY RESOLVED, that the Mayor and Common Council of the City of De Pere do hereby authorize that the following accounts be established as non-lapsing funds as of December 31, 2014:

Account	Amount
Council- Three Lap Top Purchases	$2,250
Administrator-City Hall Roof Study	$7,050
Mayor-Storage Cabinet	$500
Police-Community Policing	$1,887
Police Training	$10,690
Fire/Rescue-Act 102	$1,734
Machinery & Equipment-Four Leg Rotating Hoist and Hoist Restoration	$4,655
Community Center-Outdoor Light Fixtures	$2,500
Historic Preservation	$5,260
Parks & Public Lands-Optimist Park Accessibility Path	$25,000
Parks & Public Lands-Water Cooler Replacement Program	$2,445
Swimming Pools-VFW & Legion Repairs	$15,500
Economic Development-Survey Work & City Signage	$7,000
GIS-Arc GIS Online Initiative	$16,000
GIS-Mobile GIS Hardware	$1,900
GIS-ESRI Training	$2,000
TOTAL	**$106,371**

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of May, 2015.

APPROVED:

____
Michael J. Walsh, Mayor

ATTEST:

____
Shana L.Defnet, Clerk-Treasurer

Ayes:______

Nays:______

City of De Pere
Non-Lapsing Funds Detail
December 31, 2014

DEPARTMENT	ITEM	AMOUNT	COMMENTS
Council	Purchase of 3 laptops	$2,250	3 laptop purchases remain unspent for 2014
Administrator	Sustainability funds for City Hall Roof Study	$7,050	Unspent Sustainability Funds from 2014
Mayor	Storage Cabinet	$500	Unspent Funds from 2014 to be spent in 2015
Police Department	Police-Community Policing	$1,887	This amount represents unspent donations for Crime Prevention program.
Police Department	Police-Training	$10,690	This amounts represents unspent state grants specific for training.
Fire Department	Fire/Rescue-Act 102	$1,734	This amounts represents unspent state Act 102 grants specific for fire department.
Machinery & Equipment		$4,655	Unspent Funds from 2014 to be spent in 2015
Community Center	Community Center Outlay-Outside Lighting	$2,500	$2,500 budgeted in 2012 for LED lighting expected to be completed in 2015.
Historic Preservation	Plaques, Signage & Supplies	$5,260	Remaining amount from 2014 budget spent in 2015 for plaque purchase & installation, signage and other supplies & approved by Historic Preservation Commission.
Parks and Recreation			
Parks & Public Lands	Optimist Park Accessibility Path	$25,000	$25,000 budgeted in 2013 for path at expected to be completed in 2015.
Parks & Public Lands	Water Cooler Replacement Program	$2,445	Amount remaining from $5,000 in 2014 expected to be completed in 2015.
Swimming Pools	VFW Filter Building Roof and patching & caulking of VFW & Legion Pools	$15,500	Poor weather delayed this project from being completed in 2014.
Economic Development	Economic Development-Consulting	$7,000	Amount needed to complete Survey work and City Signage.
GIS Department	GIS-Consulting Project	$16,000	Unspent amount of 2014 budget carried forward for ArcGIS Online Initiative Project.
GIS Department	GIS-Equipment	$1,900	Unspent amount of 2014 budget carried forward for mobile GIS hardware.
GIS Department	GIS-Training	$2,000	Limited Advance ESRI course offerings and scheduling conflicts precluded staff from completing the training in 2014.
	TOTAL	**$ 106,371**	

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**May 12, 2015**
DEPARTMENT:	**Finance Department**
FROM:	**Joe Zegers**
SUBJECT:	**Consider Proposed 2015 Borrowing. ***

ATTACHMENTS:

- 2015BorrowingMemo (DOC)
- 2015 TID and City Bonding (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: May 7, 2015
Subject: 2015 Borrowing

I have attached the project list in regard to the development of an initial resolution to authorize the 2015 borrowing. The projecting borrowing is in the form of ten or fifteen year general obligation notes or bonds which include $2,482,624 of non-TID equipment and projects while including 2015 bonding of $6,470,000 for the various TID items listed on the worksheet. The Wastewater Treatment amount of $2,000,000 would most likely be repaid for by a combination of the annual amount of $230,805 presently in the fund's budget and the annual payments of $160,485 the City currently receives from the Green Bay Metropolitan Sewerage District from the sale of the treatment plant. The City's borrowing consulting firm of Springsted will review the list and provide their recommendations regarding bond and note sizing and repayment terms.

Pending Finance Committee approval, the initial resolutions for these projects will go to the City Council for projected approval at the second June Council meeting with the Council approving the most favorable bond bid at the second July Council meeting. Proceeds would then be projected to be available to the City by late August 2015. I will firm these dates up with Joe Murray of Springsted pending your review and approval. Should you have any questions on this feel free to contact me or I will be present at the Finance Committee meeting on May 12th.

City of De Pere
Proposed 2015 Project Borrowing List

Proposed Project	Proposed Budget	Actual	Comments
Police/Fire - Repair Parking Lot in Rear of Police/Fire Departments	$37,000	$37,000	Proposed Borrowing Matches with 2015 Budget
Fire - Station 2 Remodeling	500,000	500,000	Proposed Borrowing Matches with 2015 Budget
MSC-Reconstruction of Rear Parking Area	310,000	375,000	Proposed Borrowing Higher than 2015 Budget
Machinery & Equipment-Replace Truck # 75 1994 International Dump Truck	180,000	167,000	Proposed Borrowing Lower than 2015 Budget
Recycling-Replace Truck #84 2008 Peterbilt Recycling Truck	280,000	265,000	Proposed Borrowing Lower than 2015 Budget
Community Center - Repair Lower Level Parking Lot	70,000	70,000	Proposed Borrowing Matches with 2015 Budget
Parks-Replace Jim Martin Park Playground	95,000	95,000	Proposed Borrowing Matches with 2015 Budget
Crackfilling/Patching	243,724	303,724	Proposed Borrowing Higher than 2015 Budget
Sidewalks	56,000	56,000	Proposed Borrowing Matches with 2015 Budget
Sidewalks-Lawrence Drive	513,900	513,900	Proposed Borrowing Matches with 2015 Budget
Steet-County PP Lights	85,000	85,000	Proposed Borrowing Matches with 2015 Budget
Street Construction-Grant/Suburban/ Apollo Intersection Upgrade	52,000	52,000	Proposed Borrowing Matches with 2015 Budget
Street Construction-Webster/Charles Intersection Upgrade	85,000	85,000	Proposed Borrowing Matches with 2015 Budget
Street Construction- 8th St. Design	15,000	15,000	Proposed Borrowing Matches with 2015 Budget
Street Construction-Broadway St. Design	15,000	15,000	Proposed Borrowing Matches with 2015 Budget
Street Construction-STP-Grant Participation	15,000	15,000	Proposed Borrowing Matches with 2015 Budget
	120,000	120,000	Proposed Borrowing Matches with 2015 Budget
Non-TID Total	**2,385,624**	**2,482,624**	
TID 5 - 125 Yr City Celebration	88,610	88,610	Proposed Borrowing Matches with 2015 Budget
TID 5 - Garbage Enclosures	30,000	30,000	Proposed Borrowing Matches with 2015 Budget
TID 5 - Façade Grant	30,000	0	Eliminated for 2015 Borrowing
TID 6 - Road Construction - Venture	1,374,000	0	Eliminated for 2015 Borrowing
TID 6 - Road Construction - Richco	750,000	550,000	Planned Project Decreased $200,000
TID 6 - Development Grant	400,000	75,000	Planned Project Decreased $325,000
TID 6 - Road Reconstruction - Fortune	850,000	850,000	Project is still pending and may be removed
TID 6 - Land/Property Acquisition	3,500,000	3,500,000	Project is still pending and may be removed
TID 7 - Development Grant	300,000	300,000	Proposed Borrowing Matches with 2015 Budget
TID 7 - Dam Repair	250,000	250,000	Proposed Borrowing Matches with 2015 Budget
TID 7 - Façade Grant	30,000	0	Eliminated for 2015 Borrowing
TID 7 - Garbage Enclosures	30,000	30,000	Proposed Borrowing Matches with 2015 Budget
TID 8 - Development Grant	300,000	500,000	Planned Development Project Increased $200,000
TID 8 - New Road Extension	350,000	0	Eliminated for 2015 Borrowing
TID 8 - New Regional Pond	350,000	0	Eliminated for 2015 Borrowing
TID 9 - Development Grant	300,000	65,000	Planned Development Project Decreased $235,000
TID 10 - Commerce Phase I	900,000	0	Eliminated for 2015 Borrowing
TID 10 - New Regional Pond	350,000	350,000	Proposed Borrowing Matches with 2015 Budget
TID 10 - Development Grant	300,000	0	Eliminated for 2015 Borrowing
TID Total	**10,482,610**	**6,470,000**	

Attachment: 2015 TID and City Bonding (3381 : Consider Proposed 2015 Borrowing.)

Wastewater Treatment Fund				
Investigation and Rehabilitation Costs for Fox River Crossing, Northeast, Southeast, and Charles Street Interceptors	**0**		**2,000,000**	This represents the approximate amount needed to borrow for the GBMSD bill for this project. The City budgeted $230.805 for an annual payment for this project in 2015. The City receives annual payments of $160,485 from GBMSD through 2027 available to help make annual payments on this bill.
TOTAL BORROWING	**$12,868,234**		**$10,952,624**	