



Finance/Personnel Committee

Regular Meeting

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

Revised Agenda

Tuesday, May 11, 2021

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **May 11, 2021 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically due to the public health emergency. Electronic or telephonic access to the meeting is below:

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

OR

You can also dial in using your phone.

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

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

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.igmp2.com/>.

Call to Order

1. Roll Call
2. Approval of the Minutes of the April 13, 2021 Regular Meeting of the Finance/Personnel Committee.
3. Election of the Vice Chair of the Finance/Personnel Committee.
4. Public comment period.
5. Consideration and Possible Action on Fire Department Overtime and LifeQuest Services Billing Reports for April, 2021.
6. Consideration and Possible Action on the April 2021 Police Overtime Report
7. Consideration and Possible Action on Acceptance of \$1,200 Donation from the Hutchins Family to Police for Use with Body Cameras*
8. Consideration and Possible Action to Approve Memorial Options and Funding for Jerry Hasenberg, Jr.
9. Consideration and Possible Action on De Pere Health Consolidated Contract No. 47645-1.*
10. Consideration and Possible Action on Proposed Purchase/Sale Terms With Scannell Development Company III, Inc. for Lands Generally Located at the Southern End of American Blvd and Located Within TID No. 12.*
11. Consideration and possible action on proposed development agreement terms with Office Harmony LLC for a proposed redevelopment of 805 George Street located in Tax Increment District No. 7. *

12. Consideration and Possible Action Regarding Change of Cyber Liability Insurance Carrier for the 2021-2022 Renewal Year.*
13. Consideration and Possible Action to Amend 106-6 De Pere Municipal Code Regarding Cancellation of Special Event Permits (Request of Ald. Hansen)*
14. Consideration and Possible Action to Utilize a Recruiting Company for the Police Chief Recruitment*
15. Review and Possible Action on City of De Pere Investments and Cash Detail for March.
16. Future agenda items.
17. Consideration and Possible Action to Provide Additional Emergency Leave Time to City Employees for COVID-19 Related Absences (Request of Ald. Hansen)*

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(e), the Council may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
The Council 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.
18. 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: May 11, 2021

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the April 13, 2021 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- April 13, 2021 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, April 13, 2021

7:30 PM

Council Chambers and Virtual

1. Call to Order. Mayor James Boyd called the meeting to order at 7:30 PM in the Council Chambers, Second Floor of the De Pere City Hall.

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Mike Eserkaln	Aldersperson	Present	
Amy Chandik Kunding	Aldersperson	Present	
Casey Nelson	Aldersperson	Present	
Kelly Ruh	Aldersperson	Present	

Also Present: City Administrator Lawrence Delo, Human Resources Director Shannon Metzler, Fire Chief Alan Matzke, IT Support Specialist Kevin Clark, Finance Director-Treasurer Joe Zegers, HR Generalist Tracy Hood, Public Works Director Scott Thoresen, Development Services Director Daniel Lindstrom, Ronald Mark, David Dudek and Patrick Kerrigan of Schwab Investment Advisors and members of the public.

2. Public comment period.

Mayor Boyd offered the opportunity to speak on any matter not on the agenda to the audience; no one came forward.

3. Approval of the Minutes of the March 9, 2021 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Kelly Ruh, Aldersperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

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

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

5. Consideration and Approval of the March 2021 Police Overtime Report.

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

6. Consideration and acceptance of a donation from Konrad and Jesse Jossart, Operators of Jossart Brothers, Inc. in the amount of \$10,000 for the James Street project.*

Mayor Boyd thanked the donors for the generous donation to the James Street project for the water wall in the center courtyard.

In response to Alderperson Chandik Kunding, Public Works Director Thoresen indicated there is no specific timeline for the water wall to be turned on, but anticipated three to four weeks. Ald. Chandik Kunding also asked if it might be possible to have a marker installed on the glass until completion as the glass is difficult to see. PWD Thoresen indicated that staff would look into options.

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

7. Approval of Enterprise License Agreement with ArchiveSocial for Social Media and Website Archiving.*

Upon further discussion, Alderperson Nelson confirmed with IT Support Specialist Kevin Clark that both companies would provide services until expiration of the agreement with the current vendor at the end of 2021.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Kelly Ruh, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

8. Consideration and Possible Action to Approve Alternative Work Arrangement Policy.*

Mayor Boyd requested Human Resources Director Shannon Metzler provide details on this item, and she explained the proposal is for a permanent Alternative Work Arrangement Policy. The remote work that was necessitated over the past year in response to the pandemic has proven this option can work well, although it isn't feasible for all positions within the organization. A team of supervisors and non-supervisors worked together to develop the proposed policy taking into consideration the different operations within the City, and suggests a remote work option and an alternative work schedule, both of which must be approved by supervisors. The team also suggests modifying the office hours that city buildings are open to public, with the proposal being the summer-hour schedule year round. Summer hours have worked well for the last five years and most departments have kept summer hours during the pandemic. The team believes this promotes an employee benefit of work-life balance, which is a perk taken into consideration when looking at jobs.

In response to Mayor Boyd, HR Director Metzler indicated that the volume and traffic of residents varies by department, with traffic dropping off on Friday afternoons for both email and foot traffic during the summer, as well as phone calls; it can vary for the rest of the year and from department to department. The summer hours are generally workable for the City, are enjoyed by employees and beneficial for most departments, with the intent being to be open earlier for citizens to conduct City business before they may need to get to work and then open later after their workday; although there is a trade-off one way or another.

Administrator Delo added that he did obtain some quick-captured information from the Information Technology Director over the last six months, which indicated that the Finance Department/City Clerk's office has the heaviest call volume on Monday afternoons (10-25 calls), with Thursday afternoon being almost that high and Friday

afternoon dropping to 5-15 calls. Research conducted when summer hours were first implemented revealed a 60-70 percent drop off on Friday afternoons in various departments, which is dependent upon each department and happenings at various times. A survey was conducted among neighboring communities, and of the 11 that responded, 8 currently have either a summer hour policy or some modified version, with Howard and Wrightstown working those hours year round and Allouez also considering that change. Ashwaubenon, Hobart and Brown County do not participate in a summer schedule.

Alderperson Nelson asked if the schedule would be flexible for weeks before elections or if a department needs to change for a period of time, and Administrator Delo advised that while the intent is for this to be the normal operating hours, there is flexibility to accommodate state requirements for elections and unique circumstances would adjust work time outside of those hours. He added this is attractive for employees and the pandemic response has made it a perfect time to propose the change.

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

9. Consideration and possible action for 2020 budget items carried forward to 2021.*

Finance Director-Treasurer Zegers indicated that this item is the annual approval of a proposed resolution by this Committee and recommendation to the Common Council for non-lapsing funds which were budgeted in 2020 (or years prior), but intended to be spent in 2021. He referred to the listing in the packet of 15-20 projects of various sizes, with approximately \$185,000 for general government projects, \$82,000 for Public Safety (training funds and donated funds from outside sources) and a \$179,000 carryover for various items for Parks & Recreation.

The total amount is approximately \$446,000 which compares to \$328,000 from last year; the exact percentage of the unassigned general fund (36%) is still tentative due to the 2020 audit being completed.

While not part of this item, the recently-approved position for Information Technology and a Police Social Worker will also set aside \$112,000 from the general fund balance; a report to be presented next month for excess stadium fund proceeds will also play into the unassigned percentage. The electronic poll books (approved in January of 2020) for all polling places and for absentee ballot use was decided to be set aside to 2021 due to the hectic recent elections and the \$50,000 for city hall security cameras has been spent in March for work completed in February. FD-T Zegers asked for approval of this item, moving it to next week's Common Council meeting, and then advising the auditors.

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

10. Consideration and possible action for approval of preliminary 2021 borrowing.*

Finance Director-Treasurer Zegers advised that this item is seeking approval of the preliminary proposed 2021 borrowing for items listed at pages 54-57 of the packet. The

total value listed on page 57 is \$12.2 million; a short term note was approved in December for \$250,000 for smaller items that aren't appropriate for a 10-year note, which is similar to that of past years.

The 10-year note is used for general city purpose items totaling \$3.2 million; TIF related projects proposed or carried forward total \$7.4 million. FD-T Zegers emphasized the timing for this item is for seeking preliminary approval now and working over the next two months to shore up amounts and narrow specifically which items will make the final borrowing plan; the amount is currently at \$10.65 million, with more cuts expected. The plan will be forwarded to Baird for review in the next month or two and pared down a bit, with the final listing to come before Finance in June, then be forwarded to Common Council for approval, with the bond sale in July, which per Baird, is the best month for municipal rates in the bond market.

In response to Alderperson Nelson, FD-T Zegers confirmed a typo in the amount shown in the memo, which will be corrected prior to the Council meeting. Administrator Delo also added that the process for recommending the preliminary resolution requires any possible borrowing to be included; the final resolution cannot be added to, it can only have items removed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Eserkaln, Kundingner, Nelson, Ruh

11. Review and possible action on City of De Pere Investments and Cash Detail for February.

Finance Director-Treasurer Zegers provided a brief overview of the report located at Page 61 of the packet, which indicates a balance of just under \$30 million as of February 28; bills and debt payments reduced the City Checking Account, but the other checking accounts held their value.

On the investment side, a depreciation of \$17,000 is shown for the first two months of 2021, with the basic premise being that when the bond market has low rates for interest on sales, while the City is on a ladder plan, the market value of the portfolio falls with those sales. The City has a budget of \$525,000 for investment income, and may want to look at the unassigned fund if a cushion is needed for 2021 for loss of revenue, but this will become clearer in June in comparison to the budget and in conjunction with borrowing. The LGIP account increased by \$925,000 in February and will decrease by \$1.2 million in March for accounts payable and payroll and the lottery credits received will be paid out to the taxing jurisdictions in April.

Following the vote on the Motion to Approve, Schwab Representatives David Dudek, Partrick Kerrigan (local representatives in Appleton) and Ronald Mark (of Chicago) shared some insight with the Committee on the City's investment plan and future expectations. While rates were good in 2018-2020 pre-pandemic, COVID took the breath of the market, and rates decreased in 2021; movement for 2021 has had some marginal losses, but City's investments are consistent with state statutes; low interest rates are expected through the end of 2021 and into 2022 to boost economy; yields are controlled by federal reserves' rates; City is still following a ladder strategy to help earn more over time and build similar to an escalator.

No further action was taken following this presentation as it was for informational purposes. Mayor Boyd thanked the Schwab representatives for the information.

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

12. Future agenda items.

None.

13. Adjournment.

Upon Motion of Alderperson Nelson, seconded by Mayor Boyd, the meeting of the Finance/Personnel Committee unanimously adjourned at 8:16 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 11, 2021

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Election of the Vice Chair of the Finance/Personnel Committee.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 11, 2021

DEPARTMENT: Fire Department

FROM: Lea Taylor

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

ATTACHMENTS:

- FIRE DEPT MONTHLY OVERTIME REPORT_APRIL 2021 (PDF)

DE PERE FIRE RESCUEOVERTIME BREAKDOWN BY REASON FOR THE YEAR 2020

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

Special Events included in Overtime

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

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

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2021

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	33.00	33.00	45.00	48.75									159.75
EMS TRAINING	81.25	108.50	123.50	67.00									380.25
FIRE TRAINING	0.00	0.00	64.75	4.50									69.25
RESCUE CALLS	1.25	17.00	6.00	1.75									26.00
FIRE CALLS	0.00	0.00	0.00	0.00									0.00
MEETINGS	4.50	24.00	58.00	35.50									122.00
STAFFING REP.	36.00	62.25	36.00	36.00									170.25
MAINTENANCE	0.00	0.00	0.00	0.00									0.00
PUB. ED.	12.25	0.00	1.50	4.50									18.25
SPECIAL EVENTS	5.50	70.50	146.75	102.25									325.00
# FIRE RUNS	33	24	30	42									129
# EMS RUNS	195	174	208	177									754
DISPATCH ERRORS	5	4	2	3									14
TOTAL HRS.	173.75	315.25	481.50	300.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,270.75

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through May 3, 2021, \$26,014, 24%

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR APRIL, 2021



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
4/3/2021	1620 Colony Drive	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
4/4/2021	1308 Alice Drive (Village of Ashwaubenon)	Structure fire	BC103, L111	Dispatched & canceled en route	N/A
4/5/2021	Main Ave/NB I-41	Gasoline or other flammable liquid spill	BC104, A112, E111	Investigate, refer to proper authority	Lawrence
4/5/2021	1320 Ridgeway Blvd.	Unauthorized burning	L111	Refer to proper authority	N/A
4/5/2021	1225 Lawrence Drive	Grass fire	BC104, E111, E121	IC, Extinguishment by fire service personnel, salvage & overhaul	N/A
4/7/2021	2625 Packerland Drive (Village of Ashwaubenon)	Structure fire	BC110, L111	Dispatched & canceled en route	N/A
4/8/2021	502 Leonard Street	Alarm system activation, no fire, unintentional	E121	Investigate	N/A
4/11/2021	1288 N. Crown Court	Alarm system activation, no fire, unintentional	BC103, A121, E111	Investigate, BLS, restore fire alarm system	N/A
4/12/2021	2229 Lawrence Drive	Carbon monoxide detector activation, due to malfunction	A121, E121	Investigate, provide equipment	N/A
4/15/2021	115 N. Erie Street	Smoke detector activation, due to malfunction	E111	Investigate	N/A
4/17/2021	514 Lande Street	Building fire	BC104, C102, E111, E121, A111	IC, Extinguishment by fire service personnel, salvage & overhaul, ventilate, forcible entry, provide apparatus & manpower	Ashwaubenon, Hobart & Lawrence
4/18/2021	918 S. Sixth Street	Arcing, shorted electrical equipment	BC103, E111, E121	IC, evacuate area, establish safe area	N/A
4/21/2021	2069 Bridgeport Circle	Smoke detector activation, due to malfunction	E121, A121	Investigate	N/A
4/22/2021	1103 Anderson Drive (Village of Ashwaubenon)	Structure fire	BC103, L111	Dispatched & canceled en route	N/A
4/22/2021	1210 S. Erie Street	Smoke or odor removal	E111	Investigate	N/A
4/26/2021	1833 S. Sunkist Circle	Carbon monoxide detector activation, due to malfunction	BC103, E111	Investigate	N/A

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
4/27/2021	850 Morning Glory	Alarm sounded, due to malfunction	E121	Investigate	N/A
4/27/2021	850 Morning Glory	Alarm system activation, no fire, unintentional	BC105, E111, E121	Restore fire alarm system	N/A
4/29/2021	3777 Shirley Road (Town of Morrison)	Trailer fire	BC105, L111	Dispatched & canceled en route	N/A
4/30/2021	2107 Ryan Road	Carbon monoxide detector activation, due to malfunction	E111	Investigate, restore fire alarm system	N/A

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

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
TOTAL	0	0

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

**LIFEQUEST MEDICAL BILLING - 2021
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	107,745	149,229	145,085	118,183		
PAYMENTS	76,331	66,326	113,896	80,392		
CREDIT ADJUSTMENTS	74,307	79,836	76,510	71,916		

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

Payments to LifeQuest	
January	3,867
February	3,650
March	9,567
April	5,085
May	
June	
July	
August	
September	
October	
November	
December	
Total Paid	\$22,168

**See attached details

City Of De Pere
Income and Expenditures
April 2021
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$100,648.80	\$17,533.81	\$118,182.61
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$100,648.80	\$17,533.81	\$118,182.61
Account Transfers		\$8,976.05	\$8,557.76	\$17,533.81
Credit Summary				
Total Credits		\$143,608.98	\$8,974.37	\$152,583.35
Less Adjustments	-	\$71,600.71	\$315.50	\$71,916.21
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$275.00	\$275.00
Less Overpayments	-	\$(1,123.60)	\$0.00	\$(1,123.60)
Gross Payments Received		\$73,131.87	\$8,383.87	\$81,515.74
Plus Overpayment Returns	+	\$(89.17)	\$0.00	\$(89.17)
Net Payments Received		\$73,042.70	\$8,383.87	\$81,426.57
Less Payments Kept By Service	-	\$3,505.40	\$0.00	\$3,505.40
Total Deposits Reconciliation		\$69,537.30	\$8,383.87	\$77,921.17
Summary of Disbursement				
Total Deposits & Payments Kept By		\$73,042.70	\$8,383.87	\$81,426.57
Plus Overpayment Refunds	+	\$(1,034.43)	\$0.00	\$(1,034.43)
Gross Revenue		\$72,008.27	\$8,383.87	\$80,392.14
LifeQuest Fee		\$3,240.37	\$1,844.45	\$5,084.82
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$3,240.37	\$1,844.45	\$5,084.82
Service Revenue		\$68,767.90	\$6,539.42	\$75,307.32
Less Payments Kept By Service	-	\$3,505.40	\$0.00	\$3,505.40
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	\$65,262.50	\$6,539.42	\$71,801.92

Messages:

Total Deposits EOM differ from bank statement by \$571.01 due to 3/5 \$249.76 Childrens Comm and 3/15 \$965.40 UMR now posted and 4/1 \$273.73 MAWI and 4/30 \$370.42 NHIC not posted eli 5.3.2021

City Of De Pere

Billing Summary

April 2021

Phase 1

Charges

Billing Charges		\$100,648.80	
Other	+	\$0.00	
Subtotal of Charges			\$100,648.80

Account Transfers

Billing to Collections Transfer Total			\$8,976.05
---------------------------------------	--	--	-------------------

Credit Summary

Total Credits		\$143,608.98	
Less Adjustments	-	\$71,600.71	
Less Overpayments	-	\$(1,123.60)	
Gross Payments Received			\$73,131.87
Plus Overpayment Returns	-	\$(89.17)	
Net Payments Received			\$73,042.70
Less Payments Kept By Service	-	\$3,505.40	
Total Deposits Reconciliation			\$69,537.30

Summary of Disbursement

Total Deposits & Payments Kept By		\$73,042.70	
Plus Overpayment Refunds	+	\$(1,034.43)	
Gross Revenue			\$72,008.27
LifeQuest Fee		\$3,240.37	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$3,240.37
Service Revenue		\$68,767.90	
Less Payment Kept By Service	-	\$3,505.40	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$65,262.50

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

(888) 777-4911

This Report May Contain Confidential Information or Protected Health Information.
Please Handle Accordingly.

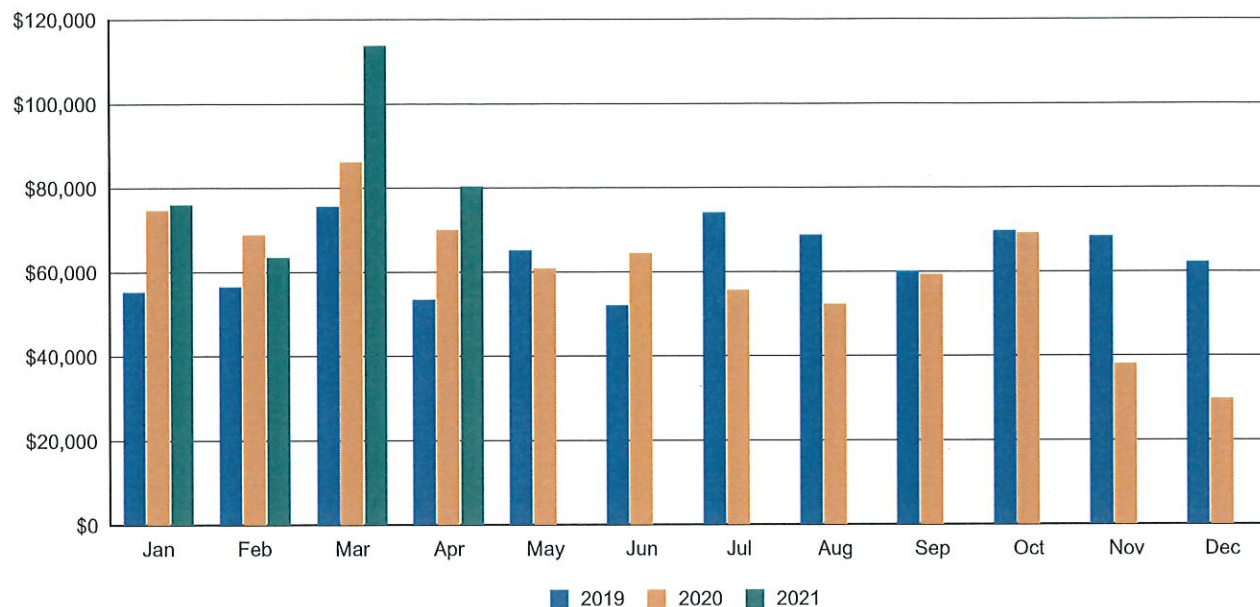
5/4/2021

Page 2 of 4

252.4.2021.M001

All Phases Gross Revenue

City of De Pere
January 2019 to April 2021



	2019	2020	2021
January	\$55,433	\$74,735	\$76,068
February	\$56,668	\$68,980	\$63,602
March	\$75,702	\$86,226	\$113,896
April	\$53,535	\$70,107	\$80,392
May	\$65,318	\$61,059	\$0
June	\$52,157	\$64,610	\$0
July	\$74,156	\$55,803	\$0
August	\$68,797	\$52,414	\$0
September	\$60,290	\$59,470	\$0
October	\$69,765	\$69,260	\$0
November	\$68,470	\$38,169	\$0
December	\$62,371	\$29,842	\$0
Total Gross Revenue	\$762,663	\$730,674	\$333,958

Billing Reconciliation Summary

City of De Pere
For the month of April 2021

Beginning Balance of Accounts Receivables			\$203,553.44
Total Charges entered for the Month		+	\$100,648.80
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$8,976.05		
Other	\$62,624.66		
Total Adjustments for the Month	\$71,600.71	-	\$71,600.71
Payments			
Cash	\$17,027.74		
Contract Payments	\$791.40		
Credit Card	\$0		
Direct Deposit	\$45,798.55		
Hospital	\$0		
Insurance	\$6,008.78		
Payment Kept By	\$3,505.40		
Other	\$0		
	\$73,131.87	-	\$73,131.87
Overpayment			
Recoupment	\$0		
Refunds	\$(1,034.43)		
Returns	\$(89.17)		
Service Payable	\$0		
Other	\$0		
	\$(1,123.60)	-	\$(1,123.60)
Total for Reconciliation Summary			\$160,593.26
Ending Balance of Accounts Receivables			\$160,593.26

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	Totals
May 2020	8335	27652	7784	2178	2583	98	0	0	0	0	0	0 \$	48630
95127	8.8	29.1	8.2	2.3	2.7	0.1	0	0	0	0	0	0 %	51.1
Jun 2020		4232	32353	11249	4482	2034	259	0	0	0	0	0 \$	54610
108184		3.9	29.9	10.4	4.1	1.9	0.2	0	0	0	0	0 %	50.5
Jul 2020			7922	28462	12738	2571	196	233	431	131	31	31 \$	52747
108952			7.3	26.1	11.7	2.4	0.2	0.2	0.4	0.1	0	0 %	48.4
Aug 2020				4845	28997	14703	3310	3766	1978	-1313	30	-70 \$	56246
99450				4.9	29.2	14.8	3.3	3.8	2	-1.3	0	-0.1 %	56.6
Sep 2020					6271	32367	11480	3794	526	-120	50	50 \$	54419
108058					5.8	30	10.6	3.5	0.5	-0.1	0	0 %	50.4
Oct 2020						12912	15780	12205	12667	4771	2200	1381 \$	61915
118220						10.9	13.3	10.3	10.7	4	1.9	1.2 %	52.4
Nov 2020							85	3120	14520	20312	18037	3310 \$	59384
124619							0.1	2.5	11.7	16.3	14.5	2.7 %	47.7
Dec 2020								6393	36250	6848	13049	3715 \$	66255
128735								5	28.2	5.3	10.1	2.9 %	51.5
Jan 2021									4985	27292	15957	4673 \$	52907
113169									4.4	24.1	14.1	4.1 %	46.8
Feb 2021										2452	31523	18131 \$	52106
118613										2.1	26.6	15.3 %	43.9
Mar 2021											7661	33772 \$	41433
130418											5.9	25.9 %	31.8
Apr 2021												4891 \$	4891
81597												6 %	6
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	5.3	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	5.3	23.7	11.2	6.7	4	1	0.1	0	0	0	0	0	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 11, 2021

DEPARTMENT: Police

FROM: Derek Beiderwieden

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

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

Training OT was for some personnel to attend or instruct mandatory firearms.

Reimbursable Miscellaneous OT consisted of 26.25 hours total, comprised of 11.75 Drug Task Force hours, and 14.5 hours for an OWI Enforcement Grant.

Investigative OT of 28.5 total hours is for Patrol follow-up or late calls.

Non-Reimbursable Miscellaneous OT consisted of 8.75 hours total, which is comprised of 8.5 hours for Police Social Worker interviews, and .25 hours for a patrol fraction allotment.

Special Event, non-reimbursable of 2 hours was for Officer Holcomb providing security for a City Council Meeting.

ATTACHMENTS:

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

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

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

TOTAL OVERTIME BUDGET: \$ 160,000.00

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

PERCENT OF TOTAL BUDGET: 174.95%

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

**DEPARTMENT OF POLICE
OVERTIME BY REASON
2020**

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

TOTAL OVERTIME BUDGET : \$ 175,000.00

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

PERCENT OF TOTAL BUDGET : 135%

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

Additional notes

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

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

REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	24.75	11.50	21.50	39.50									97.25
OFFICER WORKED ON HOLIDAY	94.00	16.50		30.00									140.50
OFFICER FOR COURT	2.75	4.00	16.00	10.00									32.75
OFFICER TRAINING	73.00	71.25	82.50	33.25									260.00
OFFICER RELIEF FOR FUNERAL			6.75										6.75
OFFICER ATTEND MEETING		7.75		1.00									8.75
STAFFING LEVEL	144.25	96.50	124.50	124.25									489.50
INVESTIGATION	68.50	52.50	47.00	28.50									196.50
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	28.75	21.25	11.75	42.50									104.25
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT	34.50			2.00									36.50
SPECIAL ASSIGNMENT REIMBURSED													0.00
MISCELLANEOUS	11.25	5.25	1.00	8.75									26.25
MISCELLANEOUS REIMBURSED			21.50	26.25									47.75
GROSS OFFICER OVERTIME	481.75	286.50	332.50	346.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1446.75
SUBTOTAL REIMBURSED OVERTIME	(28.75)	(21.25)	(33.25)	(68.75)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(152.00)
NET OFFICER OVERTIME	453.00	265.25	299.25	277.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1294.75

TOTAL OVERTIME BUDGET: \$ 160,000.00

EXPENDITURES THROUGH 05/07/2021 \$ 53,945.68

PERCENT OF TOTAL BUDGET: 34%



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 11, 2021

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Action on Acceptance of \$1,200 Donation from the Hutchins Family to Police for Use with Body Cameras*

The Police Department received a very generous donation from the Hutchins Family in memory of Jerry Hutchins in the amount of \$1,200.00. The donation was earmarked to be used for body cameras for the police department.

Please join me in accepting the donation and forwarding the recommendation to the Common Council for approval. Thank you.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 11, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve Memorial Options
and Funding for Jerry Hasenberg, Jr.

ATTACHMENTS:

- Memo.memorial funding (DOCX)

CITY OF DE PERE MEMO



To: Finance/Personnel Committee
 From: Marty Kosobucki, Director of Parks, Recreation and Forestry
 Date: May 11, 2021
 RE: Funding Request for Memorials

On April 1, 2021 we lost a valued employee in Jerry Hasenberg to a tragic work place accident. We would like to propose several items to remember and honor Jerry and his work as an arborist. We have met with Jerry's wife to discuss the ideas/concepts and all have her support.

Community – We have been asked several times from the general members of the community if there was anything they can do. It has been recommended that we establish and create a memorial fund in Jerry's name where people can donate to the fund, which will purchase trees to be planted in our parks.

Staff is asking for approval to create the fund in Jerry's honor and memory, and use the donated funding to plant trees within our park system.

Municipal Service Center – In an effort to remember Jerry and his work for the employees here at the MSC, we are proposing the creation of an area of reflection and relaxation in front of the MSC. A synopsis of the idea is to place a stone table on top of a concrete pad in the front of the MSC. The stone table would include an engraving that says ("In memory of Jerry Hasenberg, Jr. – Trees are the Answer"). In talking with Vanessa, Jerry commonly said "Trees are the Answer". In addition, next to the stone table we would develop a little landscaping bed that would include one of Jerry's favorite trees (Dawn Redwood, Tamarack, or Sweet Gum). We have estimated the cost of the project to be approximately \$5,000.

Staff is asking for approval from unassigned reserves to construct the memorial at the MSC.

Jerry's Family – Last, we feel it is appropriate to do something that would benefit Jerry's family. Although a memorial is being constructed here at the MSC, Jerry was from Suring and the likelihood of Jerry's family getting here on a regular basis would be minimal. We are suggesting doing a memorial close to Jerry's home in Suring, so family members can frequent the memorial with ease. It is being suggested to donate up to \$2,000 to the Village of Suring for the purpose of constructing a memorial bench and tree in one of their parks. We have talked with the Village and have been informed they are very willing to help in any way they can.

Staff is asking for approval from unassigned reserves to donate up to \$2,000 to a memorial in a park close to Jerry's home.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 11, 2021

DEPARTMENT: Health Department

FROM: Carey Danen

SUBJECT: Consideration and Possible Action on De Pere Health Consolidated Contract No. 47645-1.*

The State of WI Department of Health Services has granted De Pere Health Department an increase to funding for ELC COVID 2021 DPH Consolidated Contract from \$163,900 to \$539,700. This is a modification from an existing agreement that will help to provide continued funding for COVID response through 12-31-2022. The health department requests an approval to this funding modification. If you have any questions, please contact Sara Lornson, Interim Health Officer.

ATTACHMENTS:

- DHS Contract 47645-1 (PDF)

**Wisconsin Department of Health Services
Contract Centralization Legal Review**

Agreement Number: **47645-1**

Bureau of Procurement and Contracting (BPC) Review:

☒ This agreement uses a BPC template with Office of Legal Counsel (OLC) approved language.

☐ This agreement uses intergovernmental cooperative purchasing.

OLC Review Required:

☐ This agreement does not use a BPC template with Office of Legal Counsel (OLC) approved language or uses a BPC template with requested language changes.

Description:

N/A

Office of Legal Counsel (OLC) Review and Approval:

☒ This agreement has been reviewed and approved by the Wisconsin Department of Health Services Office of Legal Counsel.

DocuSigned by:

Cody, Wagner

Name: Cody Wagner

Title: Office of Legal Counsel

4/13/2021

Date Signed



GRANT AGREEMENT MODIFICATION
between the
STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES
And
DEPERE DPH
for
2021 DPH Consolidated Contract

DPH Contract No.: 47645-1
 Agreement Amount: \$539,700
 Agreement Term Period: 10/1/2020 to 12/31/2022
 CARS Pre-Packet No: 18472

DHS Division: Division of Public Health
 DHS Grant Administrator: Chuck Warzecha
 DHS Telephone: 608-266-9780
 DHS Email: Charles.Warzecha@dhs.wisconsin.gov

Grantee Grant Administrator: Ms Debbie Armbruster
 Grantee Address: 335 S BROADWAY, DE PERE, WI,
 54115
 Grantee Email: darmbruster@mail.de-pere.org

Modification Description: We are increasing funding for ELC COVID (Profile 155806). Please see attached Scope of Work. Final reports are due 30 days from the end of the designated contract period for profile 155806.

This is a Modification of an existing Agreement, as specified above. This Modification of Agreement encompasses both Amendments and Addendums to an existing Grant Agreement. This Modification is entered into by and between the State of Wisconsin Department of Health Services (DHS) and the Grantee listed above. With the exception of the terms being modified by this Grant Agreement Modification, ALL OTHER TERMS AND CONDITIONS OF THE EXISTING AGREEMENT, INCLUDING FUNDING, REMAIN IN FULL FORCE AND EFFECT. This Modification, including any and all attachments herein and the existing agreement, collectively, are the complete agreement of the parties and supersede any prior agreements or representations. DHS and the Grantee acknowledge that they have read the Modification and understand and agree to be bound by the terms and conditions of the existing agreement as modified by this action. This Modification becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services

Authorized Representative

Name: _____
 Title: _____
 Signature: _____
 Date: _____

Grantee

Entity Name: _____

Authorized Representative

Name: Debbie Armbruster
 Title: Health Director/Officer
 Signature: _____
 Date: _____

SUPPLIER DIVERSITY AMENDMENT

The Wisconsin Department of Health Services (DHS) and Grantee agree to the below change to the Agreement. The below Agreement amendment is hereby incorporated by reference into the Agreement and is enforceable as if restated therein in its entirety.

The Agreement is hereby amended by incorporating and adding the following Section:

SUPPLIER DIVERSITY AND REPORTING REQUIREMENTS

Minority-Owned Business Enterprises (MBE) and Disabled Veteran-Owned Businesses (DVB) are certified by the Wisconsin Department of Administration (DOA). This program can be found at:

<https://doa.wi.gov/Pages/DoingBusiness/SupplierDiversity.aspx>

The State of Wisconsin is committed to the promotion of MBEs and DVBs in the State's purchasing program. The Grantee is strongly urged to use due diligence to further this policy by awarding Subcontracts or Subgrants to MBEs and DVBs or by using such enterprises to provide goods and services incidental to this Agreement.

The Grantee shall furnish appropriate monthly information about its efforts to subcontract/subgrant with MBEs and DVBs, including the identities of such businesses certified by the Wisconsin Supplier Diversity Program, their contract amount, and spend for each period to DHS. A listing of certified MBEs and DVBs, as well as the services and goods they provide, is available at: <https://wisdp.wi.gov/Search.aspx>

After completion of this Agreement, the Grantee shall report to DHS any amount of this Agreement that was subcontracted/subgranted to DOA certified MBEs and DVBs.

DHS shall have the right to request any information regarding the use of subcontractors/subgrantees including, but not limited to, MBEs and DVBs. The Grantee shall provide any such information as requested by DHS and within a time period that is specified by DHS.

The Grantee shall submit monthly reports of efforts to subcontract/subgrant with MBEs, DVBs, and other diverse entities/suppliers to DHS. A link to the Supplier Diversity PowerForm for submitting these reports can be found on the DHS Compliance Documentation page found here: <https://www.dhs.wisconsin.gov/business/compliance.htm>

For the duration of this Agreement, the Grantee shall provide monthly reporting of efforts to subcontract/subgrant with MBEs, DVBs, and other diverse entities/suppliers no later than the 15th of the following month.

For questions about reporting, please contact DHS Contract Compliance at DHSContractCompliance@dhs.wisconsin.gov

CARS PAYMENT INFORMATION***DHS CARS STAFF INTERNAL USE ONLY*****CARS PAYMENT INFORMATION**

The information below is used by the DHS Bureau of Fiscal Services, CARS Unit, to facilitate the processing and recording of payments made under this Agreement.

Agency #:	Agency Name:	Agency Type:	CARS Contract Start Date	CARS Contract End Date	Program Total Contract:
472779	DEPERE DPH	260	10/1/2020	10/31/2022	\$539,700

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155806	ENHANCIN G DETECTIO N-COVID		\$163,900	\$375,800	\$539,700	N/A
					\$539,700	

CARS FEDERAL AWARD INFORMATION

DHS Profile Number	155806
FAIN	NU50CK000534
Federal Award Date	5/18/2020
Sub-award period of Performance Start Date	10/1/2020
Sub-award period of Performance End Date	10/31/2022
Amount of Federal Funds obligated (committed) by this action	\$375,800
Total Amount of Federal Funds obligated (committed)	\$539,700
Federal Award Project Description	Wisconsin's Application for the 2019 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) Cooperative Agreement
Federal Awarding Agency Name (Department)	Department of Health and Human Services
DHS Awarding Official Name	Julie A. Willems Van Dijk
DHS Awarding Official Contact Information	- - -9964
CFDA Number	93.323
CFDA Name	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)
Total made available under each Federal award at the time of disbursement	\$137,077,934
R&D?	No

Indirect Cost Rate	0.065
--------------------	-------

Document In Process



GRANT AGREEMENT MODIFICATION
between the
STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES
And
DEPERE DPH
for
2021 DPH Consolidated Contract

DPH Contract No.: 47645-1
 Agreement Amount: \$539,700
 Agreement Term Period: 10/1/2020 to 12/31/2022
 CARS Pre-Packet No: 18472

DHS Division: Division of Public Health
 DHS Grant Administrator: Chuck Warzecha
 DHS Telephone: 608-266-9780
 DHS Email: Charles.Warzecha@dhs.wisconsin.gov

Grantee Grant Administrator: Ms Debbie Armbruster
 Grantee Address: 335 S BROADWAY, DE PERE, WI,
 54115
 Grantee Email: darmbruster@mail.de-pere.org

Modification Description: We are increasing funding for ELC COVID (Profile 155806). Please see attached Scope of Work. Final reports are due 30 days from the end of the designated contract period for profile 155806.

This is a Modification of an existing Agreement, as specified above. This Modification of Agreement encompasses both Amendments and Addendums to an existing Grant Agreement. This Modification is entered into by and between the State of Wisconsin Department of Health Services (DHS) and the Grantee listed above. With the exception of the terms being modified by this Grant Agreement Modification, ALL OTHER TERMS AND CONDITIONS OF THE EXISTING AGREEMENT, INCLUDING FUNDING, REMAIN IN FULL FORCE AND EFFECT. This Modification, including any and all attachments herein and the existing agreement, collectively, are the complete agreement of the parties and supersede any prior agreements or representations. DHS and the Grantee acknowledge that they have read the Modification and understand and agree to be bound by the terms and conditions of the existing agreement as modified by this action. This Modification becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services

Authorized Representative

Name: _____
 Title: _____
 Signature: _____
 Date: _____

Grantee
Entity Name: _____

Authorized Representative

Name: _____
 Title: _____
 Signature: _____
 Date: _____

SUPPLIER DIVERSITY AMENDMENT

The Wisconsin Department of Health Services (DHS) and Grantee agree to the below change to the Agreement. The below Agreement amendment is hereby incorporated by reference into the Agreement and is enforceable as if restated therein in its entirety.

The Agreement is hereby amended by incorporating and adding the following Section:

SUPPLIER DIVERSITY AND REPORTING REQUIREMENTS

Minority-Owned Business Enterprises (MBE) and Disabled Veteran-Owned Businesses (DVB) are certified by the Wisconsin Department of Administration (DOA). This program can be found at:

<https://doa.wi.gov/Pages/DoingBusiness/SupplierDiversity.aspx>

The State of Wisconsin is committed to the promotion of MBEs and DVBs in the State's purchasing program. The Grantee is strongly urged to use due diligence to further this policy by awarding Subcontracts or Subgrants to MBEs and DVBs or by using such enterprises to provide goods and services incidental to this Agreement.

The Grantee shall furnish appropriate monthly information about its efforts to subcontract/subgrant with MBEs and DVBs, including the identities of such businesses certified by the Wisconsin Supplier Diversity Program, their contract amount, and spend for each period to DHS. A listing of certified MBEs and DVBs, as well as the services and goods they provide, is available at: <https://wisdp.wi.gov/Search.aspx>

After completion of this Agreement, the Grantee shall report to DHS any amount of this Agreement that was subcontracted/subgranted to DOA certified MBEs and DVBs.

DHS shall have the right to request any information regarding the use of subcontractors/subgrantees including, but not limited to, MBEs and DVBs. The Grantee shall provide any such information as requested by DHS and within a time period that is specified by DHS.

The Grantee shall submit monthly reports of efforts to subcontract/subgrant with MBEs, DVBs, and other diverse entities/suppliers to DHS. A link to the Supplier Diversity PowerForm for submitting these reports can be found on the DHS Compliance Documentation page found here: <https://www.dhs.wisconsin.gov/business/compliance.htm>

For the duration of this Agreement, the Grantee shall provide monthly reporting of efforts to subcontract/subgrant with MBEs, DVBs, and other diverse entities/suppliers no later than the 15th of the following month.

For questions about reporting, please contact DHS Contract Compliance at DHSContractCompliance@dhs.wisconsin.gov

CARS PAYMENT INFORMATION***DHS CARS STAFF INTERNAL USE ONLY*****CARS PAYMENT INFORMATION**

The information below is used by the DHS Bureau of Fiscal Services, CARS Unit, to facilitate the processing and recording of payments made under this Agreement.

Agency #:	Agency Name:	Agency Type:	CARS Contract Start Date	CARS Contract End Date	Program Total Contract:
472779	DEPERE DPH	260	10/1/2020	10/31/2022	\$539,700

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155806	ENHANCIN G DETECTIO N-COVID		\$163,900	\$375,800	\$539,700	N/A
					\$539,700	

CARS FEDERAL AWARD INFORMATION

DHS Profile Number	155806
FAIN	NU50CK000534
Federal Award Date	5/18/2020
Sub-award period of Performance Start Date	10/1/2020
Sub-award period of Performance End Date	10/31/2022
Amount of Federal Funds obligated (committed) by this action	\$375,800
Total Amount of Federal Funds obligated (committed)	\$539,700
Federal Award Project Description	Wisconsin's Application for the 2019 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) Cooperative Agreement
Federal Awarding Agency Name (Department)	Department of Health and Human Services
DHS Awarding Official Name	Julie A. Willems Van Dijk
DHS Awarding Official Contact Information	- - -9964
CFDA Number	93.323
CFDA Name	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)
Total made available under each Federal award at the time of disbursement	\$137,077,934
R&D?	No

Indirect Cost Rate	0.065
---------------------------	-------

Certificate Of Completion

Envelope Id: EFAB585DBAB643AD834C35D91F7C8D45

Subject: **RUSH** 155806 - DEPERE DPH - 2021 DPH Consolidated Contract - 47645-1

Source Envelope:

Document Pages: 11

Certificate Pages: 5

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:

Jessie Rivera

1 West Wilson St.

Madison, WI 53703

jesenia.rivera@dhs.wisconsin.gov

IP Address: 165.189.255.23

Record Tracking

Status: Original

4/12/2021 10:43:04 AM

Security Appliance Status: Connected

Storage Appliance Status: Connected

Holder: Jessie Rivera

jesenia.rivera@dhs.wisconsin.gov

Pool: StateLocal

Pool: DHS

Location: DocuSign

Location: DocuSign

Signer Events

Cody Wagner

CodyW.Wagner@dhs.wisconsin.gov

Office of Legal Counsel

Wisconsin Department of Health Services

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:

Cody Wagner

31F480248CEC464...

Signature Adoption: Uploaded Signature Image

Using IP Address: 165.189.255.23

Timestamp

Sent: 4/12/2021 10:49:42 AM

Viewed: 4/13/2021 2:05:48 PM

Signed: 4/13/2021 2:10:16 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Debbie Armbruster

darmbruster@mail.de-pere.org

Health Director/Officer

Security Level: Email, Account Authentication
(None)

Sent: 4/13/2021 2:10:19 PM

Viewed: 4/13/2021 2:11:01 PM

Electronic Record and Signature Disclosure:

Accepted: 4/13/2021 2:11:01 PM

ID: a18a7eef-f588-4726-9a9d-9b52f4117fd4

Chuck Warzecha

Charles.Warzecha@dhs.wisconsin.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Accepted: 4/13/2021 1:24:47 PM

ID: 7c7aaf46-8051-459e-909b-35844a28a658

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events**Status****Timestamp**

CARS Contracts

DHSCARSContracts@dhs.wisconsin.gov

Wisconsin Department of Health Services

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**
Not Offered via DocuSign**COPIED**

Sent: 4/12/2021 10:49:41 AM

Yvette A Smith

Yvette.Smith@dhs.wisconsin.gov

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**
Not Offered via DocuSign**COPIED**

Sent: 4/12/2021 10:49:42 AM

DPH Contracts

DHSDPHContracts@dhs.wisconsin.gov

DPH Contracts Shared Account

Wisconsin Department of Health Services

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**
Not Offered via DocuSign**COPIED**

Sent: 4/12/2021 10:49:42 AM

Kelly Burke

kburke@mail.de-pere.org

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**
Not Offered via DocuSign**COPIED**

Sent: 4/13/2021 2:10:19 PM

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

4/12/2021 10:49:42 AM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Wisconsin Department of Health Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Health Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: DHSCentral@dhs.wisconsin.gov

To advise Wisconsin Department of Health Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at DHSCentral@dhs.wisconsin.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Wisconsin Department of Health Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to DHSCentral@dhs.wisconsin.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Health Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to DHSContractCentral@dhs.wisconsin.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Wisconsin Department of Health Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Wisconsin Department of Health Services during the course of your relationship with Wisconsin Department of Health Services.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 11, 2021

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and Possible Action on Proposed Purchase/Sale Terms With Scannell Development Company III, Inc. for Lands Generally Located at the Southern End of American Blvd and Located Within TID No. 12.*

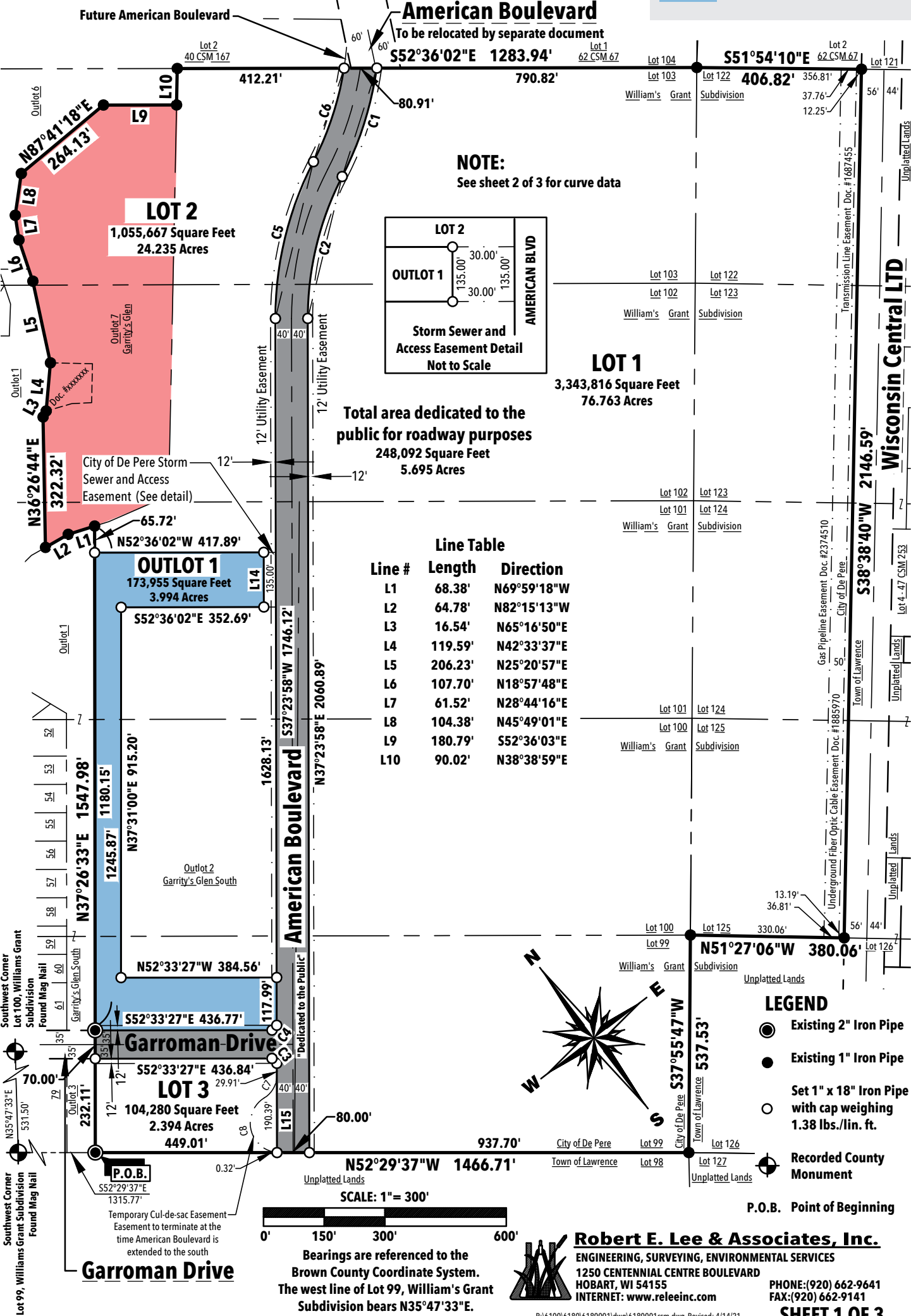
ATTACHMENTS:

- Scannell Land Sale-Transfer Map (PDF)
- FP Memo - Scannell Land Sale 05112021 (PDF)

CERTIFIED SURVEY MAP

- Transfer From City to Developer
- Transfer From Developer to City
- Dedicate to City for SW

PART OF OUTLOT 1 AND ALL OF OUTLOT 7, GARRITY'S GLEN, VOLUME 22 OF PLATS, PAGE 241, DOCUMENT NUMBER 2193288, ALL OF OUTLOT 2, GARRITY'S GLEN SOUTH, VOLUME 24 OF PLATS, PAGES 112-113, DOCUMENT NUMBER 2864437, BEING PART OF LOTS 99, 100 AND 101 OF WILLIAM'S GRANT SUBDIVISION AND PART OF LOTS 99, 100, 101, 102, 103, 122, 123, 124 AND 125 OF WILLIAM'S GRANT SUBDIVISION, CITY OF DE PERE, BROWN COUNTY, WISCONSIN



CITY OF DE PERE MEMO



To: Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: May 11, 2021

RE: **Consideration and possible action on proposed Purchase/Sale Agreement with Scannell Development Company III, Inc. for lands generally located at the southern end of American Blvd and located within TID No. 12.***

Request Summary

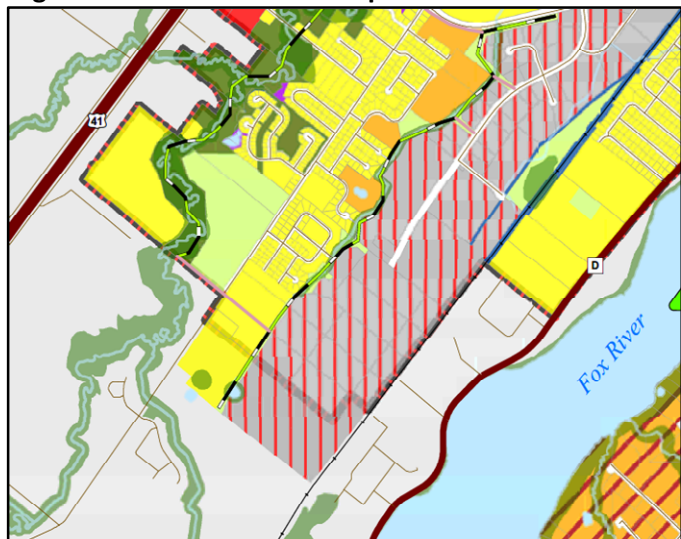
Scannell Properties (Scannell Development Company III) is currently under contract to purchase approximately 105-acres of undeveloped farmland, adjacent to the West and Southbridge Business Parks from Garrity Family Real Estate LLC And R & M Garrity Farm LLC. See Figure 1: Site Location Map.

Last November and December the Plan Commission and Common Council approved a request from Scannell Properties to rezone the subject area from R-1 Single Family Residential to Industrial Business Two (I-B-2). The rezoning matched the adjacent business park zoning and matched the zoning with the proposed land uses listed in the City of De Pere Comprehensive Plan. See Figure 2: Future Land Use Map

Figure 1: Site Location Map



Figure 2: Future Land Use Map



American Blvd Extension Impact

The City planned to acquire the 105-acres to continue development and extend American Blvd further south and connect to the Town of Lawrence. See Figure 3: Planned American Blvd Extension.

During the preliminary planning and zoning discussion, Scannell Properties expressed their desire to develop the area without the road but would provide the necessary utility easements for the GBMSD to connect to the Town of Lawrence and to the City to loop existing water utilities. See Figure 4 for an example of a Scannell Development project. The City stated it is vital for our street circulation and utility network to extend American Blvd and connect to Garroman Drive. Therefore, the road acquisition and development is not reviewed the same as a subdivision request where a residential developer dedicates the roadway and pays for the improvements to their benefit to sell more lots.

To accommodate the road extension, staff proposes the City exchange City-owned business park land with the necessary road right-of-way. The City owns a 7.424-acre parcel that would be landlocked by the development (Parcel ID- WD-175). The City would exchange the parcel in addition to a small, 0.255-acre, portion of Parcel ID: WD-1753. The City needs 5.695-acres for extension of American Blvd and Garroman Drive. The land exchange would result in the City selling 1.984-acres at a purchase price of \$69,440 (\$35,000/acre). The developer also needs to dedicate 3.994 acres of land to the City for regional stormwater detention. The City is currently working with Scannell Properties to develop a CSM and agreement that meets the proposed terms of the exchange. See Figure 5: Propsoed Property Transfer Map on the next page. The City anticipates to construction the construction of American Blvd by the end of 2022.

Figure 3: Planned American Blvd Extension

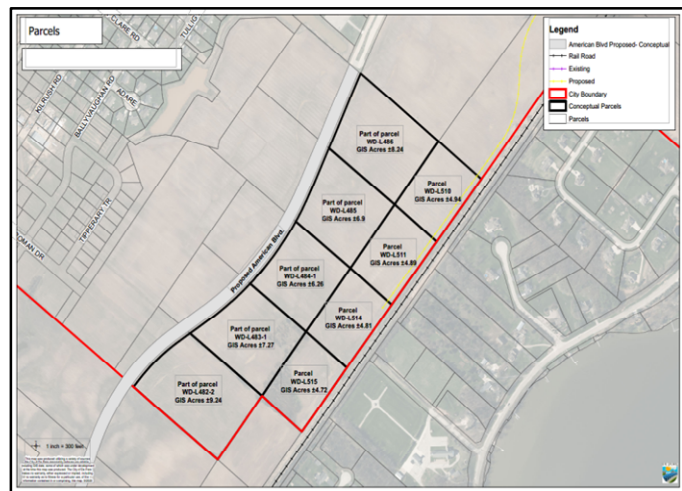
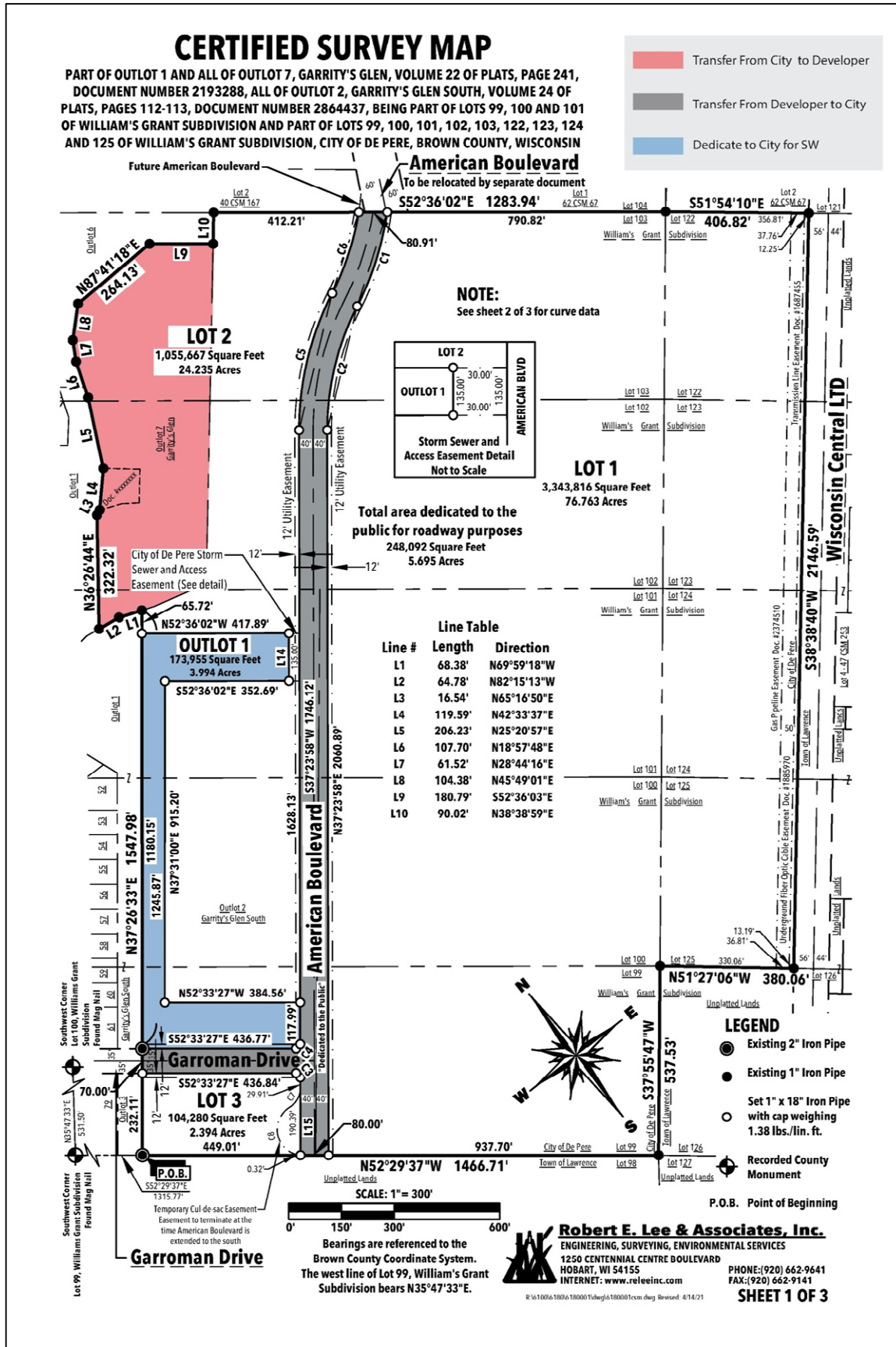


Figure 4: Example Scannell Development



Figure 5: Proposed Property Transfer Map



Proposed Developer Terms:General Information

Staff outlines the proposed terms for a proposed sale agreement:

Parcel IDs:	WD-2021 (Owner: R & M GARRITY FARM LLC) WD-L482-2 (Owner: GARRITY FAMILY REAL ESTATE LLC) WD-L483-1 (Owner: GARRITY FAMILY REAL ESTATE LLC) WD-L484-1 (Owner: GARRITY FAMILY REAL ESTATE LLC) WD-L485 (Owner: GARRITY FAMILY REAL ESTATE LLC) WD-L486 (Owner: GARRITY FAMILY REAL ESTATE LLC) WD-L510 (Owner: GARRITY FAMILY REAL ESTATE LLC) WD-L511 (Owner: GARRITY FAMILY REAL ESTATE LLC) WD-L514 (Owner: GARRITY FAMILY REAL ESTATE LLC) WD-L515 (Owner: GARRITY FAMILY REAL ESTATE LLC) WD-1759 (Owner: De Pere City of) 0.255-Acre portion of WD-1753 (Owner: De Pere City of)
Current Acres:	113.08 acres <i>7.679 acres City-Owned (undeveloped and stormwater)</i> <i>105.656 acres privately owned</i>
Proposed Acres	113.08 acres <i>5.695 outlot acres for future road right-of-way</i> <i>3.994 outlot acres for future stormwater</i> <i>103.391 acres privately owned</i>
Purpose Use:	Business Park

Developer Obligations:

1. Exchange land per the exhibit map that results in a purchase of 1.984-acres of business park land at a purchase price of \$69,440.

City Obligations:

1. Exchange land per the exhibit map that results in a sale of 1.984-acres of business park land at a purchase price of \$69,440.

If the Finance and Personnel Committee recommends approval of the proposed terms, the City will draft a Sale Agreement to be reviewed by the Common Council at a future meeting.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 11, 2021

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and possible action on proposed development agreement terms with Office Harmony LLC for a proposed redevelopment of 805 George Street located in Tax Increment District No. 7. *

ATTACHMENTS:

- 1495_001 (PDF)
- 805 George F&P Memo 05112021 (PDF)
- 805 George Street Exhibits (PDF)

Daniel Lindstrom-Director of Development Services
 City of De Pere
 335 S. Broadway | De Pere, WI 54115

LETTER OF INTENT (LOI) FOR OFFICE HARMONY LLC: 805 GEORGE ST. REDEVELOPMENT

CITY OF DE PERE TID #7

Office Harmony LLC (SKB Management Inc.)

ATTN: Karen Classon, Owner
 1665 Remington Ridge Way
 De Pere, WI 54115

Mailing Address:

SKB Management, Inc.
 801 Heritage Road, Suite A
 De Pere, WI 54115-3292

Business Summary:

SKB Management Inc. has been managing apartments in Northeast Wisconsin for over 30 years. Many of the properties managed by SKB are owned by clients who have been working with SKB for over 25 years.

SKB Management Inc. helped with the formation and is a charter member of the Northeast Wisconsin Apartment Association, founded in 1995. SKB Management Inc. also belongs to the Wisconsin Apartment Association.

SKB Management Inc.'s main focus is to provide the cleanest and best managed rental housing in the marketplace. SKB Management Inc. provides the highest level of services and is generally regarded as the high quality fee management firm in Northeast Wisconsin.

SKB Management Inc. conducts business in accordance with federal, state, and local fair housing laws. It is policy of SKB Management Inc. to provide housing to all persons regardless of race, color, religion, sex, national origin, handicap or familial status. Properties managed by SKB Management Inc.

Formerly Pendretti Yoga, the intended use of this recently vacant property is for a new office building for SKB Management Inc. The owner proposes to raze the existing building at 805 George Street and construct a new Class A Office Building. As a result of this project, the current site will completely reconstructed. Please see attached narrative from Mach IV Engineering for more description of the site plan and building development.

- Letter of Intent is for a 5,491 sq. ft. Class A Office Building
- Zoned as B-1 "Central Business," anticipated land use will be for professional office space.
- SKB Management Inc.'s current office space is in De Pere, WI at 801 Heritage Road. Total of 5 employees will be retained with plans to grow to 10+ employees in the future.
- Anticipated construction value of **\$1,349,626.00**

- Current valuation of 805 George Street is listed as **\$247,800.00**
 - Appraisal was completed by Vogels Buckman Appraisal Group in accordance with Associated Bank.
 - Conceptual Site Plan is attached.
 - Type of TIF Request: Owner has requested we proceed with a "**Cash Grant after C.O.**"
-

Timeline of Development:

- Development Agreement Date: **TBD**
- Desired Construction Start Date: **May 2021**
- Target Certificate of Occupancy Date: **October/November 2021**
- Full Assessed Value Date: **October/November 2021**

Sincerely,

Chad Bonis

Design/Project Manager

KELLER, INC.

Planners | Architects | Builders

N216 State Road 55 Kaukauna, WI 54130

SKB Management, 805 George St. Narrative

SKB Management proposes to raze the existing building at 805 George Street and construct a new office building. The site will be completely reconstructed as a result of this project. The site falls below the threshold for quantitative stormwater controls. The site will reduce stormwater discharge volume by reducing the impervious area from existing to proposed by nearly 10%. The existing site sheet drains directly offsite to adjacent properties and right of way. The proposed site will collect the majority of the runoff from the site and discharge to an existing curb inlet. There will be 2 sumped catchbasins on site to catch grit and improve stormwater quality. A yard drain has been added near the north property line to accept surface runoff from the adjacent lot.

The buffer yard requirements would require 4 trees along the north property line. This is difficult to achieve due to existing utilities and trees on the neighboring property. Two new trees are proposed along the north property line on the Huron Street side, but as we get to the back by the alley there are utility conflicts above and below ground and the area is crowded by the neighbors garage. We can add two more in this area but we do not know how well they would survive there with the structures and the neighbor's mature trees. We propose to add 2 trees in the greenspace along Huron to make up for the missing 2 along the property as shown on the landscape plan.

No outside storage is planned for this site. The signage will be submitted as a separate submittal by the sign company. Any signage shown on the renderings is conceptual only. A two way mountable curb barrier is proposed to separate the proposed parking area from the sidewalk. There will not be a dumpster enclosure on this site. Refuse and recyclables will be stored inside in wheeled residential style bins that will be wheeled out for collection.

CITY OF DE PERE MEMO



To: De Pere Finance and Personnel Committee
 From: Daniel Lindstrom, Development Services Director
 Date: May 11, 2021

RE: **Consideration and possible action on proposed development agreement terms with Office Harmony LLC for a proposed redevelopment of 805 George Street located in Tax Increment District No. 7. ***

PROJECT SUMMARY AND PROPOSED PLAN

Office Harmony LLC ("Developer") presented the City of De Pere ("City") with a Letter of Intent to redevelop 805 George Street from the former Pendretti Yoga Studio to a new office building for SKB Management Inc. Office Harmony LLC acquired the building in September 2020 and had intended to reuse and expand the building to accommodate their needs. After several architects reviewed the building, they determined demolition and redevelopment of the site was the best fit for the proposed office use. The former restaurants (Pizza Hut and Taco John's) and yoga studio renovations made the transition to an office more difficult and reduced the future lifespan of the building. The proposed plan includes a 5,491 sq. ft. Class A Office Building that blends building materials and building styles to transition between the neighborhood and the George Street Commercial Corridor.

PARCEL NUMBERS

ED-1067

EXISTING ZONING

Central Business District (B-1)

SURROUNDING LAND USES

Single-family (R-2) and business (B-1) to the north.
 Business (B-1) and school (R-2 PDD) to the south.
 Business (B-1 and B-3) to the east and west.

COMPREHENSIVE PLAN FUTURE LAND USE

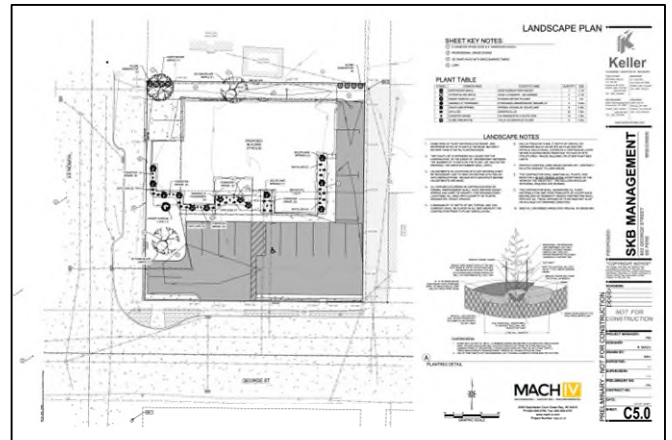
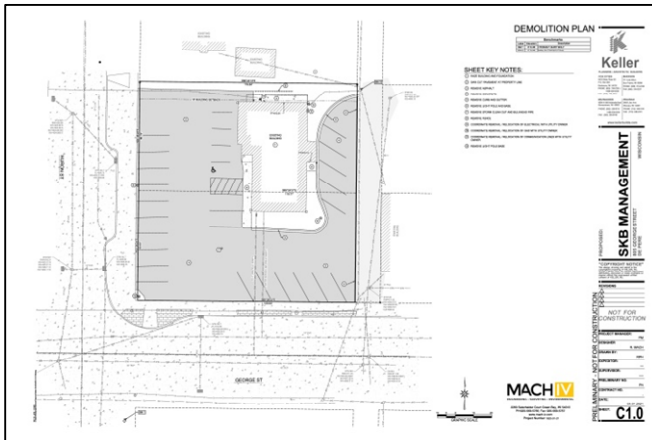
Commercial

DEVELOPMENT TIMELINE

The Developer expressed interest to initiate construction later this spring and receive a Certificate of Occupancy and be fully assessed by January 1, 2022. The Plan Commission reviewed and approved the concept plans during the April 26, 2021 meeting. The redevelopment plans and illustrations are included with this memo. SKB Management Inc. would relocate their offices from 801 Heritage Road to this location and retain 5 employees and potentially expand up to 10 total employees.

Figure 1: Site Map





DEVELOPER TIF REQUEST

The Developer requests a cash grant in the amount of \$150,000 after receiving the Certificate of Occupancy.

DEVELOPMENT ITEMS TO CONSIDER

But For Test

The Developer provided the City with the following justifications for the use of Tax Increment Financing. (1) The project costs have increased with the demolition of the existing building on site. The developer attempted to reuse the site, but was unable to do so; therefore, the project would not progress but for the financial assistance provided by the City of De Pere in the form of TIF incentive. (2) The project costs have increased due to continual price increases in construction material costs. The project would not progress but for the financial assistance provided by the City of De Pere in the form of TIF incentive.

TID No. 7 Remaining Life

The City must close TID No. 7 by October 17, 2033 (final year payable in 2034), and therefore the TID would have 12 years of remaining life by the time the project reaches the first revenue year in 2023.

TIF Incentive and Analysis

TIF Grant: Staff performed a TIF analysis and determined the TID would be able to support a \$90,000 TIF request based on the current mill rate and the City's past actions to support projects that also support the further development of the TID. This assumes the developer guarantees \$1,000,000 in assessed value.

When the analysis includes the cost of borrowing, the \$150,000 incentive request represents nearly \$185,000 in NPV total cost to the TID/City. Therefore, the request represents nearly 125% of the total anticipated increment revenue over the remaining life of the district. The financial incentive represents a public-private partnership where the local municipality forgoes a portion of tax increment revenue payment, in the form of a cash grant or PAYGO incentive in exchange for the TID funding projects that benefit the greater district. Specifically, the TID No. 7 Project Plan included a George Street streetscaping project and façade grants for business. The amount the City can provide in an incentive declines with each year as there are fewer years to repay the City's borrowing.

The total NPV of the incentives compared to the guaranteed value is approximately 11%.

PROPOSED TERMS

General Information

Staff outlines the proposed terms for a proposed sale and development agreement:

Parcel IDs:	ED-1067
Acres:	0.331 Acres
Size:	5,491 sq. ft.
Purpose Use:	Class A Office Building
Anticipated Construction Value:	\$1,349,626
Anticipated Assessed Value:	\$1,000,000
Retain/Relocated Jobs:	5
New Jobs:	5

Developer Obligations:

1. Construction of a 5,491 sq. ft. Class A Office Building
2. Said facility shall maintain a minimum assessed value of \$1,000,000 throughout the life of the TID; however, the total value on annual taxes received shall be no less than \$13,341 a year throughout the life of the district ($(\$1,000,000 - \$247,800) \times \$0.017736$). The agreement shall include a PILOT agreement to ensure a minimum project value.
3. Construction shall commence by July 1, 2021, and be fully assessed by January 1, 2022.

City Obligations:

TIF Cash Grant*: \$90,000 in the form of a cash grant after receiving Certificate of Occupancy and completing all approved site plan improvements.

If the Finance and Personnel Committee recommends approval of the proposed terms, the City will draft a Sale Agreement to be reviewed by the Common Council at a future meeting.

DEMOLITION PLAN

Benchmarks		
Label	Elevation	Description
BM 1	613.06	HYDRANT BURY BOLT
BM 2	613.68	NAIL IN POWER POLE



Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620

Kaukauna, WI 54130
PHONE (800) 766-5735 /
1-800-236-2534
FAX (820) 766-5004

MILWAUKEE

W204 N1509 Goldendale Road
Germantown, WI 53022
PHONE (262) 250-8710
1-800-236-2534
FAX (262) 250-8748

MADISON
711 Lolo Drive
Sun Prairie, WI 53590

PHONE (608) 318-2336
FAX (608) 318-2337

WAUSAU

5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

SKB MANAGEMENT

WISCONSIN

805 GEORGE STREET
DE PERE

PROPOSED:

"COPYRIGHT NOTICE"

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

NOT FOR CONSTRUCTION

PROJECT MANAGER:

PM

DESIGNER

R. MACH

DRAWN BY:

RPH

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:

PN

CONTRACT NO.

-

DATE:

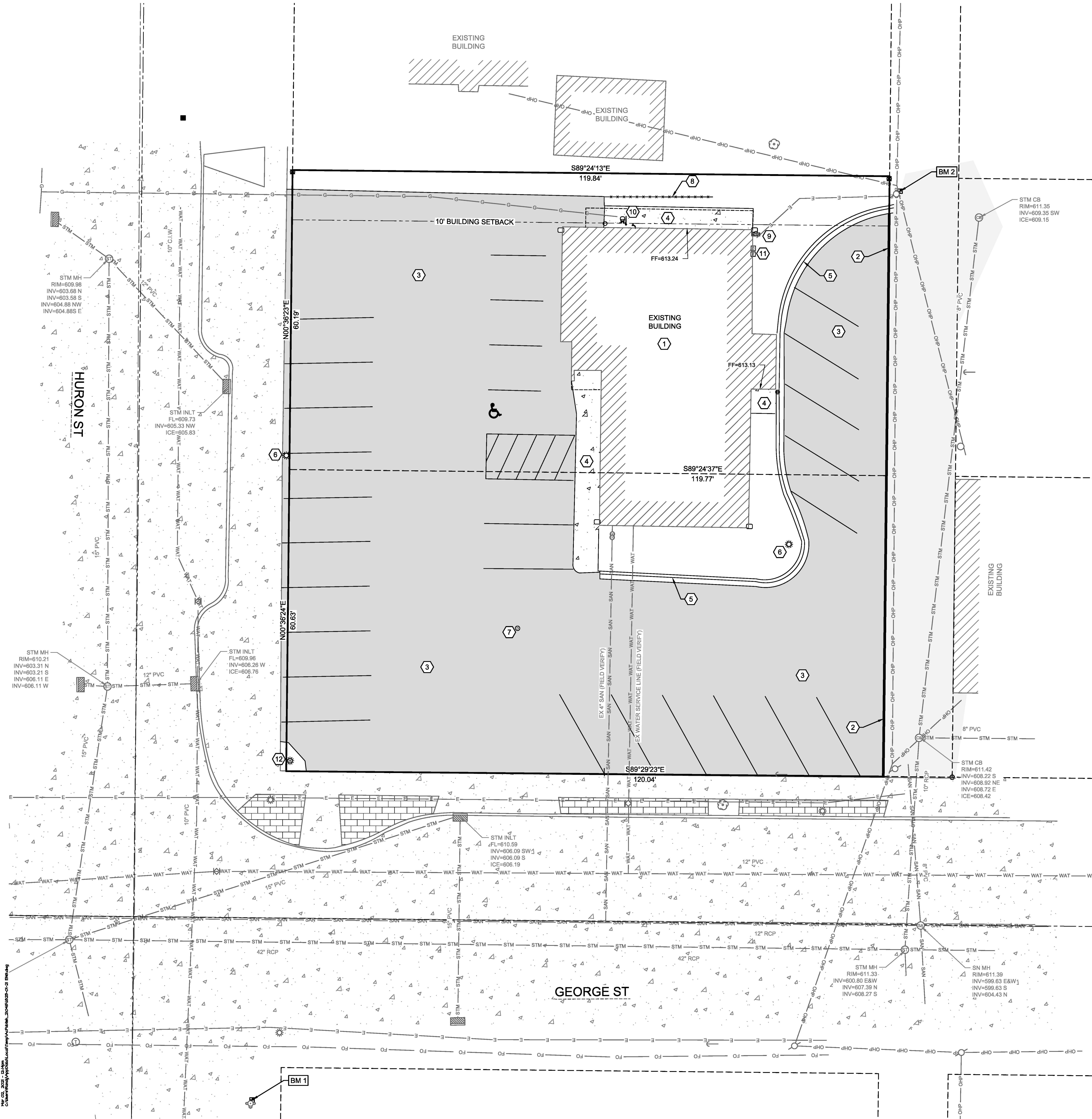
03-01-2021

SHEET:

C1.0

SHEET KEY NOTES:

- 1 RAZE BUILDING AND FOUNDATION
- 2 SAW CUT PAVEMENT AT PROPERTY LINE
- 3 REMOVE ASPHALT
- 4 REMOVE CONCRETE
- 5 REMOVE CURB AND GUTTER
- 6 REMOVE LIGHT POLE AND BASE
- 7 REMOVE STORM CLEAN OUT AND BULKHEAD PIPE
- 8 REMOVE FENCE
- 9 COORDINATE REMOVAL / RELOCATION OF ELECTRICAL WITH UTILITY OWNER
- 10 COORDINATE REMOVAL / RELOCATION OF GAS WITH UTILITY OWNER
- 11 COORDINATE REMOVAL / RELOCATION OF COMMUNICATION LINES WITH UTILITY OWNER
- 12 REMOVE LIGHT POLE BASE



MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL

2260 Salscheider Court Green Bay, WI 54313
PH: 920-569-5765; Fax: 920-569-5767
www.mach-iv.com
Project Number: 1823-01-21

LANDSCAPE PLAN



Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (800) 766-5735 /
1-800-236-2534
FAX (820) 766-5004

MADISON
7111 Lolo Drive
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE
W204 N1500 Goldendale Road
Germanstown, WI 53022
PHONE (262) 250-8710
1-800-236-2534
FAX (262) 250-8748

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

SHEET KEY NOTES:

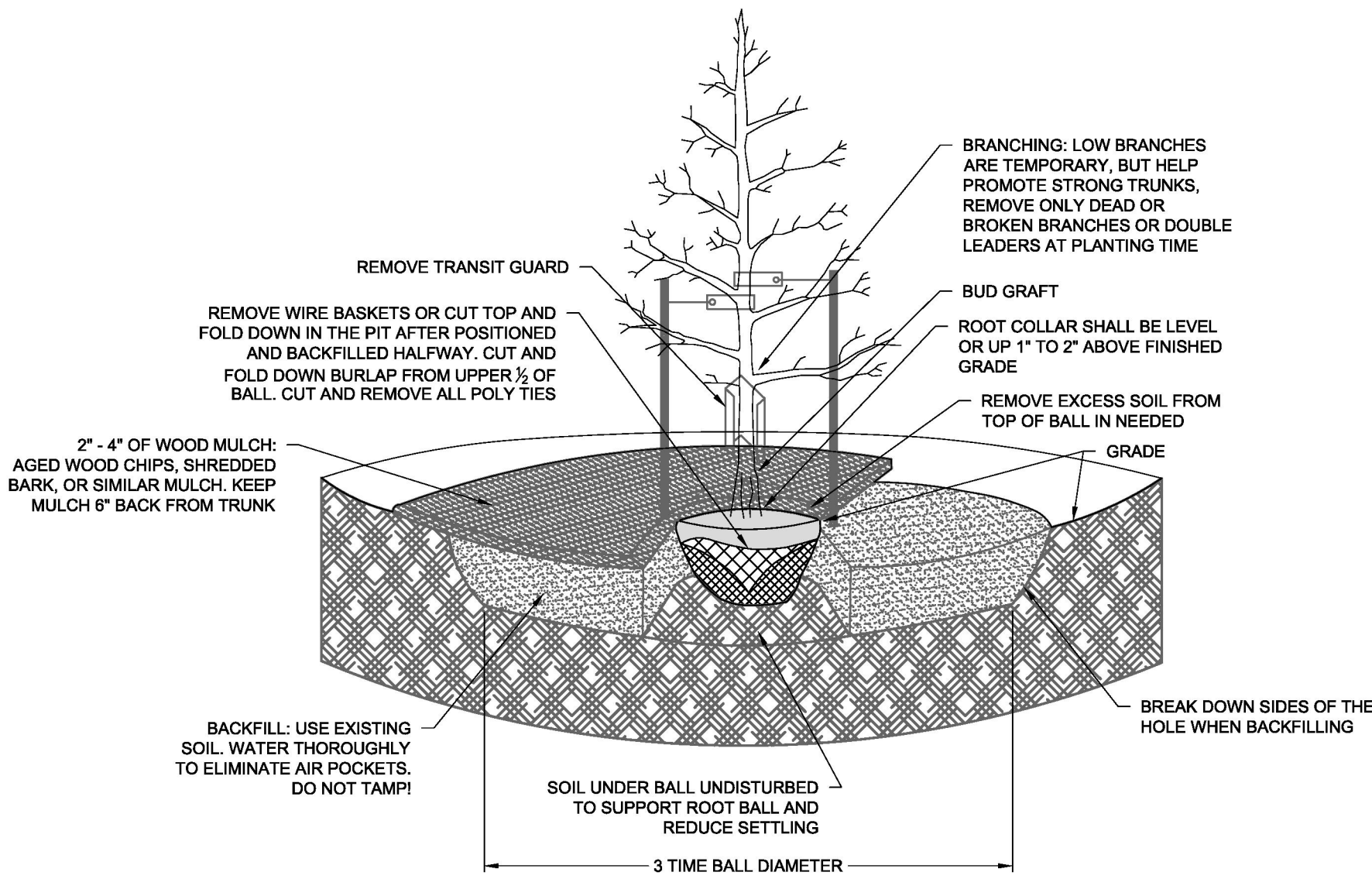
- ① 6" DIAMETER SPADE EDGE & 3" HARDWOOD MULCH
- ② PROFESSIONAL GRADE EDGING
- ③ 1½" RIVER ROCK WITH WEED BARRIER FABRIC
- ④ LAWN

PLANT TABLE

SYMBOL	COMMON NAME	SCIENTIFIC NAME	QUANTITY	SIZE
	NORTHWOOD MAPLE	ACER RUBRUM 'NORTHWOOD'	1	2 1/2"
	AUTUMN BLAZE MAPLE	ACER X FREEMANI 'JEFFERSRED'	2	2 1/2"
	DWARF KOREAN LILAC	SYRINGA MEYERI 'PALABIN'	1	3-4"
	ANNABELLE HYDRANGEA	HYDRANGEA ARBORESCENS 'ANNABELLE'	5	3 GAL.
	GOLDFLAME SPIRAEA	SPIRAEA X BUMALDA 'GOLDFLAME'	8	3 GAL.
	DAYLILIES	HEMEROCALLIS	20	1 GAL.
	FOERSTER GRASS	CALAMAGROSTIS X ACUTIFLORA	15	1 GAL.
	GLOBE ARBORVITAE	THUJA OCCIDENTALIS 'GLOBE'	8	3 GAL.

LANDSCAPE NOTES

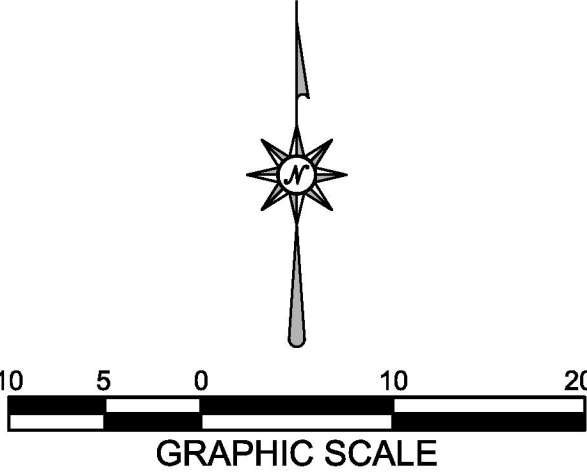
- DIAMETERS OF PLANT MATERIALS AS DRAWN ARE REPRESENTATIVE OF PLANTS AT OR NEAR MATURITY RATHER THAN AT INITIAL PLANTING SIZES.
- THE PLANT LIST IS INTENDED AS A GUIDE FOR THE CONTRACTOR. IN THE EVENT OF DISCREPANCY BETWEEN THE NUMBER OF PLANTS ON THE PLANT LIST AND ON THE DRAWING, THE GREATER NUMBER SHALL APPLY.
- ADJUSTMENTS IN LOCATIONS OF PLANT MATERIALS MAY BE NECESSARY DUE TO NEW OR EXISTING UTILITIES OR SITE OBSTRUCTIONS. REVIEW WITH ARCHITECT BEFORE ADJUSTMENTS ARE MADE.
- ALL SHRUBS OCCURRING IN CONTINUOUS ROW OR FORMAL ARRANGEMENT SHALL HAVE UNIFORM HEIGHT, SPREAD AND HABIT OF GROWTH. FOR GROUND COVER LOCATIONS, FILL AREA WITH QUANTITY OF PLANTS DESIGNATED; EVENLY SPACED.
- A MINIMUM OF 12" DEPTH OF 50% TOPSOIL AND 50% COMPOST SHALL BE PLACED IN ALL BED AREAS BY THE CONTRACTOR PRIOR TO PLANT INSTALLATION.
- MULCH TREES WITH MIN. 3" DEPTH OF GRAVEL OR HARDWOOD MULCH AS NOTED ON PLAN AND PER DETAILS. MULCH SHALL EXTEND IN A CONTINUOUS LAYER WITHIN PLANTING BEDS FROM FACE TO FACE OF SITE STRUCTURES - WALKS, BUILDING, OR OTHER PLANT BED LIMITS.
- PROTECT EXISTING LAWN AREAS; REPAIR ANY CONTRACT RELATED DAMAGE TO LAWN AREAS.
- THE CONTRACTOR SHALL MAINTAIN ALL PLANTS AND BEDS FOR A 60 DAY PERIOD AFTER ACCEPTANCE OF THE WORK BY THE ARCHITECT. THIS INCLUDES REGULAR WATERING, WEEDING AND MOWING.
- THE CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIALS FOR ONE-YEAR FROM DATE OF ACCEPTANCE. BEFORE END OF WARRANTY PERIOD CONTRACTOR SHALL REPLACE ALL TREES, SHRUBS OR PLANTINGS NOT ALIVE OR IN A HEALTHY GROWING CONDITION.
- SEED ALL DISTURBED AREAS WITH Wdot No. 40 GRASS MIX.



PLANTING NOTES:

- STAKE ONLY IF HAVE TO. USE 2" - 3" WEBBING STRAPS AND SECURE TO STAKES WITH HEAVY GAUGE WIRE. THE WIRE SHOULD BE ABLE TO STICK STRAIGHT OUT FROM THE STAKE AND HOLD THE WEBBING STRAP UP, PREVENTING IT FROM SLIDING DOWN THE TREE. DO NOT STAKE TIGHTLY. TREES GAIN STRENGTH FROM MOVEMENT. REMOVE ALL STAKES AFTER ONE YEAR.
- USE OF TREE WRAP IS NOT RECOMMENDED, AS IT CAUSES A NUMBER OF PROBLEMS FOR THE TREE

A PLANTING DETAIL



MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL

2260 Salscheider Court Green Bay, WI 54313
PH: 920-569-5765; Fax: 920-569-5767
www.mach-iv.com
Project Number: 1823-01-21

PROPOSED:

"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

NOT FOR CONSTRUCTION

PROJECT MANAGER:

PM

DESIGNER

R. MACH

DRAWN BY:

RPH

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:

PN

CONTRACT NO.

-

DATE:

03-01-2021

SHEET:

C5.0

PRELIMINARY - NOT FOR CONSTRUCTION

SKB MANAGEMENT

805 GEORGE STREET
DE PERE
WISCONSIN



SKB MANAGEMENT

DE PERE,

WISCONSIN



CONCEPT ONLY



SKB MANAGEMENT

DE PERE,

WISCONSIN



CONCEPT ONLY

Packet Pg. 62



SKB MANAGEMENT

DE PERE,

WISCONSIN



CONCEPT ONLY



SKB MANAGEMENT

DE PERE,

WISCONSIN



CONCEPT ONLY





City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 11, 2021

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Consideration and Possible Action Regarding Change of Cyber Liability Insurance Carrier for the 2021-2022 Renewal Year.*

ATTACHMENTS:

- Cyber insurance carrier change memo (PDF)
- cyber insurance carrier change_attachments (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor James G. Boyd
Members of the Finance-Personnel Committee

From: Carey Danen, City Clerk

Date: May 11, 2021 (meeting date)

RE: **change in carrier for cyber liability insurance for the 2021-2022 renewal period**

Each year the City's benefits consultant, M3 Insurance, evaluates the City's insurance policies to obtain the best renewal prices. This year, M3 has found a cyber liability insurance policy at a far lower premium than what we paid last year.

The renewal quote from our current carrier, ACE/Chubb Insurance, increased 54% and also reduced liability limits. HDI Global Insurance offered a quote which maintains our liability limits while providing a lower deductible and a much lower premium:

<u>ACE/Chubb 2020-2021 Premium</u>	<u>ACE/Chubb 2021-2022 Quote</u>	<u>HDI Global 2021-2022 Quote</u>
\$25,979	\$39,974	\$4,058

It is important to note that M3 does not anticipate these savings to extend beyond this year. The following information was provided by Marty Malloy, our account executive at M3: "The cyber insurance market for public entities is in a state of flux. Government entities have been a primary target for cyber thieves and activists. There were a record number of cyber incidents for government entities in 2020; these incidents were not limited to attempts to steal records or defraud, as many were politically motivated. Due to the market turmoil and increasing cyber incidents against public entities, we do expect price increases next year".

M3's 2021-2022 Premium Summary Proposal and the coverage details for both quotes are attached. I respectfully request your approval of this change in carrier for the City's cyber liability insurance carrier. Please let me know if you have any questions in advance of the meeting.

Premium Summary

COVERAGE	EXPIRING PREMIUM	RENEWAL PREMIUM	RECOMMENDED PREMIUM
Property	\$ 47,210	\$ 52,424	\$ 52,424
Equipment Breakdown	\$ 4,771	\$ 4,979	\$ 4,979
Inland Marine	\$ 8,177	\$ 8,777	\$ 8,777
General Liability	\$ 48,806	\$ 60,326	\$ 60,326
Police Professional Liability	\$ 19,308	\$ 23,809	\$ 23,809
Automobile	\$ 95,349	\$ 104,699	\$ 104,699
Umbrella	\$ 22,050	\$ 23,214	\$ 23,214
Public Officials Liability	\$ 16,402	\$ 20,200	\$ 20,200
Crime	\$ 840	\$ 875	\$ 875
Railroad Protective (EMC)	\$ 554	\$ 554	\$ 554
Excess Railroad Protective (EMC)	\$ 2,020	\$ 2,120	\$ 2,120
Railroad Protective (Hudson)	\$ 750	\$ 750	\$ 750
Cyber Liability	\$ 25,979	\$ 39,974	\$ 4,058
Consulting Fee	\$ 34,000	\$ 34,000	\$ 34,000
Premium:	\$ 338,696	\$ 376,701	\$ 340,785
Workers Compensation	\$ 265,268	\$ 235,840	\$ 235,840
Total Annual Premium:	\$ 603,964	\$ 612,541	\$ 576,625
Dividend	10% Flat	10% Flat	10% Flat

EXPERIENCE MODIFICATION FACTOR	
2020 - 2021 0.91	2021 - 2022 0.78

Exposure Changes:

Property – Values increased 1%

Equipment – Values increased 4%

Workers Compensation – Payrolls increased 2%

Options

CYBER LIABILITY – HDI	ANNUAL PREMIUM
\$1,000,000 Limit / \$5,000 Deductible	\$ 3,299

CYBER LIABILITY – CRUM & FORSTER	INDICATED PREMIUM
\$2,000,000 Limit / \$25,000 Deductible w/Advanced Risk Controls	\$ 18,000
\$2,000,000 Limit / \$25,000 Deductible w/o Advanced Risk Controls	\$ 21,300

The above are indications only and include fees and surplus lines taxes. Final premiums will be released if coverage is requested to be bound.

Cyber Liability

Insurer: ACE American Insurance Company
Effective Dates: 6/1/2021 to 6/1/2022
Policy Number: G24579244007

Network Security and Privacy Coverage: Claims Made Coverage Form

First Party Insuring Agreements:

COVERAGES	LIMIT	RETENTION	RETRO DATE
Policy Aggregate	\$ 1,000,000	\$ 25,000	6/1/2012
Cyber Incident Response Team	\$ 500,000	\$ 25,000	6/1/2012
Non-Panel Response Provider	\$ 125,000	\$ 25,000	6/1/2012
Network Extortion	\$ 1,000,000	\$ 25,000	6/1/2012

Third Party Insuring Agreements:

COVERAGES	LIMIT	RETENTION	RETRO DATE
Policy Aggregate	\$ 1,000,000	\$ 25,000	6/1/2012
Cyber, Privacy & Network Security	\$ 1,000,000	\$ 25,000	6/1/2012
Payment Card Loss	\$ 100,000	\$ 25,000	6/1/2012
Regulatory Proceedings	\$ 500,000	\$ 25,000	6/1/2012
Electronic, Social and Printed Media	\$ 1,000,000	\$ 25,000	6/1/2012

Options:

First option – additional premium of \$4,598

Increase Cyber Incident Response Team to \$1,000,000
 Increase Non-Panel Response Provide to \$500,000
 Added Business Interruption and Contingent Business Interruption Coverage
 Added Digital Data Recovery coverage
 Increased Regulatory Proceedings limit from \$500,000 to \$1,000,000

Second option – Additional Premium of \$14,756

All of the above, except the limits increase to \$2,000,000 with a \$25,000 deductible

Cyber Liability – RECOMMENDED

Insurer: HDI Global Insurance Company (NEW)

Effective Dates: 6/1/2021 to 6/1/2022

Policy Number: TBD

Network Security and Privacy Coverage: Claims Made Coverage & Reported Form

COVERAGES	LIMIT	RETENTION
Policy Aggregate	\$ 2,000,000	\$ 5,000
Network Security & Privacy Liability	Full Limit	\$ 5,000
Multimedia Liability	Full Limit	\$ 5,000
Incident Response Expense	Full Limit	\$ 5,000
Business Interruption Loss & Extra Expense	Full Limit	8 Hour Waiting
Data Restoration Expense	Full Limit	\$ 5,000
Cyber Theft and Social Engineer Loss With Delete Crime Controls Enhancement	Full Limit	\$ 5,000
Cyber Extortion & Ransomware Expense	Full Limit	\$ 5,000
Bricked Device Restoration Expense	Full Limit	\$ 5,000
Business Reputation Loss	Full Limit	\$ 5,000
Contingent Bodily Injury	Full Limit	\$ 5,000
Contingent Business Interruption	Full Limit	\$ 5,000
Contingent Property Damage	Full Limit	\$ 5,000
Laptop & Devices Replacement	\$ 50,000	\$ 500

Endorsements Include But Not Limited To:

Bricked Device Endorsement
 Business reputation Loss Endorsement
 Contingent Business Interruption Endorsement
 Contingent Property Damage Endorsement
 Delete Crime Controls Endorsement
 Laptop Replacement Endorsement
 Reliance on "Other Carrier's" Application Endorsement



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 11, 2021

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consideration and Possible Action to Amend 106-6 De Pere Municipal Code Regarding Cancellation of Special Event Permits (Request of Ald. Hansen)*

With the City's Public Health Emergency Order terminating effective May 10, 2021, the city's special event permit ordinance provision allowing the cancellation of special event permits in emergency circumstances will also expire. This provision was added to Chapter 106-6(a) when we discovered that, much to our surprise, the ordinance in place did not have any provision concerning cancellation of permits. In researching ordinances in other cities at that time, a cancellation provision is standard in most other ordinances. Given the need for city staff to be able to react to changes in circumstances arising after permits are issued, the law department recommends approval of this ordinance amendment.

ATTACHMENTS:

- Ord21-XX Special Event Cancel (DOCX)

ORDINANCE #21-XX Special Event Cancellation

AMENDING § 106-6(a) DE PERE MUNICIPAL CODE REGARDING
CANCELLATION OF SPECIAL EVENT PERMITS

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN AS FOLLOWS:

SECTION 1. Section 106-6(a), *Licenses required under this chapter.*, is hereby amended by creating the following subparagraph (10):

(10) *Event cancellation.* The City Administrator or Fire Department Battalion Chief may cancel a special event, regardless of whether a permit has been issued or not, with or without prior notice, due to any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition which places facilities, grounds, or other natural resources at risk of damage or destruction if the event were allowed to take place. All fees paid prior to cancellation will be refunded to the permit applicant.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall take effect on and after its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this _____ day of _____, 2021.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Committee Review: _____

Publication Date: _____



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 11, 2021

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration and Possible Action to Utilize a Recruiting Company for the Police Chief Recruitment*

ATTACHMENTS:

- Utilizing a Recruitment Company for Police Chief Recruitment (PDF)

CITY OF DE PERE

MEMO



To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 Larry Delo, City Administrator
 James Boyd, Mayor
 RE: Consideration and Possible Action to Utilize a Recruiting Company for the Police Chief Recruitment
 Date: May 11, 2021

The City's Police Chief, Derek Beiderwieden, submitted his notice to retire from the City in December. The Chief has been with the City for the last 19 years and we wish him many happy years in retirement.

The Police and Fire Commission ultimately decide whom to hire as Police Chief and make the appointment. The Police Chief reports directly to the Mayor and takes daily direction from the City Administrator.

We are recommending utilizing an outside recruitment company to assist with the hiring process of the next Police Chief. There are many benefits to utilizing an outside company especially given the current climate of policing. Hiring an outside recruitment company will help us gain an outside perspective on the needs of the specific role. A recruitment company would obtain feedback from community members and various organizations within the City. They will help to establish shared expectations between the police, the community, and elected officials knowing all play a crucial role in enhancing and improving community-police engagement. Hiring a recruitment company allows evaluation of internal candidates and external candidates in a neutral way. A well-qualified recruiter will have the ability to draw the attention of highly qualified national contenders who may not otherwise apply. They will also be able to produce a stronger candidate pool than we can on your own due to the network and reputation of the recruiter.

A recruitment company would typically assist with the following:

1. Organizational Inquiry and Analysis

- Develop Recruitment Plan and Timeline
- Individual Interviews with Key Stakeholders/Community Members
- Development of Position Profile Brochure
- Update Job Description

2. Advertising and Marketing, Communication with Applicants and Prospects

3. Initial Screening and Review

4. Search Committee Briefing to Facilitate Selection of Semifinalists

5. Evaluation of Semifinalist Candidates

- Written Questionnaires
- Interviews
- Media Searches

6. Search Committee Briefing to Facilitate Selection of Finalists

8. Interview Process

- Face-to-Face Interviews
- Stakeholder Engagement
- Deliberations
- Reference Checks

7. Evaluation of Finalist Candidates

- Comprehensive Media Searches
- Comprehensive Background Investigation Reports
- DISC Management Assessments (supplemental service)
- First Year Game Plan or Other Advanced Exercise

9. Negotiations and Hiring Process

- Determine the Terms of an Offer
- Negotiate Terms and Conditions of Employment
- Press Release (if requested)

We are in the process of obtaining quotes and references from recruitment companies. The cost to use a company is around \$30,000. To expedite the process, we are asking for your approval to allow us decide which company to hire after reviewing proposals, checking references, etc. as long as the cost does not exceed \$30,000.

We are suggesting utilizing unassigned reserves to pay for the cost of hiring a recruiting company.

Please contact Shannon at 339-4045 or Larry or the Mayor at 339-4044 if you have questions in advance of the meeting. Thank you.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 11, 2021

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Review and Possible Action on City of De Pere Investments and Cash Detail for March.

ATTACHMENTS:

- March 2021 Cash and Investments (PDF)
- Mar Investment Summary 5_11_21 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: May 5th, 2021
Subject: Cash and Investments Report for March 31st, 2021

I have attached a summary of the City's Cash and Investments for your information and review as of March 31st, 2021. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2020 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments decreased \$10,227 for the year through March 2021. For your information, our budgeted annual amount for general fund investment income for 2021 is \$525,000. The LGIP investment account decreased by \$1,250,000 in **March** of 2021 due to payments of accounts payable and payroll of \$2,000,000 offset by state lottery credit deposits of \$750,000. The LGIP investment account will decrease by \$5,150,000 in **April** of 2021 due to payments for accounts payable and payroll of \$5,500,000 offset by state transportation aid deposits of \$350,000. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

March 31, 2021

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 1,751,077.31
HEALTH CHECKING	\$ 2,266,097.52
DENTAL CHECKING	\$ 55,511.60
SUBTOTAL	\$ 4,072,686.43
RESTRICTED	BALANCE
WATER BOND MM	\$ 212,798.27
SUBTOTAL	\$ 212,798.27
TOTAL CASH	\$ 4,285,484.70

INVESTMENTS

	JAN 1 BALANCE	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	7,773,984.43	\$ 13,684,325.96	\$ 2,831.10	0.07%
ASSOCIATED BANK TRUST	5,097,906.46	\$ 5,091,028.45	\$ (6,878.01)	-0.54%
CHARLES SCHWAB INVESTMENTS	6,378,695.05	\$ 6,372,504.48	\$ (6,190.57)	-0.39%
MONEY MARKET	27,437.36	\$ 27,447.52	\$ 10.16	0.15%
TOTAL INVESTMENTS	11,504,038.87	\$ 25,175,306.41	\$ (10,227.32)	
TOTAL CASH AND INVESTMENTS		\$ 29,460,791.11		

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
MARCH 31, 2021

	31-Jan-2021	28-Feb-2021	31-Mar-2021	30-Apr-2021	31-May-2021	30-Jun-2021
CHECKING ACCOUNTS						
CITY CHECKING	2,331,022.04	622,001.07	1,751,077.31	-	-	-
HEALTH CHECKING	2,381,833.73	2,382,587.48	2,266,097.52	-	-	-
DENTAL CHECKING	61,720.12	65,793.24	55,511.60	-	-	-
SUBTOTAL	\$ 4,774,575.89	\$ 3,070,381.79	\$ 4,072,686.43	\$ -	\$ -	\$ -
RESTRICTED						
WATER BOND MM	212,746.68	212,771.16	212,798.27	-	-	-
SUBTOTAL	\$ 212,746.68	\$ 212,771.16	\$ 212,798.27	\$ -	\$ -	\$ -
TOTAL CASH	\$ 4,987,322.57	\$ 3,283,152.95	\$ 4,285,484.70	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	14,005,155.49	14,932,003.97	13,684,325.96	-	-	-
ASSOCIATED BANK TRUST	5,090,384.50	5,092,253.12	5,091,028.45	-	-	-
CHARLES SCHWAB INVESTMENTS	6,376,185.39	6,364,936.76	6,372,504.48	-	-	-
MONEY MARKET	27,440.86	27,444.02	27,447.52	-	-	-
TOTAL INVESTMENTS	\$ 25,499,166.24	\$ 26,416,637.87	\$ 25,175,306.41	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 30,486,488.81	\$ 29,699,790.82	\$ 29,460,791.11	\$ -	\$ -	\$ -

	31-Jul-2021	31-Aug-2021	30-Sep-2021	31-Oct-2021	30-Nov-2021	31-Dec-2021
CHECKING ACCOUNTS						
CITY CHECKING	-	-	-	-	-	-
HEALTH CHECKING	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESTRICTED						
WATER BOND MM	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	-	-	-	-	-	-
ASSOCIATED BANK TRUST	-	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	-	-	-	-	-	-
MONEY MARKET	-	-	-	-	-	-
TOTAL INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
DECEMBER 31, 2020

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

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 11, 2021

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Consideration and Possible Action to Provide Additional Emergency
Leave Time to City Employees for COVID-19 Related Absences
(Request of Ald. Hansen)*
