



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, May 9, 2017

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **May 9, 2017** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115**.

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the April 11, 2017, Regular Meeting of the Finance/Personnel Committee.
3. Police Overtime Report for April 2017
4. Fire Department Overtime and LifeQuest Billing Report for April, 2017.
5. Consideration of Revolving Loan Fund documents for AmeriLux International, LLC.
6. Approve \$250 donation from the Kress Inn and Bemis Conference Center in support of De Pere TV.*
7. Consider Revised Policies for City Government Channel (DPTV)*
8. Recommendation to Implement a Retiree Recruitment Policy *
9. Discussion to consider establishing a policy for limited use of unassigned reserve funds to partially fund future debt payments.
10. Public Comment and announcements.
11. Future agenda items.
12. Consideration of competing proposals for purchase of WD-1049-2 - West Business Park.

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

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

13. Adjournment

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

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Joe Nick, AmeriLux International

Kurt Voss, AmeriLux International

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: May 9, 2017

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the April 11, 2017, Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- April 11, 2017 DRAFT Minutes (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, April 11, 2017

7:30 PM

De Pere City Hall Council Chambers

Call to Order. Mayor Michael J. Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on April 11, 2017, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin.

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

Also Present: City Administrator Lawrence Delo, Fire Chief Alan Matzke, Police Chief Derek Beiderwieden, Finance Director Joe Zegers and Members of the Public.

2. Approval of the Minutes of the March 14, 2017, Regular Meeting of the Finance/Personnel Committee.

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

3. Fire Department Overtime and LifeQuest Billing Report for March, 2017.

Aldersperson Donovan commended the Department for not having any overtime hours due to sick leave and also mentioned LifeQuest not having write-offs on the report due to time needed for billings to cycle through since LifeQuest's takeover. Chief Matzke advised that LifeQuest is scheduled to present to the Common Council at the April 18 meeting to provide its six-month analysis.

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

4. Police Overtime Report for March 2017.

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

5. Consider Fire Department's Award from Northeast Wisconsin Healthcare Emergency Response Coalition.*

Chief Matzke advised that Northeast Wisconsin Healthcare Emergency Response Coalition (NEW-HERC) is a group that works for hospital preparedness through an ambulance connectivity initiative. The Department had budgeted funds to upgrade our communication system and became aware of funding offered by NEW-HERC. A partial award of \$8,255 was offered to upgrade ambulances. This award will allow the

Department to complete the entire project this year, rather than only half. Additionally, recommendations made by City's Information Technology Department will cause the project to be completed at a lower cost than initially budgeted, without additional funding needed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lisa Rafferty, Alderperson
SECONDER:	Michael Donovan, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

6. Consider Fire Department's Intern Agreement with Northeast Wisconsin Technical College.*

Alderperson Crevier questioned a discrepancy in the General Provisions section of the Agreement, as the proposed Agreement listed a term of two years, but referenced the years 2017-2020. Chief Matzke indicated that he would clarify the term of the Agreement with the City Attorney. Mayor Walsh asked about whether six interns would now be accepted due to having a current Agreement in place with FVTC also, and Chief Matzke advised that the Department will now have six interns during the school year: three fire interns from FVTC and three paramedic interns from NWTC. During the summer, only three students will be accepted, one student per shift, as scheduled vacations during summer make it difficult to take on more.

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

7. Review of Streetscape Project Process - Expenditure of Excess Stadium Tax Revenue.

Administrator Delo advised that this item was created by Economic Director Kim Flom, regarding streetscaping (recommended by Definitely De Pere), with the public art item being addressed at a later time. As streetscaping will likely be in the public right-of-way, it will be necessary for the Board of Public Works (BPW) to authorize projects, and this Committee shall approve the process for release of funding, per the authorizing Resolution. This proposal is a suggestion for that process.

Alderperson Crevier asked about approvals going forward as to the Finance Committee, to which Administrator Delo advised that if there were contracts or bids, the normal process would be followed - recommendation from BPW to Council for approval. Projects could be approved by BPW, which would not require approval from Finance, and Alderperson Rafferty asked for confirmation that City Council would see those projects.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Michael Donovan, Alderperson
AYES:	Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh
NAYS:	Lisa Rafferty

8. 2016 Budget Items Carried Forward to 2017.*

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

9. Public Comment and announcements.

Mayor Walsh reiterated comments he made previously at the Council meeting, publicly thanking Lisa Rafferty and Mike Donovan for their time on the Finance/Personnel Committee and wished them well for the future.

Mayor Walsh asked if anyone from the public wished to speak, but no one came forward.

10. Future agenda items.

None.

11. Adjournment.

Upon Motion of Alderperson Donovan, seconded by Alderperson Rafferty, the Finance/Personnel Committee unanimously adjourned at 7:42 PM.

Respectfully submitted,
Angela Zills

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: May 9, 2017

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Police Overtime Report for April 2017

The overtime (OT) report covers a four week period. Two previous years overtime report summaries are attached for comparison.

Miscellaneous OT of 20.25 hours is comprised of 1.5 hours for field training observation reports, 3 hours for K-9 Demonstrations, 5.75 Patrol fraction allotments and 10 hours for SWAT Callouts.

The Reimbursed Miscellaneous OT of 60 hours are comprised of 11 OWI Task Force hours, 40 Click it or Ticket Task Force hours, and 9 Drug Task Force Hours.

Please let me know if you have any questions about this overtime report.

ATTACHMENTS:

- 2015 PD OT Report Summary (PDF)
- 2016 PD OT Report Summary (PDF)
- April 2017 PD OT Report (PDF)

OVERTIME BY REASON 2015

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	32.00	77.50	59.50	59.50	54.50	23.50	23.00	70.50	29.00	22.50	45.00	28.00	524.50
OFFICER WORKED ON HOLIDAY	8.00	18.00	4.00	26.00	12.00	97.50	63.00	13.00	129.25	14.00	16.00	233.25	634.00
OFFICER FOR COURT	14.00	22.00	18.50	8.00	6.00	16.00	12.00	10.00	11.00	12.00	6.00	11.50	147.00
OFFICER TRAINING	19.00	144.50	132.50	73.75	78.00	54.50	17.00	65.50	179.50	97.50	99.25	75.50	1036.50
OFFICER RELIEF FOR FUNERAL			7.50										7.50
OFFICER ATTEND MEETING	12.00		12.00	7.50	0.50	16.00	4.00	22.50		17.00	8.50	18.00	118.00
STAFFING LEVEL	45.00	47.50	49.50	67.00	103.00	105.00	112.00	102.25	98.00	59.00	105.00	119.00	1012.25
INVESTIGATION	20.25	78.00	43.25	34.50	35.00	48.00	49.00	25.00	26.00	26.00	51.50	37.00	473.50
HONOR GUARD FOR FUNERAL				22.00	8.00	2.00				3.00	12.00		47.00
SCHOOL LIAISON REIMBURSED	17.00	35.00	19.00	21.50	8.50	21.50		14.00	30.50	38.50		9.00	214.50
COMMUNITY RELATIONS	1.00		2.00							3.50			6.50
SPECIAL ASSIGNMENT									22.50	24.50			47.00
SPECIAL ASSIGNMENT REIMBURSED		10.00		10.50	26.00	178.00	6.00		10.00			38.50	279.00
MISCELLANEOUS	6.00	14.25	7.75	8.75	35.00	18.50	9.75	8.75	53.25	6.25	25.50	22.00	215.75
MISCELLANEOUS REIMBURSED	59.50	33.50	24.00	39.00	20.50	28.50	33.25	30.00	44.00	15.00	46.00	71.50	444.75
Gross OFFICER OVERTIME	233.75	480.25	379.50	378.00	387.00	609.00	329.00	361.50	633.00	338.75	414.75	663.25	5207.75
SUBTOTAL REIMBURSED OVERTIME	(76.50)	(78.50)	(43.00)	(71.00)	(55.00)	(228.00)	(39.25)	(44.00)	(84.50)	(53.50)	(46.00)	(119.00)	(938.25)
NET OFFICER OVERTIME	157.25	401.75	336.50	307.00	332.00	381.00	289.75	317.50	548.50	285.25	368.75	544.25	4269.50
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$150,000.00

Est. Expenditures through 1/06/2016 \$122,227.00

Percent of Total Budget: 81.48%

NOTES:

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

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

#Period 7/4/2015 - 7/31/2015

^^Period 9/26/2015 - 10/23/2015

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

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

##Period 8/1/2015 - 8/28/2015

*+Period 10/24/2015 - 11/20/2015

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

^Period 5/23/2015 - 7/03/2015

^^Period 8/29/2015 - 9/25/2015

*+*Period 11/21/2015 - 1/1/2016

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2016**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*++	TOTAL
OFFICER SICK RELIEF	42.00	8.00	21.00	29.00	71.50	12.50	30.50	71.75	60.50	119.50	113.50	38.50	618.25
OFFICER WORKED ON HOLIDAY	8.00	8.00	36.00	4.00	80.75	20.00	60.00	2.25	121.75	4.00	64.00	77.00	485.75
OFFICER FOR COURT	13.00	10.50	12.00		22.00	34.00	8.00	2.00	48.25	29.50	14.50	6.00	199.75
OFFICER TRAINING	40.50	42.50	155.75	227.50	132.25	191.00	35.00	90.25	45.25	131.00	209.50	103.25	1403.75
OFFICER RELIEF FOR FUNERAL		7.50		7.50	4.00								19.00
OFFICER ATTEND MEETING	14.00	10.00	20.00	14.00	4.50	15.50	10.00	7.50	16.00	7.00	2.50	11.50	132.50
STAFFING LEVEL	8.00	19.00	34.50	28.50	135.50	142.50	159.00	172.00	131.00	173.00	154.00	107.50	1264.50
INVESTIGATION	39.50	25.50	18.25	49.50	47.00	28.75	55.00	41.00	26.00	37.75	73.00	21.00	462.25
HONOR GUARD FOR FUNERAL		7.50						3.00			15.00		25.50
SCHOOL LIAISON REIMBURSED	21.50	20.00	7.00	17.50	26.00	13.50		9.50	56.50	39.00	15.50	11.00	237.00
COMMUNITY RELATIONS										16.50	5.50		22.00
SPECIAL ASSIGNMENT						9.00	2.00		4.00	4.00	28.00		47.00
SPECIAL ASSIGNMENT REIMBURSED		12.50			197.75								210.25
MISCELLANEOUS	8.00	17.25	46.00	15.50	36.75	18.00	11.25	27.50	23.25	21.75	32.00	16.75	274.00
MISCELLANEOUS REIMBURSED	76.50	42.00	112.00	89.00	43.00	24.00	14.00	19.50	7.00	25.00	39.50	5.50	497.00
Gross OFFICER OVERTIME	271.00	230.25	462.50	482.00	801.00	508.75	384.75	446.25	539.50	608.00	766.50	398.00	5898.50
SUBTOTAL REIMBURSED OVERTIME	(98.00)	(74.50)	(119.00)	(106.50)	(266.75)	(37.50)	(14.00)	(29.00)	(63.50)	(64.00)	(55.00)	(16.50)	(944.25)
NET OFFICER OVERTIME	173.00	155.75	343.50	375.50	534.25	471.25	370.75	417.25	476.00	544.00	711.50	381.50	4954.25
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$140,000
Expenditures through 12/23/2016 \$173,667
Percent of Total Budget: 124.05%

NOTES:

* Period 01/02/2016 - 01/29/2016
 **Period 1/30/2016 - 02/26/2016
 ***Period 02/27/2016 - 03/25/2016

+Period 3/26/2016 - 4/22/2016
 ++Period 4/23/2016 - 6/3/2016
 ^Period 6/4/2016 - 7/1/2016

#Period 7/2/2016 - 7/29/2016
 ##Period 7/30/2016 - 8/26/2016
 ^Period 8/27/2016 - 9/23/2016

^^Period 9/24/2016 - 10/21/2016
 *+Period 10/22/2016 - 12/2/2016
 **Period 12/3/2016 - 12/30/2016

Attachment: 2016 PD OT Report Summary (5792 : Police April 2017 Overtime)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2017**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*++	TOTAL
OFFICER SICK RELIEF	12.00	64.75	39.50	24.75									141.00
OFFICER WORKED ON HOLIDAY	97.00	13.75		31.00									141.75
OFFICER FOR COURT	9.00	10.00	6.00	1.75									26.75
OFFICER TRAINING	207.00	65.50	36.00	39.00									347.50
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	5.50	27.25	10.50	16.00									59.25
STAFFING LEVEL	63.00	22.50	39.25	39.50									164.25
INVESTIGATION	37.50	44.50	43.50	36.50									162.00
HONOR GUARD FOR FUNERAL		2.00		11.00									13.00
SCHOOL LIAISON REIMBURSED	18.00	23.50	25.00	7.00									73.50
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT		6.25											6.25
SPECIAL ASSIGNMENT REIMBURSED		6.25		18.50									24.75
MISCELLANEOUS	27.50	13.50	42.75	20.25									104.00
MISCELLANEOUS REIMBURSED	66.00	130.00	45.00	60.00									301.00
Gross OFFICER OVERTIME	542.50	429.75	287.50	305.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1565.00
SUBTOTAL REIMBURSED OVERTIME	(84.00)	(159.75)	(70.00)	(85.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(399.25)
NET OFFICER OVERTIME	458.50	270.00	217.50	219.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1165.75

Total Overtime Budget: \$145,000.00
Expenditures through 04/14/17 \$55,960.00
Percent of Total Budget: 38.59%

04/24/2017
Report Date

NOTES:

* Period 12/31/2016 - 1/27/2017

**Period 1/28/2017 - 2/24/2017

***Period 02/25/2017 - 3/24/2017

+Period 03/25/2017 - 4/21/2017

++Period

^Period

#Period

##Period

^^Period

^^^Period

*+Period

*+*Period

Attachment: April 2017 PD OT Report (5792 : Police April 2017 Overtime)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: May 9, 2017

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Billing Report for April, 2017.

ATTACHMENTS:

- FIRE DEPT APRIL OT REPORT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2016

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	124.25	126.00	168.00	126.00	108.75	137.75	186.00	101.25	170.00	239.75	221.50	203.75	1,913.00
EMS TRAINING	84.00	86.50	66.25	74.25	17.50	2.25	0.00	27.00	90.00	72.75	67.50	67.50	655.50
FIRE TRAINING	0.00	368.50	357.25	61.50	31.25	4.25	4.50	28.50	18.00	86.50	57.25	0.00	1,017.50
RESCUE CALLS	7.50	7.50	8.00	9.00	4.50	6.25	16.00	9.25	9.50	8.25	26.50	4.00	116.25
FIRE CALLS	7.25	0.00	0.00	0.00	5.50	0.00	0.00	0.00	3.25	7.50	0.00	3.50	27.00
MEETINGS	89.00	33.25	29.25	60.75	57.75	24.25	11.50	156.50	47.25	40.50	85.50	43.25	678.75
STAFFING REP.	0.00	4.50	0.00	132.75	0.00	0.00	144.00	231.00	13.50	43.00	734.25	144.00	1,447.00
MAINTENANCE	0.00	0.00	3.00	20.25	9.50	11.00	0.00	0.00	0.00	0.00	0.00	0.00	43.75
PUB. ED.	9.00	59.25	2.75	7.50	38.75	3.00	0.00	27.00	105.50	13.50	22.50	1.50	290.25
SPECIAL EVENTS	0.00	0.00	0.00	0.00	235.00	0.00	0.00	26.50	73.50	0.00	0.00	0.00	335.00
# FIRE RUNS	34.00	31.00	42.00	22.00	23.00	49.00	36.00	35.00	33.00	30.00	25.00	51.00	411.00
# of EMS RUNS	137.00	115.00	130.00	169.00	182.00	153.00	178.00	154.00	175.00	145.00	148.00	170.00	1,856.00
DISPATCH ERRORS	6.00	3.00	11.00	11.00	8.00	5.00	3.00	11.00	1.00	2.00	2.00	3.00	66.00
TOTAL HRS.	321.00	685.50	634.50	492.00	508.50	188.75	362.00	607.00	530.50	511.75	1,215.00	467.50	6,524.00

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2017

REASON	Jan.	Feb.	Mar. *	Apr.**	May***	June+	July++	Aug.+++	Sept.^	Oct.^^	Nov.^^^	Dec.*+	TOTAL
DUTY CREW	219.75	184.50	154.50	147.00									705.75
EMS TRAINING	24.00	257.50	72.00	40.50									394.00
FIRE TRAINING	35.00	0.00	10.50	89.50									135.00
RESCUE CALLS	5.50	6.75	39.25	8.50									60.00
FIRE CALLS	0.00	0.00	8.75	0.00									8.75
MEETINGS	37.00	55.25	60.00	53.00									205.25
STAFFING REP.	34.50	0.00	0.00	72.00									106.50
MAINTENANCE	0.00	0.00	0.00	0.00									0.00
PUB. ED.	9.75	0.00	9.00	15.00									33.75
SPECIAL EVENTS	0.00	0.00	0.00	0.00									0.00
# FIRE RUNS	42.00	32.00	33.00	15.00									122.00
# of EMS RUNS	174.00	163.00	172.00	178.00									687.00
DISPATCH ERRORS	2.00	5.00	7.00	7.00									21.00
TOTAL HRS.	365.50	504.00	354.00	425.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,649.00

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through May 2, 2017 \$30,086, 32%

Notes: Effective March, 2017

*Period: 02/25/17-03/24/17

+Period:

^Period:

++Period:

**Period: 03/25/17-04/21/17

++Period:

^^Period:

***Period:

+++Period:

^^^Period:

**DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
APRIL, 2017**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
3/25/17	48	72
TOTAL	48	72

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

**LIFEQUEST MEDICAL BILLING - 2017
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	155,297	111,851	117,957	107,123		
PAYMENTS	65,035	53,532	79,615	47,651		
CREDIT ADJUSTMENTS	70,467	39,304	53,476	37,865		

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

Payments to LifeQuest	
Jan. 2017	2,927
Feb. 2017	2,409
March 2017	3,535
April 2017	2,177
May 2017	
June 2017	
July 2017	
Aug. 2017	
Sept. 2017	
Oct. 2017	
Nov. 2017	
Dec. 2017	
Total Paid	\$11,047

**See attached details

Attachment: FIRE DEPT APRIL OT REPORT (5801 : Fire Department Overtime and LifeQuest Billing Report for April, 2017.)



1-888-777-4911 • www.lifequest-services.com

Billing, Collection, & Data Management Services

N2930 State Road 22, Wautoma, WI 54982-5267

De Pere Fire Rescue

Income and Expenditures

252

April 2017

All Phases

Charges	Billing Phase 1	Collections Phases 2 & 3	Total
Collection Placements / Charges	\$107,123.40	\$0.00	\$107,123.40
Interest on Delinquent Accounts	\$0.00	\$0.00	\$0.00
Insurance Interest	\$0.00	\$0.00	\$0.00
Transaction Fees	\$0.00	\$0.00	\$0.00
Probate Fees	\$0.00	\$0.00	\$0.00
Subtotal of Charges	\$107,123.40	\$0.00	\$107,123.40
Account Transfers	\$0.00	\$0.00	\$0.00
Credit Summary			
Total Credits - All Types	\$86,231.40	\$0.00	\$86,231.40
Total Credit Adjustments	\$37,864.56	\$0.00	\$37,864.56
Total Closed Account Adjustments	\$0.00	\$0.00	\$0.00
Total Payments Received (Applied to Acct Bal's)	\$48,366.84	\$0.00	\$48,366.84
Total Overpayments (OP)	\$(275.00)	\$0.00	\$(275.00)
Total Payments Received (plus overpayments)	\$48,641.84	\$0.00	\$48,641.84
Total Overpayment Returns (\$ not deposited)	\$(275.00)	\$0.00	\$(275.00)
Total Payments Received (less OP returns)	\$48,366.84	\$0.00	\$48,366.84
Less Payment Kept By (PKB, \$ kept by service)	\$715.44	\$0.00	\$715.44
Total Deposits	\$47,651.40	\$0.00	\$47,651.40
Summary of Disbursement			
Total Deposits & Payments Kept By	\$48,366.84	\$0.00	\$48,366.84
Less Overpayment Refunds (patient / ins reimbursement)	\$0.00	\$0.00	\$0.00
Gross Revenue	\$48,366.84	\$0.00	\$48,366.84
Total LifeQuest Fee	\$2,176.51	\$0.00	\$2,176.51
Probate Fees	\$0.00	\$0.00	\$0.00
Other / Fees			\$0.00
Total Due LifeQuest	Check #	EFT	\$2,176.51
Total Service Revenue	\$46,190.33	\$0.00	\$46,190.33
Total Payment Kept By	\$715.44	\$0.00	\$715.44
Total Service Payable	\$0.00	\$0.00	\$0.00
Probate Fees	\$0.00	\$0.00	\$0.00
Other / Fees	\$0.00	\$0.00	\$0.00
Total Due Service	Check #	EFT	\$45,474.89

Attachment: FIRE DEPT APRIL OT REPORT (5801 : Fire Department Overtime and LifeQuest Billing Report for April, 2017.)



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De Pere Fire Rescue

Billing Summary

252

April 2017

Phase 1 - 4.500%

Charges

Charges	\$107,123.40	
Interest on Delinquent Accounts	\$0.00	
Insurance Interest	\$0.00	
Transaction Fees	\$0.00	
Probate Fees	\$0.00	
Subtotal of Charges		\$107,123.40

Account Transfers

Transferred out of Phase 1	\$0.00	
----------------------------	--------	--

Credit Summary

Total Credits - All Types	\$86,231.40	
Total Credit Adjustments	\$37,864.56	
Total Closed Account Adjustments	\$0.00	
Total Payments Received (Applied to Acct Bal's)	\$48,366.84	
Total Overpayments (OP)	\$(275.00)	
Total Payments Received (plus overpayments)	\$48,641.84	
Less Overpayment Returns (\$ not deposited)	\$(275.00)	
Total Payments Received (less OP returns)	\$48,366.84	

Net Monthly Activity

\$20,892.00

Summary of Disbursement

Total Deposits & Payments Kept By	\$48,366.84	
Less Overpayment Refunds (patient / Ins reimbursement)	\$0.00	
Gross Revenue	\$48,366.84	

Total LifeQuest Fee	\$2,176.51	
Probate Fees	\$0.00	
Total Due LifeQuest	\$2,176.51	

Total Service Revenue	\$46,190.33	
Total Payment Kept By	\$715.44	
Total Service Payable	\$0.00	
Probate Fees	\$0.00	
Other / Fees	\$0.00	
Total Due Service	\$45,474.89	

Messages:

Attachment: FIRE DEPT APRIL OT REPORT (5801 : Fire Department Overtime and LifeQuest Billing Report for April, 2017.)

Quality

Speed

Service

Receivables Distribution Report**Receivables Cash****All Companies****All Directories**

<u>Charges</u>	<u>Sep 2016</u>	<u>Oct 2016</u>	<u>Nov 2016</u>	<u>Dec 2016</u>	<u>Jan 2017</u>	<u>Feb 2017</u>	<u>Mar 2017</u>	<u>Apr 2017</u>	<u>May 2017</u>	<u>Jun 2017</u>	<u>Jul 2017</u>	<u>Aug 2017</u>	<u>Totals</u>
Sep 2016	0	10194	21964	14188	5161	1419	1770	275	0	0	0	0 \$	54970
108605	0	9.4	20.2	13.1	4.8	1.3	1.6	0.3	0	0	0	0 %	50.6
Oct 2016		230	18996	12712	10045	2854	3433	130	0	0	0	0 \$	48400
90309		0.3	21	14.1	11.1	3.2	3.8	0.1	0	0	0	0 %	53.6
Nov 2016			531	15227	19568	6287	2859	1264	0	0	0	0 \$	45737
88421			0.6	17.2	22.1	7.1	3.2	1.4	0	0	0	0 %	51.7
Dec 2016				272	22826	21099	10483	2516	0	0	0	0 \$	57197
106304				0.3	21.5	19.8	9.9	2.4	0	0	0	0 %	53.8
Jan 2017					1058	17240	24091	10789	0	0	0	0 \$	53177
112345					0.9	15.3	21.4	9.6	0	0	0	0 %	47.3
Feb 2017						0	24766	11607	0	0	0	0 \$	36373
110798						0	22.4	10.5	0	0	0	0 %	32.8
Mar 2017							6291	15478	0	0	0	0 \$	21768
109191							5.8	14.2	0	0	0	0 %	19.9
Apr 2017								0	0	0	0	0 \$	0
84119								0	0	0	0	0 %	0
May 2017									0	0	0	0 \$	0
0									0	0	0	0 %	0
Jun 2017										0	0	0 \$	0
0										0	0	0 %	0
Jul 2017											0	0 \$	0
0											0	0 %	0
Aug 2017												0 \$	0
0												0 %	0
Averages	<u>1st Mo</u>	<u>2nd Mo</u>	<u>3rd Mo</u>	<u>4th Mo</u>	<u>5th Mo</u>	<u>6th Mo</u>	<u>7th Mo</u>	<u>8th Mo</u>	<u>9th Mo</u>	<u>10th Mo</u>	<u>11th Mo</u>	<u>12th Mo</u>	
Extended	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	1	17.2	18	10.2	3.4	2.1	1	0.3					

Attachment: FIRE DEPT APRIL OT REPORT (5801 : Fire Department Overtime and LifeQuest Billing Report for April, 2017.)

Total Page : 21 of 22

Page : 1 of 2

Date : 04/30/2017

Time : 17:19:54

History ID : 42128671

Credit Summary

Summary By Credit Code - Report Category/Code ID

Phase 1 Credit Report**DE PERE FIRE RESCUE**

<u>ID</u>	<u>Description</u>	<u>Credits</u>	<u>QTY %</u>	<u>Amount</u>	<u>Amount %</u>
Report Category	ADJUSTMENTS				
8	A--MEDICARE ADJUSTMENT	92	21.20	10851.25	12.58
9	A--MEDICAL ASSIST ADJUST	19	4.38	5092.33	5.91
11	A--DECEASED NO ESTATE	1	0.23	375.00	0.43
14	A--MISC MINIMUM BAL ADJ < \$5	1	0.23	8.00	0.01
223	A--MC 2% SEQUESTERED AMT ADJ	34	7.83	137.67	0.16
298	A--PRIOR TO LIFEQUEST	1	0.23	125.00	0.14
466	A--W/COMP ADJUSTMENT	1	0.23	390.13	0.45
778	A--OTHER MC/MA MANDATORY ADJ	44	10.14	20837.69	24.16
777A	A--COMM INSURANCE ADJUSTMENT	3	0.69	47.54	0.06
IO	A--INTEREST OFFSET	2	0.46	-0.05	0.00
		-----		-----	
		198		37864.56	

Attachment: FIRE DEPT APRIL OT REPORT (5801 : Fire Department Overtime and LifeQuest Billing Report for April, 2017.)

Aging Summary**Phase 1 Aging Report****Report As Of April 30, 2017****Grouped By Schedule on Call****DE PERE FIRE RESCUE**

<u>ID</u>	<u>Description</u>	<u>Calls</u>	<u>Current</u>	<u>31 to 60</u>	<u>61 to 90</u>	<u>91 to 120</u>	<u>121 to 150</u>	<u>151 to 180</u>	<u>Over 180</u>	<u>Total</u>
bil2-3	ATTORNEY OR "BILLT	1	0.00	0.00	0.00	0.00	0.00	0.00	1007.20	1007.20
CONT	CONTRACT SCHEDUL	3	720.00	780.20	1062.00	0.00	0.00	0.00	0.00	2562.20
DENY	INSURANCE DENIED	10	2703.40	510.00	550.00	2611.80	0.00	0.00	0.00	6375.20
I	INSURANCE Electronic	26	4772.80	9509.00	5729.60	1828.60	995.80	0.00	1025.80	23861.60
IMA	INSURANCE/MA	6	1833.40	1900.80	0.00	0.00	0.00	989.60	0.00	4723.80
IMAR	Insurance/MA Review	2	0.00	0.00	95.89	914.40	0.00	0.00	0.00	1010.29
IP	Insurance Paper HCF	3	1011.59	0.00	65.00	1012.00	0.00	0.00	0.00	2088.59
IPAY	INSURANCE Eec MAY	17	6400.80	5405.60	2647.00	0.00	0.00	0.00	1069.00	15522.40
Lat	Latitude - Export to	39	1692.80	0.00	100.00	278.82	1550.14	5807.59	13381.97	22811.32
MAHO	MA HMO/OUT OF STA	3	995.00	726.00	1112.40	0.00	0.00	0.00	0.00	2833.40
MAHOR	MA HMO/Out of State	1	0.00	0.00	0.00	0.00	159.20	0.00	0.00	159.20
MAWI	MEDICAID - WISCONSI	10	3808.45	0.00	0.00	0.00	0.00	0.00	0.00	3808.45
MCA	Medicare Appeals	1	0.00	0.00	866.28	0.00	0.00	0.00	0.00	866.28
MCB	Medicare Part B	8	3625.40	3584.60	0.00	0.00	0.00	0.00	0.00	7210.00
MCIMA	PRIM PD/DENY 2ND IN	1	533.25	0.00	0.00	0.00	0.00	0.00	0.00	533.25
MCIN	PRIM PAID/DENY 2ND I	5	0.00	0.00	97.65	0.00	97.77	2230.60	0.00	2426.02
MCINE	PRIM PD/DENY 2ND IN	4	175.12	2545.40	0.00	0.00	0.00	0.00	0.00	2720.52
MCPP	PRIMARY PAID - PRIM	63	10316.64	4595.85	2290.81	0.00	0.00	0.00	467.14	17670.44
NO	NO INSURANCE	1	0.00	0.00	0.00	961.80	0.00	0.00	0.00	961.80
NSA	NO SCHEDULE ASSIG	48	39589.20	1085.00	0.00	0.00	0.00	0.00	2274.00	42948.20
OPMT	OVERPAYMENT SCHE	2	-1045.45	0.00	0.00	0.00	0.00	0.00	0.00	-1045.45
PCV	PreCollection Validatio	41	594.34	60.08	3779.86	4959.23	7344.52	4175.60	5077.81	25991.44
PP	Private Pay	87	30844.60	27435.00	12414.00	5731.80	993.40	0.00	1611.00	79029.80
PRMX	PRIMARY PAID/DENY-	11	777.87	199.97	729.20	0.00	83.97	0.00	0.00	1791.01
PSMA	PRIMARY PAID - HOL	3	285.82	0.00	0.00	0.00	0.00	0.00	0.00	285.82
RCP	RECOUPMENT SCHED	3	0.00	0.00	-308.48	-817.38	0.00	0.00	0.00	-1125.86
RRMAE	RAILROAD MC/MA EL	1	0.00	743.60	0.00	0.00	0.00	0.00	0.00	743.60
SIG	SIGNATURE NEEDED	5	706.80	1665.20	708.40	2102.00	0.00	0.00	0.00	5182.40
T1	TIME PAY PHASE 1	18	4276.14	359.20	1181.00	0.00	225.00	0.00	0.00	6041.34
VA	Veterans Admin Ins	6	665.20	1539.40	2876.40	226.95	0.00	0.00	0.00	5307.95

Company Totals: 252 DE PERE FIRE RESCUE

429	115283.17	62644.90	35997.01	19810.02	11449.80	13203.39	25913.92	284302.21
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Attachment: FIRE DEPT APRIL OT REPORT (5801 : Fire Department Overtime and LifeQuest Billing Report for April, 2017.)



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DE PERE FIRE RESCUEBilling Reconciliation Summary
April 2017

252

Charges

Prior Month's Balance	\$263,410.21
April Charges	\$107,123.40

Subtotal of Charges	\$370,533.61
----------------------------	---------------------

Adjustments

Intercept	\$0.00
Credit Tagged	\$0.00
Per Contract	\$0.00
LifeQuest Collections	\$0.00
Closed	\$0.00
Other	\$37,864.56

Total Adjustments for the Month	\$37,864.56
--	--------------------

Credits

Cash / Check	\$13,765.12
Contract Payments	\$654.00
Credit Card	\$0.00
Direct Deposit	\$20,768.72
Hospital	\$0.00
Insurance	\$12,738.56
Payment Kept By	\$715.44

Total Payments Received for the Month	\$48,641.84
--	--------------------

Overpayment

Recoupment	\$0.00
Refunds	\$0.00
Returns	\$-275.00
Service Payable	\$0.00
Other	\$0.00

Total Overpayments for the Month	-\$275.00
---	------------------

Total for Reconciliation Summary	\$284,302.21
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Ending Balance of Accounts Receivables	\$284,302.21
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Attachment: FIRE DEPT APRIL OT REPORT (5801 : Fire Department Overtime and LifeQuest Billing Report for April, 2017.)

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR APRIL 2017



Incident Date	Incident Location	Shift	Reported Situation	Units Dispatched	Disposition
04/01/2017	S. Fifth/Reid Streets	A	Passenger vehicle fire	C101, A111, E111, E121	Extinguishment, salvage & overhaul
04/01/2017	225 S. Michigan Street	A	Fire alarm sounding	E111	Investigate, replace smoke alarm batteries & install new CO detectors
04/03/2017	713 Canberry Court	C	Carbon monoxide detector sounding	E111	Investigate, install new smoke alarm & CO detectors
04/04/2017	746 Morning Glory	B	Cooking fire	C104, E111, E121	Investigate, grill fire
04/05/2017	560 S. 9th Street	C	Carbon monoxide detector sounding	E111	Investigate, malfunction
04/07/2017	2025 Bark River Court	C	Outside equipment fire	E111, E121	Investigate, extinguishment
04/08/2017	USH 41 Near Freedom Rd	A	Grass fire	A111, E111, E121	Extinguishment, salvage & overhaul
04/09/2017	1007 Main Ave.	A	Cooking fire	C104, E111, E121, L111	Investigate, ventilate
04/14/2017	2906 Greenbrier Rd.	C	Chimney fire	C104, E111	Dispatched/Canceled en route
04/14/2017	1912 Rainbow	C	Fire alarm sounding	E121	Investigate, replace batteries
04/24/2017	2257 Samantha	A	Carbon monoxide detector sounding	E121	Investigate, ventilate
04/30/2017	903 Fox River Drive	C	Fire alarm sounding	E111	Investigate, unintentional

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

MEETING DATE: May 9, 2017

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Consideration of Revolving Loan Fund documents for AmeriLux International, LLC.

ATTACHMENTS:

- FP Memo Amerilux 5-2017 (DOCX)
- Loan Agreement 5-4-17 (PDF)
- Personal Guarantee-Kurt Voss 5-3-17 (PDF)
- Promissory Note 5-3-17 (PDF)
- Amortization Schedule (PDF)
- Reso17-35 (DOCX)
- CC Memo Amerilux 5-2017 (DOCX)
- 00_AmeriLux RLF Application (PDF)
- 01a_AmeriLux Business Description and History (PDF)

City of De Pere MEMORANDUM



To: Finance & Personnel Committee
 From: Kimberly Flom, Economic Development & Planning Director
 Date: May 9, 2016

RE: **Revolving Loan Fund (RLF) Application for AmeriLux International, LLC**

PROJECT SUMMARY

On May 2, 2017, the Common Council authorized staff to negotiate a Revolving Loan Fund (RLF) for AmeriLux International, LLC, for working capital needed for inventory as part of their expansion.

They are requesting \$250,000 for working capital. The project will create 13 full time equivalent positions, which meets the RLF program requirements (\$20,000/employee).

We have reviewed the application in detail and worked with the applicant to develop the attached loan documents.

Sources and Uses

Sources

Personal Equity - \$350,000
 Private Financing - \$1,941,646
 City Revolving Loan Fund - \$250,000
 Total: \$2,541,646

Uses

Land/Building - \$1,313,606
 Equipment and- \$628,040
 Working Capital - \$600,000
 Total: \$2,541,646

RLF Loan Terms

- Loan Amount: \$250,500
- Interest Rate: 1%
- Term: 7 years
- Collateral: Kurt Voss Personal Guaranty and Life Insurance
- Payments: Monthly
- Other: Borrower to create 13 full-time equivalent positions and comply with RLF reporting requirements.

Staff requests approval of the attached loan documents from the Finance & Personnel Committee. If you have any questions about this item prior to the meeting, please contact me.

LOAN AGREEMENT
AmeriLux International, LLC

THIS AGREEMENT, made and entered into this _____ day of _____, 2017, by and between the City of De Pere, Wisconsin, a municipal corporation, (“City”), and AmeriLux International, LLC, a Wisconsin Limited Liability Company (“Borrower”).

WHEREAS, Borrower, is interested in expanding its product line inventory at its facility located at 1212 Enterprise Drive, De Pere, Wisconsin; and

WHEREAS, Borrower has requested a loan under the City’s Economic Development Revolving Loan Program in the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00) to provide working capital to enable Borrower to finance such inventory expansion; and

WHEREAS, as a direct result of such expansion in De Pere, the City will be benefited by, among other things, the creation of steady employment of its citizens, decrease in unemployment within the City, expansion of an existing business, and the betterment of the City’s environment and economy; and

WHEREAS, the United States Government, through the Housing and Community Development Act (HCDA) of 1974, as amended, has established the Community Development Block Grant (CDBG) Program and has allowed each state to elect to administer CDBG funds for its non-entitlement areas, subject to certain conditions. The State of Wisconsin previously granted CDBG funds to the City of De Pere for the purpose of granting economic development loans to various businesses, subject to certain conditions; and

AmeriLux International, LLC - Loan Agreement
Page 2 of 10

WHEREAS, the Common Council has approved the administration and lending of the proceeds of such loan to Borrower on the terms and conditions herein stated and has required the execution and deliverance of this Loan Agreement.

NOW, THEREFORE, in consideration of the premises above and the covenants and undertakings expressed herein, the City and Borrowers agree as follows:

I. The Loan. The City hereby agrees to lend Borrower an initial principal amount not to exceed Two Hundred Fifty Thousand Dollars (\$250,000.00) for product line inventory enhancement. The loan will be secured as follows:

A. Promissory Note. The \$250,000 loan shall be evidenced by a Promissory Note, which shall be subject to all other terms and conditions as set forth in this Agreement. A copy of such Promissory Note is attached hereto and incorporated herein by reference as Exhibit A. Such Promissory Note shall be for a seven (7) year term with interest at 1% per annum. The debt obligations of Borrower under this Loan Agreement and its Promissory Note are direct obligations the Borrower.

Borrower unconditionally agrees to repay the loan, together with any interest thereon, in the amounts and at the times specified in accordance with the terms of this Loan Agreement and the Promissory Note. Payment of principal and interest shall commence thirty (30) days after Borrower's first draw of funds. All such repayments shall be made by electronic funds transfer directly to a financial institution designated by City.

B. Personal Guarantee. As additional security for this Loan, Kurt R. Voss, Managing Member of Borrower, shall execute a legally binding Personal Guarantee of Specific

AmeriLux International, LLC - Loan Agreement
Page 3 of 10

Transaction in the amount of the loan, a copy of which are attached hereto and incorporated by reference as collective Exhibit B.

C. **Life Insurance Policy.** As final security for the loan, Kurt R. Voss shall either purchase a life insurance policy in an amount not less than \$250,000, naming the City as the designated beneficiary thereunder, or designate City as beneficiary on an existing life insurance policy in an amount not less than \$250,000. In the event of disbursement of the proceeds of such life insurance, the outstanding balance of the City's loan, together with any interest or penalties due, to a maximum of \$250,000, shall first be satisfied. The City shall have no claim to the proceeds of such policy in excess of the balance and penalties. A copy of such policy shall be attached and incorporated herein as Exhibit C.

II. **Project Description.** Borrower shall use the funds as provided herein and for no other purpose.

III. **Disbursement of Loan Funds.** Borrower will use its own funds on hand or funds from Borrower's private lender as "match funds" required by the City's Economic Development Revolving Loan Program Policies and Procedures Manual (Revised 1/16/13). The City shall distribute the loan funds hereunder as otherwise provided herein only upon receipt of documentation of the expenditure of such required "matching funds". The closing on the loan shall be at such time as may be mutually agreeable to Borrower and City.

IV. **Employment.** Borrower shall create at least thirteen (13) full-time equivalent positions from the date of execution of this Loan Agreement to a date twenty-four (24) months from such execution. Of these positions, at least seven (7) will be for low or moderate income individuals. For purposes of this Agreement, "low and moderate income individuals" means

AmeriLux International, LLC - Loan Agreement
Page 4 of 10

persons with household income less than eighty percent (80%) of the median household income by family size in Brown County.

V. Covenants and Agreements of AmeriLux International, LLC. In order to induce the making of this loan, Borrower represents, covenants, and agrees as follows:

- a. The loan proceeds under this Agreement shall be spent and used only for those purposes provided herein.
- b. Borrower is eligible to receive the loan proceeds under the City's Revolving Loan Program and that no conflict of interest exists.
- c. During the period between the execution of this Loan Agreement and a date twenty-four (24) months from the execution of such Agreement, of the thirteen (13) full-time equivalent positions created and filled, at least fifty-one (51%) percent or more of which shall be occupied by low and moderate income individuals. These positions shall be maintained for a minimum of twenty-four (24) months.
- e. Borrower will retain its operations in the City of De Pere, Wisconsin.
- f. Borrower will maintain adequate theft, fire, business continuation and casualty insurance on any and all assets utilized in the business operation.
- g. Borrower agrees to complete and provide to City all reports and other requisite information required or necessary to ensure compliance with state and federal laws.

VI. Records. Borrower will maintain those records which are necessary to enable the City to determine whether the performance of Borrower complies with the terms of this

AmeriLux International, LLC - Loan Agreement
Page 5 of 10

Agreement. Those records shall, at a minimum, include bills, invoices, and checks for payments made to effectuate the product line inventory expansion contemplated by this Agreement, annual financial statements and annual personal financial statements from the guarantor. The City shall have access to all records pertinent to this Agreement for purposes of examination and transcription during normal working hours. The City shall require semi-annual performance reports from Borrower concerning employment compliance with this Agreement commencing with the execution of this Agreement. Borrower agrees to provide the City with any and all information reasonably required by the City for such reports.

VII. Failure to Create Jobs. Borrower and the City recognize that on the date of the signing of this Agreement, conventional private sector financing at the rate offered by the City under this Loan Agreement was not available. For that reason, in consideration of the agreement of the City to extend Two Hundred Fifty Thousand Dollars (\$250,000.00) through its Revolving Loan Program to Borrower, Borrower has agreed to create and/or maintain the full-time equivalent jobs as provided above. Borrower acknowledges and understands that the primary objective to this loan is to supply Borrower with funds necessary to accomplish a business expansion in De Pere. The parties recognize that the proceeds of the loan, which are contemplated by this Agreement to be an amount of Two Hundred Fifty Thousand Dollars (\$250,000.00), are made upon the terms which are acknowledged by Borrower to be favorable and beneficial to Borrower and that such terms have been offered by the City in order that the respective objectives set forth in this paragraph may be achieved. Based on these understandings and agreements, Borrower agrees that it will pay a penalty in the amount of Two-Thousand Five Hundred Dollars (\$2,500) Dollars per full-time equivalent job if it fails or neglects to create or

AmeriLux International, LLC - Loan Agreement
Page 6 of 10

maintain as specified in Paragraph IV, above. Borrower also agrees it will pay, as a penalty, the amount of Two-Thousand Five Hundred Dollars (\$2,500) for any of the positions required to be filled by low or moderate income persons, which Borrower fails or neglects to hire or retain.

The City shall determine and report to Borrower on or before twenty-four (24) months or the last semi-annual report concerning compliance with this provision. The total amount of any penalty shall be determined by the City and communicated to Borrower in writing on or before a date thirty (30) months from the date of execution of this Agreement and shall be paid in full on the date of the next required monthly payment.

In the event that Borrower is unable to create employment as a result of economic decline in Borrower's business or as a result of damage to Borrower's facilities caused by accidental destruction of some or all of the premises by force majeure or otherwise, Borrower may submit evidence or documentation of the existence of such facts and request, in writing, that the penalty provisions set forth above be waived or deferred for a reasonable period by the City. Should Borrower, using sound business judgment, determine it necessary to terminate the employment of any required person occupying a position created under this agreement, the City shall not penalize Borrower for such action if Borrower demonstrates that it has used reasonable efforts to hire a replacement for said employee. The City, in exercise of its sound discretion, may agree to waive or defer penalty, and such agreement shall not be unreasonably withheld if the evidence and documentation submitted is sufficient to establish the existence of conditions beyond the reasonable control of Borrower.

VIII. Nondiscrimination. Except as provided and permitted by law, Borrower agrees it shall comply with the provisions of Wis. Stats. §111.31 regarding non-discrimination in employment.

IX. Default. The following provisions describe default of this Loan Agreement:

A. Default Other than for Payment of Principal or Interest. In the event that Borrower fails to comply with any term or provision contained in this Loan Agreement, or the Promissory Note, other than failure to make payment of principal or interest due, the City will notify Borrower, in writing, of the default, the action required to cure the default, and a date not less than sixty (60) days from the date of notice on which such action as may be required must be performed. In the event that Borrower does not carry out such action as required by the City by the date specified in the notice, Borrower shall be in default. In the event of default, all sums due and owing the City under the Promissory Note, including the full unpaid balance and all accrued interest and penalties thereon, shall, at the option of the City, become immediately due and payable without notice or demand.

B. Upon Failure to Pay Principal or Interest. In the event that Borrower fails to make any payment on principal or interest or late payment penalty when due and the default continues for more than thirty (30) days, all sums due and owing the City under this Agreement, including the full unpaid balance and any unpaid accrued interest, shall, at the option of the City, become immediately due and payable without notice or demand. A late payment penalty in the amount of three (3%) percent of any portion of the monthly payment which is more than fifteen

AmeriLux International, LLC - Loan Agreement
Page 8 of 10

(15) days overdue from the due date may be assessed and payable on the 16th day after the applicable monthly payment is due.

C. Representations by Borrower. In the event that any representations made by Borrower to induce the City to extend credit hereunder (under this Loan Agreement or otherwise) are false in any material respect when made or in the event that Borrower ceases to exist, becomes insolvent, or is the subject of bankruptcy or other insolvency proceedings, or has a judgment entered against it or any subsidiary and said judgment remains unsatisfied, unbonded, or unstayed for a period of sixty (60) days after entry thereof, Borrower shall be deemed and considered to be in default and, at the option of the City, all unpaid principal and all unpaid accrued interest shall be immediately due and payable without notice or demand.

D. Removal of Operation from City of De Pere. In the event that Borrower fails to retain its operation in the City of De Pere or, in the opinion of the City, substantially reduces that operation, the Loan Agreement shall be deemed in default and the interest during the entire period of the loan, including disbursement period, shall be retroactively determined at ten percent (10%) per annum. All payments previously made shall be retroactively adjusted between principal and interest using the retroactive interest rate of ten percent (10%) per annum amortized over the term of the note and then determined outstanding principal and accrued interest shall become immediately due and payable without notice or demand.

E. Default on Other Obligations. Should Borrower default on any financial

obligations hereunder, at the option of the City, all sums due and owing the City under the note or notes, including the full unpaid balance and all unpaid accrued interest, shall become immediately due and payable without demand or notice.

F. Failure to Create or Retain Jobs as Identified Above. In this Loan Agreement, failure to create or retain jobs, as identified above, is not considered a default, but is to be specifically penalized as provided herein.

X. Law Governing. The laws of the State of Wisconsin shall govern this Loan Agreement, and Promissory Note issued hereunder.

XI. Counterparts. This Loan Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto are on the same instrument.

XII. Severability. If any provision of this Loan Agreement shall be held or deemed to be, or shall in fact be, inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all jurisdictions or in all cases because it conflicts with any other provision or provisions hereof or any constitution, statute or rule of public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstances or of rendering any other provision or any provisions contained herein invalid, inoperative, or unenforceable to any extent whatsoever. The invalidity of one or more phrases, sentences, clauses, or sections contained in this Loan Agreement shall not affect the remaining portion of this Loan Agreement or any part thereof.

XIII. Termination. Upon full and final payment of the Promissory Note, this Loan Agreement shall terminate and the City shall cause the Promissory Note to be

AmeriLux International, LLC - Loan Agreement

Page 10 of 10

canceled and delivered to Borrower. The City shall also cause liens to be discharged of record.

XIV. Notices. Whenever written notices are required under this Agreement, such notices shall be deemed received when mailed by certified mail to either of the following addresses:

If to Borrower:

AmeriLux International, LLC
Attn: Kurt R. Voss
1212 Enterprise Drive
De Pere, WI 54115

If to City:

City of De Pere
Attn: City Administrator
335 South Broadway Street
De Pere, WI 54115

XV. Amendments. Amendments to this Agreement must be in writing and executed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the date first written above.

AMERILUX INTERNATIONAL, LLC

CITY OF DE PERE

By: _____
Kurt R. Voss, Managing Member

By: _____
Michael J. Walsh, Mayor

By: _____
Shana D. Ledvina, Clerk-Treasurer

H:\azills\Economic Development Loans\2017\AmeriLux International, LLC\Loan Agreement

Attachment: Loan Agreement 5-4-17 (5805 : Consideration of Revolving Loan Fund documents for AmeriLux International, LLC.)

PERSONAL GUARANTEE OF SPECIFIC TRANSACTION

1. GUARANTEE. For value received, and to induce the City of De Pere (Lender) to extend credit to AmeriLux International, LLC, a Wisconsin Limited Liability Company, (Debtor), Kurt R. Voss, Managing Member of AmeriLux International, LLC (hereinafter “the Undersigned”), guarantees payment of and promises to pay or cause to be paid to Lender, when due, or to the extent not prohibited by law, at the time Debtor becomes a subject of bankruptcy or other insolvency proceedings, the Promissory Note or Loan Agreement payable to Lender dated May ____, 2017, executed by Debtor in the principal amount of Two Hundred Fifty Thousand Dollars (\$250,000.00), plus interest charges and fees as provided for in the Promissory Note, Loan Agreement, and any extensions, renewals, and deferrals of it, and also including the amount of any payments made to Lender on behalf of Debtor which are recovered by Lender by a trustee, receiver, creditor, or other party pursuant to applicable law (the obligations) and to the extent not prohibited by law, all costs, expenses, fees, at any time paid or incurred in endeavoring to collect all or part of the obligations or to realize upon this guarantee or any collateral securing any obligation. To the extent not prohibited by law, this guarantee is valid and enforceable against the Undersigned, even though any obligation is invalid and unenforceable against Debtor.

2. REPRESENTATIONS. The Undersigned acknowledges and agrees that Lender has not made any representations or warranties with respect to, does not assume any responsibility to the Undersigned for, and has no duty to provide information to the Undersigned regarding the collectability or enforceability of any of the obligations or the financial condition of Debtor. The Undersigned has independently determined the collectability and enforceability of the

Page 2 of 2

3. PERSONS BOUND. This guarantee benefits the Lender, its successors and assigns, and binds the Undersigned, his respective heirs, personal representatives, and assigns.

Kurt R. Voss
3583 Beachmont Dr.
De Pere, WI 54115

Personally came before me this ____ day of _____, 2017, the above named Kurt R. Voss to be known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public:
My commission expires: _____

Packet Pg. 35

PROMISSORY NOTE

\$250,000

Date:
De Pere, Wisconsin

FOR VALUE RECEIVED on this date, the undersigned Maker promises to pay to the order of the City of De Pere at 335 South Broadway, De Pere, Wisconsin, or at such other location as may be designated in writing from time to time, the principal sum of Two Hundred Fifty Thousand Dollars (\$250,000.00), together with interest, at the times and in the amounts hereinafter set forth.

PAYMENTS OF PRINCIPAL AND INTEREST

This Note shall be of a duration of seven (7) years. Payments of principal plus interest shall be amortized on a seven (7) year basis with equal monthly installments over the seven (7) year period. This note shall bear interest at a rate of one percent (1.0%) per annum for the term of this note.

Repayment shall commence thirty (30) days after the Maker first draws on the fund. The schedule of payments of principal and interest are as provided on the attached Exhibit 1.

RIGHT TO PREPAY

This Note may be prepaid, in whole or in part, at any time without penalty for prepayment, at the option of Maker.

DEFAULT

This note shall not be deemed in default as to payment of principal until the expiration of thirty (30) days after written notice to Maker, during which thirty (30) day period Maker shall be allowed to cure the default. If notice is given and Maker fails to cure the default within said thirty (30) day period, the principal balance, together with interest as provided above, shall at once become due and payable without further notice.

SECURITY

As security for this Note, Maker has entered into a Loan Agreement. Such loan is further secured through the execution of Personal Guarantee of Specific Transaction by Kurt R. Voss, and through a term life insurance policy on Kurt R. Voss naming the City of De Pere as beneficiary thereunder.

INDEMNITY

Maker and any guarantor agree to pay all costs of collection before and after judgment, including reasonable attorney fees (including those incurred in successful defense or settlement of any counterclaim brought by Maker incident to any action or proceeding involving Maker brought pursuant to the United States Bankruptcy Code) and waive presentment, protest, demand, and notice of dishonor. Maker agrees to indemnify and hold harmless Lender, its officers, employees, and agents from and against any and all claims, damages, judgments, penalties, and expenses, including reasonable attorney fees, arising directly or indirectly from the credit extended under this Note or the activities of Maker. This indemnity shall survive payment of this Note.

CONSTRUCTION

This Note and all its terms shall be construed in accordance with the laws of the State of Wisconsin.

BINDING EFFECT

This Promissory Note is binding not only upon Maker, but also its respective heirs, executors, successors, administrators, or assigns.

AmeriLux International, LLC
Promissory Note
Page 3 of 3

Signed this _____ day of _____, 2017.

AMERILUX INTERNATIONAL, LLC:

By: _____
Kurt R. Voss, Managing Member

H:\azills\Economic Development Loans\2017\AmeriLux International, LLC\Promissory Note.docx

Attachment: Promissory Note 5-3-17 (5805 : Consideration of Revolving Loan Fund documents for AmeriLux International, LLC.)

Monthly Amortization Schedule

Amount of Note: 250,000
Number of Months: 84
Interest Rate: 1.00%

Calculated Payment: \$3,082.81

<u>Payment Number</u>	<u>Interest</u>	<u>Principal</u>	<u>Total Payment</u>	<u>Balance</u>
				\$250,000.00
1	\$208.33	\$2,874.48	\$3,082.81	\$247,125.52
2	\$205.94	\$2,876.87	\$3,082.81	\$244,248.65
3	\$203.54	\$2,879.27	\$3,082.81	\$241,369.38
4	\$201.14	\$2,881.67	\$3,082.81	\$238,487.71
5	\$198.74	\$2,884.07	\$3,082.81	\$235,603.63
6	\$196.34	\$2,886.48	\$3,082.81	\$232,717.16
7	\$193.93	\$2,888.88	\$3,082.81	\$229,828.28
8	\$191.52	\$2,891.29	\$3,082.81	\$226,936.99
9	\$189.11	\$2,893.70	\$3,082.81	\$224,043.29
10	\$186.70	\$2,896.11	\$3,082.81	\$221,147.18
11	\$184.29	\$2,898.52	\$3,082.81	\$218,248.66
12	\$181.87	\$2,900.94	\$3,082.81	\$215,347.72
13	\$179.46	\$2,903.36	\$3,082.81	\$212,444.37
14	\$177.04	\$2,905.77	\$3,082.81	\$209,538.59
15	\$174.62	\$2,908.20	\$3,082.81	\$206,630.40
16	\$172.19	\$2,910.62	\$3,082.81	\$203,719.78
17	\$169.77	\$2,913.05	\$3,082.81	\$200,806.73
18	\$167.34	\$2,915.47	\$3,082.81	\$197,891.26
19	\$164.91	\$2,917.90	\$3,082.81	\$194,973.36
20	\$162.48	\$2,920.33	\$3,082.81	\$192,053.02
21	\$160.04	\$2,922.77	\$3,082.81	\$189,130.26
22	\$157.61	\$2,925.20	\$3,082.81	\$186,205.05
23	\$155.17	\$2,927.64	\$3,082.81	\$183,277.41
24	\$152.73	\$2,930.08	\$3,082.81	\$180,347.33
25	\$150.29	\$2,932.52	\$3,082.81	\$177,414.81
26	\$147.85	\$2,934.97	\$3,082.81	\$174,479.84
27	\$145.40	\$2,937.41	\$3,082.81	\$171,542.43
28	\$142.95	\$2,939.86	\$3,082.81	\$168,602.57
29	\$140.50	\$2,942.31	\$3,082.81	\$165,660.26
30	\$138.05	\$2,944.76	\$3,082.81	\$162,715.50
31	\$135.60	\$2,947.22	\$3,082.81	\$159,768.28
32	\$133.14	\$2,949.67	\$3,082.81	\$156,818.61
33	\$130.68	\$2,952.13	\$3,082.81	\$153,866.48
34	\$128.22	\$2,954.59	\$3,082.81	\$150,911.89
35	\$125.76	\$2,957.05	\$3,082.81	\$147,954.84
36	\$123.30	\$2,959.52	\$3,082.81	\$144,995.33
37	\$120.83	\$2,961.98	\$3,082.81	\$142,033.34
38	\$118.36	\$2,964.45	\$3,082.81	\$139,068.89
39	\$115.89	\$2,966.92	\$3,082.81	\$136,101.97

<u>Payment Number</u>	<u>Interest</u>	<u>Principal</u>	<u>Total Payment</u>	<u>Balance</u>
40	\$113.42	\$2,969.39	\$3,082.81	\$133,132.58
41	\$110.94	\$2,971.87	\$3,082.81	\$130,160.71
42	\$108.47	\$2,974.34	\$3,082.81	\$127,186.37
43	\$105.99	\$2,976.82	\$3,082.81	\$124,209.54
44	\$103.51	\$2,979.30	\$3,082.81	\$121,230.24
45	\$101.03	\$2,981.79	\$3,082.81	\$118,248.45
46	\$98.54	\$2,984.27	\$3,082.81	\$115,264.18
47	\$96.05	\$2,986.76	\$3,082.81	\$112,277.42
48	\$93.56	\$2,989.25	\$3,082.81	\$109,288.18
49	\$91.07	\$2,991.74	\$3,082.81	\$106,296.44
50	\$88.58	\$2,994.23	\$3,082.81	\$103,302.21
51	\$86.09	\$2,996.73	\$3,082.81	\$100,305.48
52	\$83.59	\$2,999.22	\$3,082.81	\$97,306.26
53	\$81.09	\$3,001.72	\$3,082.81	\$94,304.53
54	\$78.59	\$3,004.22	\$3,082.81	\$91,300.31
55	\$76.08	\$3,006.73	\$3,082.81	\$88,293.58
56	\$73.58	\$3,009.23	\$3,082.81	\$85,284.35
57	\$71.07	\$3,011.74	\$3,082.81	\$82,272.60
58	\$68.56	\$3,014.25	\$3,082.81	\$79,258.35
59	\$66.05	\$3,016.76	\$3,082.81	\$76,241.59
60	\$63.53	\$3,019.28	\$3,082.81	\$73,222.31
61	\$61.02	\$3,021.79	\$3,082.81	\$70,200.52
62	\$58.50	\$3,024.31	\$3,082.81	\$67,176.21
63	\$55.98	\$3,026.83	\$3,082.81	\$64,149.38
64	\$53.46	\$3,029.35	\$3,082.81	\$61,120.02
65	\$50.93	\$3,031.88	\$3,082.81	\$58,088.15
66	\$48.41	\$3,034.40	\$3,082.81	\$55,053.74
67	\$45.88	\$3,036.93	\$3,082.81	\$52,016.81
68	\$43.35	\$3,039.46	\$3,082.81	\$48,977.34
69	\$40.81	\$3,042.00	\$3,082.81	\$45,935.34
70	\$38.28	\$3,044.53	\$3,082.81	\$42,890.81
71	\$35.74	\$3,047.07	\$3,082.81	\$39,843.74
72	\$33.20	\$3,049.61	\$3,082.81	\$36,794.13
73	\$30.66	\$3,052.15	\$3,082.81	\$33,741.98
74	\$28.12	\$3,054.69	\$3,082.81	\$30,687.29
75	\$25.57	\$3,057.24	\$3,082.81	\$27,630.05
76	\$23.03	\$3,059.79	\$3,082.81	\$24,570.27
77	\$20.48	\$3,062.34	\$3,082.81	\$21,507.93
78	\$17.92	\$3,064.89	\$3,082.81	\$18,443.04
79	\$15.37	\$3,067.44	\$3,082.81	\$15,375.60
80	\$12.81	\$3,070.00	\$3,082.81	\$12,305.60
81	\$10.25	\$3,072.56	\$3,082.81	\$9,233.04
82	\$7.69	\$3,075.12	\$3,082.81	\$6,157.92
83	\$5.13	\$3,077.68	\$3,082.81	\$3,080.24
84	\$2.57	\$3,080.24	\$3,082.81	(\$0.00)
Totals	<u>\$8,956.18</u>	<u>\$250,000.00</u>	<u>\$258,956.18</u>	

RESOLUTION #17-35

AUTHORIZING THE NEGOTIATION OF AN ECONOMIC DEVELOPMENT
LOAN WITH AMERILUX INTERNATIONAL, LLC

WHEREAS, the Department of Planning and Economic Development has received the application of Amerilux International, LLC for a revolving loan in the amount of \$250,000; and

WHEREAS, the Common Council wishes to authorize the negotiation of such a loan in accordance with this Resolution and the Economic Development Revolving Loan Program Policies and Procedures Manual (revised 1/15/13).

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Director of Planning and Economic Development and the City Attorney are authorized and directed to negotiate the terms and conditions of a revolving loan with Amerilux International, LLC in accordance with the City's Economic Development Revolving Loan Program Policies and Procedures Manual (revised 1/15/13) in the principal amount not to exceed \$250,000.

BE IT FURTHER RESOLVED THAT:

Any loan so negotiated shall be submitted to the Finance/Personnel Committee for approval prior to execution of documents therefore.

BE IT FURTHER RESOLVED THAT:

All appropriate officers, officials, employees and agents of the City of De Pere are authorized and directed to take all steps reasonably necessary to finalize such loan agreement and accessory documents and to take all other actions reasonably necessary to comply with and compel compliance with such agreement.

Resolution #17-35
Page 2 of 2

Adopted by the Common Council of the City of De Pere, Wisconsin, this 2nd day of
May, 2017.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Carey E. Danen, Deputy City Clerk

Ayes: _____

Nays: _____

City of De Pere MEMORANDUM



To: City Council
 From: Kimberly Flom, Economic Development & Planning Director
 Date: May 2, 2017

RE: **Revolving Loan Fund (RLF) Application for AmeriLux International, LLC**

PROJECT SUMMARY

AmeriLux International, LLC has submitted a Revolving Loan Fund application requesting a \$250,000 loan for working capital. They are currently working on expanding their location in the East Industrial Park to include a new approximately 30,000 s.f. warehouse. The applicant has already obtained site plan approval for the project.

Loan Type: Working Capital
 Loan Request: \$250,000 (9.8% of total project cost of \$2,541,646)
 Jobs Created: 13 Full Time Equivalent (13 required)

Since 2004, AmeriLux has continued to grow and succeed in De Pere. The attached application and business description provide more detail about the company. AmeriLux International has committed to providing 13 full time equivalent positions, which meets the loan program requirements. The applicant is also committed to meeting all related Community Development Block Grant (CDBG) HUD and Wisconsin Department of Administration and City of De Pere program requirements including job creation for individuals in low and moderate income (LMI) households.

Staff proposes a 1% interest rate at term of 7 years (typical for working capital loans). Staff will work with the applicant to secure the best collateral position. The applicant has offered a personal guaranty and a life insurance policy.

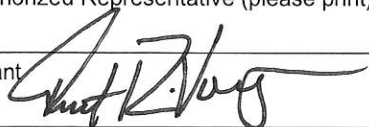
Revolving Loan Fund Account

- Current Account Balance: Approximately \$1,100,000 (\$158,663 over maximum cap)
- Approved Loans (not yet closed)
 - Battlehouse \$55,000 (still requires Finance/Personnel Committee review)
 - Black Honey Hashery \$65,500
- Pending Loan Applications
 - New Leaf Market Cooperative \$250,000
 - AmeriLux International \$250,000
- Balance if all loans approved: Approximately \$479,500

Staff requests approval from the City Council to proceed with negotiating the terms, and also drafting the necessary documents related to the loan. If the City and the Applicant reach terms, the final documents will be presented to the Finance/Personnel Committee for review.

	CITY OF DE PERE APPLICATION FOR REVOLVING LOAN FUND	Date: _____
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Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Business Applicant Information			
Applicant Name (Business) AmeriLux International, LLC		Authorized Representative (CEO) Kurt Voss	
Mailing Address 1212 Enterprise Drive	City De Pere	State WI	ZIP Code 54115
Email Address kvoss@ameriluxinternational.com	Phone Number (incl. area code) 920-336-9300	Fax Number (incl. area code) 920-336-9301	
SECTION 2: Contact Information (complete these fields when project site owner is different than applicant)			
Name (Ind. Org. or Entity) AmeriLux International, LLC		Contact Person Joe Nick	
		Title Director of Operations	
Mailing Address 1212 Enterprise Drive	City De Pere	State WI	ZIP Code 54115
Email Address jnick@ameriluxinternational.com	Phone Number (incl. area code) 920-336-9300	Fax Number (incl. area code) 920-336-9301	
SECTION 3: City Loan Information			
Type of Loan Request:	Working Capital Equipment / Machinery Land / Site Acquisition Construction		
Use of RLF Funds:	These funds will be used to purchase inventory (working capital).		
# of Jobs to be Created or Retained:	13		
Loan Amount Requested (\$20,000 per FTE):	\$250,000		
Target Loan Closing Date:	07/01/2017		
SECTION 4: Project Financing Information			
Project Sources of Funding		Project Uses of Funding	
Personal financing for Project:	\$350,000	Land & Building:	\$1,313,606
Private Financing for Project:	\$1,941,646	Equipment:	\$628,040
Other Financing for Project:	N/A	Working Capital:	\$600,000
City RLF Financing for Project:	\$250,000	Other:	\$0
TOTAL Project Sources:	\$2,541,646	TOTAL PROJECT Uses:	\$2,541,646
Please attach the detailed loan application materials as defined below.			
SECTION 5: Certification and Permission			
Certification: I hereby certify that I am the owner or authorized representative this RLF Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.			
Name of Owner/Authorized Representative (please print) Kurt Voss		Title CEO	Phone Number 920-336-9300
Signature of Applicant 		Date Signed 4/14/2017	

Attachment: 00_AmeriLux RLF Application (5805 : Consideration of Revolving Loan Fund documents for AmeriLux International, LLC.)

Business Description & Timeline

Originally called American Louver, AmeriLux International was formed in May 2004 and moved from Appleton, WI into a new 20,000 square foot facility located in the East De Pere Industrial Park just south of Green Bay, WI. Since then, AmeriLux International has been committed to providing the horticultural, architectural, building, and construction communities with superior products and service and on educating the U.S. market on the features and benefits of polycarbonate daylighting.

- 2006: To better service the marketplace, AmeriLux partnered with GE Plastics to become the master distributor of LEXAN™ THERMOCLEAR™ multiwall and corrugated polycarbonate sheet products. While AmeriLux would continue to serve as the master distributor of LEXAN™ multiwall polycarbonate, GE would go on to sell their plastics division to SABIC.
- 2007: AmeriLux expanded its product offering to include the off-site warehousing and distribution of steel coil. Steel coil is used in a wide variety of construction applications such as pre-engineered wall and roof panels, architectural building panels, and agricultural wall and roof panels.
- 2008: Due to an increased use of PVC (polyvinyl chloride) panels as a building material in the U.S. agricultural and industrial markets, Agrilite™ Corrugated PVC liner panels and TRUSSCORE™ PVC interlocking liner panels were added to AmeriLux's ever-growing line of products.
- 2009: With a growing customer base and an increase in product diversity, it was necessary to expand the warehouse and operations space. AmeriLux nearly doubled in physical plant size, now occupying 37,000 square feet of production space.
- 2009: With the US's growing demand for high-performance, energy-efficient, daylighting solutions in the architectural and building construction markets, AmeriLux began distribution of the LEXAN™ THERMOCLICK™ Interlocking Sheet System; a 40mm and 50mm polycarbonate sheet product that offers superior thermal performance and is easy to install.
- 2009: Looking to offer the professional grower the ideal combination of maximum light transmission, thermal insulation, impact strength, and energy efficiency in a multiwall polycarbonate panel, AmeriLux introduced the LEXAN™ THERMOCLEAR™ Plus high-performance sheet to the horticultural market.
- 2010: To further enhance the energy efficiency of multiwall polycarbonate (primarily thermal performance), AmeriLux partnered with the Cabot Corporation to become the exclusive U.S. distributor and fabricator of Lumira® aerogel-filled multiwall polycarbonate sheets.

A WORLD OF POSSIBILITIES

- 2010: SABIC and AmeriLux co-developed the LEXAPANEL™ polycarbonate standing seam glazing solution. LEXAPANEL™ uses a standing seam connection to join multiwall polycarbonate panels in a variety of customizable widths, thicknesses, structures and colors. This major innovation addresses many building and construction challenges – including cost and design freedom – with one versatile concept.
- 2012: With the multiwall polycarbonate market in the US continuing to grow, AmeriLux completed a 23,000 square foot expansion to its warehouse facility; bringing the total square footage of operations space to just under 60,000 square feet. [Click here to view photos and details of this second expansion.](#)
- 2012: To continually provide value-added services and improve on-time delivery with key customers, AmeriLux International formed AmeriLux Transportation; a full-service, freight transport company. AmeriLux Transportation made its first delivery in June of 2012.
- 2014: The past decade has seen many improvements in the performance characteristics of polycarbonate. AmeriLux is proud to have been a key player in introducing some of these technological advancements to the marketplace such as LEXAN™ THERMOCLEAR™ 15. A high-performance polycarbonate sheet that will offer the industry's only 15-Year warranty!
- 2015: The formation of AmeriLux Logistics, a freight brokerage company. AmeriLux Transportation is now going to have access to a network of qualified carriers and a wide range of freight shipping services - yet another offering to better serve the marketplace.
- 2015: As a compliment to SABIC's 15-Year warranty, AmeriLux introduced its industry leading 20-Year warranty on the LEXAN™ THERMOCLEAR™ 15 8mm and 16mm multiwall polycarbonate sheet.
- 2015: Expanded our fabrication services with the addition of a MultiCam 3000 Series CNC Router and a Giben 14-Foot Beam Saw. These additions to our Distribution Center not only increase our cutting capabilities but also our abilities to better meet our customers' specific project requirements.
- 2017: We're expanding ... again! This time, AmeriLux is adding an additional building. The 30,592 square foot facility is being built on the vacant property adjacent to our East De Pere location and will house our extensive inventory of multiwall polycarbonate products.

LEXAN THERMOCLEAR, LEXAN THERMOCLICK, and LEXAPANEL are trademarks of SABIC.

A WORLD OF POSSIBILITIES

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

MEETING DATE:	May 9, 2017
DEPARTMENT:	Information Technology
FROM:	Kevin Clark
SUBJECT:	Approve \$250 donation from the Kress Inn and Bemis Conference Center in support of De Pere TV.*

Staff is requesting approval to accept a \$250 donation from the Kress Inn & Bemis Conference Center in support of De Pere TV. They will be recognized as a supporter on TV and online for one year and acknowledged with a letter of thanks and appreciation. The donation will be used to support station operations.

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

MEETING DATE: May 9, 2017

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider Revised Policies for City Government Channel (DPTV)*

ATTACHMENTS:

- Mayor-FP DPTV 2017-5-9-17-122-003-12 (PDF)
- De PereTV policies 2017 rewrite-4-27-17 JSL (PDF)
- De PereTV policies and procedures 2013 (PDF)
- De PereTV policies and procedures Appendix A 2013 (PDF)

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
Members of the Finance/Personnel Committee
From: Judith Schmidt-Lehman, City Attorney *Judy*
RE: Consideration of Revised DPTV Policies and Procedures
Date: May 9, 2017

The Policies and Procedures for the City's Government Access Channel (Channel 4 or DPTV) were last revised in 2013. Since then, the production arm of the channel and programming opportunities from city non-profits (such as Definitely De Pere) and educational institutions (such as St. Norbert College) have expanded. Additionally, after reviewing several other government access channel policies, it was determined that the City's policies could use updating.

If you have any questions regarding these updated policies and procedures, please call Judy at 339-4042 or Steve Massey at 328-3326.

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**CITY OF DE PERE GOVERNMENT CHANNEL
DE PERE TV (DPTV)**

MISSION STATEMENT AND POLICIES

MISSION STATEMENT: The mission of DPTV is to make local government accessible to the citizens of De Pere. DPTV will promote citizen access and exposure to local government and it will further government accountability. Finally, DPTV will promote citizen engagement with local government and the community.

In order to complete this mission, DPTV's activities will include the following prioritized programming and services:

1. City government meetings of the Common Council and its Boards, Committees, and Commissions.
2. County meetings of the County Board and its Boards, Committees and Commissions.
3. Programs on current events or particular community issues.
4. Programs regarding city or county government services.
5. Public Service Announcements furthering local government activities, programs or services.
6. Bulletin board information on meeting schedules of city and county government meetings.
7. Bulletin board information regarding community events sponsored by city or county government, city non-profit entities, or educational institutions located within the county.
8. Productions which feature city, county, or community services.
9. Bulletin board information regarding employment opportunities.
10. Productions with a local cultural or educational interest or element.
11. Programs from outside sources which further the DPTV mission statement.
12. Providing video production assistance to city departments for training purposes.
13. Providing video production assistance for purposes of non-commercial promotion of the City.

POLICIES

GENERAL

1. For purposes of the Mission Statement and Policies, the following words or phrases shall mean the following:
 - a. Cablecast includes video on demand and video streaming.
 - b. City means City of De Pere, Wisconsin.
 - c. City non-profit entities mean a non-profit organization where at least 50% of its members reside within the corporate limits of the City of De Pere.
 - d. County means Brown County, Wisconsin.
 - e. De Pere TV or DPTV means the city government access channel as provided under the Cable Communications act of 1984, as amended, which is operated and administered by the City of De Pere.
 - f. Sponsor acknowledgement means acknowledgement of program sponsors in accordance with the National Federation of Community Broadcasters (NFCB) Guidelines.
 - g. Video Production and Marketing Coordinator ("Coordinator") means the person holding that position in the City or that person's designee.
2. The Mission Statement and Policies have been developed to provide guidelines for the efficient and effective administration of DPTV and have been approved by the De Pere Common Council. Changes to the Mission Statement or Policies require Common Council approval.
3. DPTV staff and resources are for the use of the City government. The Coordinator may utilize DPTV resources to assist other government agencies and city non-profit entities provided doing so furthers the mission statement of DPTV.
4. Programming compliance with these policies is subject to the review of the City Administrator. Complaints regarding programming or adherence to these policies shall be made to the City Administrator.
5. Changes to these policies are subject to review by the Finance/Personnel Committee, with final approval by the Common Council.
6. Non-DPTV productions which further the mission of DPTV, City Departments or city non-profit entities may be cable cast, provided they comply with the DPTV policy and fit within the DPTV schedule.
7. Selection and scheduling of live events, programs, and bulletin board entries are within the sole discretion of the Coordinator in accordance with the priorities identified in the Mission Statement. DPTV will retain storage media of recorded meetings for three months. Requests for copies will be granted provided the costs thereof are paid for by the requestor.
8. DPTV will retain the master copy of all programming it produces, or aids in producing in accordance with the approved record retention schedule. Copies of the master will be

used for cable casting and may be purchased at cost. All work storage media used in the production of the master copy will be available for purchase for 30 days after completion of the project and then recycled, in the discretion of the Coordinator.

PROHIBITIONS ON USE

DPTV facilities and resources shall not be used for the following:

1. Any advertisement on behalf of a political candidate or measure on a ballot. This does not prohibit DPTV production of programming which includes the opportunity for all candidates for an elective office or position or proponents of all sides of an issue to appear in a fair and equitable forum.
2. Any advertisements including specific messages on behalf of or opposing any measure under consideration by the City Common Council. This does not preclude the production of programming by DPTV staff which provides information on such issues if all sides of an issue are presented, or the production of programs where all sides of an issue are debated/discussed by their proponents/opponents.
3. Any promotional material concerning products or services presented for the purpose of any solicitation of funds or items of value by groups other than city government or city non-profit groups. This does not prohibit sponsor acknowledgements. [See Sponsor Acknowledgements on page four (4).]
4. Any information concerning lotteries, gift enterprises or the like.
5. Any material which constitutes libel, slander, defamation, pornography, violation of copyright or trademark, or which might violate any local, state, or federal laws, including Federal Communications Commission (FCC) regulations.
6. Any programming which advocates a particular religious belief or beliefs.
7. Use of DPTV production equipment shall be restricted to designated city employees and only for purposes of fulfilling the mission statement and these policies. Loaning, renting or use of the equipment for personal or commercial use is prohibited.

COPYRIGHT ISSUES

1. All DPTV productions (i.e. meeting coverage, program production) and video works produced by DPTV are copyrighted works of the City and under the copyright control of the City unless:
 - a. The work is solely produced as a “work for hire” for, and funding is provided by, an entity other than the city, such as the county or a city non-profit entity.
 - b. Language in a grant or other funding source which pre-exists the production of the work, establishes a different, related entity as the copyright holder.
 - c. An agreement is signed granting copyright ownership to a different, related entity, such as the funding source or the host/moderator of a program.

- d. Nothing in this section is intended to provide a means for the city to avoid the Wisconsin Public Meetings or Open Records Laws. Requests for video copies of such meeting will be granted as required by the Public Records Law, with the right of the City to require compensation for the production of the video copy.
- 2. All pre-recorded programming shall be identified by producer or source of programming credits at the end of the program.

EDITING POLICIES FOR PROGRAMS AND BULLETIN BOARDS

- 1. All public meetings will be covered gavel-to-gavel. No editing shall be performed except:
 - a. Addition of title and credit pages for cable casting replays;
 - b. Coverage lost due to technical problems;
 - c. Editing out possible recesses; or
 - d. Addition of overlay graphics, including DPTV logo and lower third informational elements.
- 2. Programming prepared by a government department or other submitter may be modified or edited as appropriate to meet these policies governing channel use, or as dictated by scheduling and personnel resource requirements.
- 3. Informational messages on the bulletin board may be edited for clarity and to maximize the capacity of the system.

SPONSOR ACKNOWLEDGEMENTS

DPTV may provide acknowledgments of program sponsors in accordance with NFCB Guidelines:

- 1. Underwriting defines what DPTV may and may not do in announcing funding for a specific program or series of programs.
- 2. If money is given without a direct connection to any programming, it is considered a donation. Donor announcements are not required, but may be made at DPTV's discretion.
- 3. When announcements for donations or underwriting from for profit entities are made, they may include:
 - a. a trade name or brand name;
 - b. location and phone number;
 - c. logograms or slogans that are not of a promotional nature;
 - d. value-neutral descriptions of a product line or service that aid in identifying the contributor; or
 - e. names or service listings that do not include qualitative or comparative language

4. Additional Underwriting and Sponsorship Guidelines are approved and provided as Appendix A.

City of De Pere
Programming Policy and Operational Procedures for the
Government Access Station.

Adopted

CITY OF DE PERE
GOVERNMENT ACCESS STATION POLICY

De Pere's Governmental Access Station (DPTV) as provided for under the Cable Communications Act of 1984, Section 531, is operated and administered by the Common Council of the City of De Pere (Common Council). Programming policies are subject to the approval and review of the Common Council.

DPTV exists to:

- To offer City and Brown County government information to citizens of the community.
- To widen the dissemination of activities of the legislative and advisory bodies and boards of the City of De Pere.
- To offer public information to the citizens of De Pere about the various functions performed by the various agencies, divisions, and departments of City government.
- To provide information to citizens requiring access and process information to various City departments and/or agencies.
- To offer video support services to the various agencies, divisions and departments of City government.

The programming policy and operation procedures were developed to provide guidelines to effectively and efficiently manage the overall operation of DPTV and have been approved by the Common Council.

PROGRAMMING POLICY

It is the policy of DPTV to provide direct, non-editorial information to the citizens of De Pere concerning the operations and deliberations of the City governments. DPTV is not a mechanism for building support for a particular candidate or candidates for political office. With respect to any program concerning subjects which may be interpreted to be materially controversial, DPTV will maintain a position of neutrality. Announcements for authorized municipal events or events directly or otherwise determined to be of significant municipal interest shall be allowed,

but announcements for outside agencies shall generally not be permitted. Public Service Announcements for community spirited not-for-profit organizations may be considered and are subject to review by the Cable Access Manager. The Common Council shall serve as the final approval body for resolving disputes for policy matters.

OPERATIONAL PROCEDURES

DPTV shall operate on Time Warner Cable Channel 4, AT&T U-verse Channel 99, and www.depere.tv.

MODES OF TRANSMISSION: The City shall utilize five basic transmitting modes:

- **Live Transmission:** Live coverage, principally consisting of City Council and other selected public meetings (i.e., boards and commissions) and events of general community interest.
- **Delayed Transmission:** Many public meetings or events will be recorded in advance for transmission at a later period. Some live meetings or events, such as City Council, will be recorded for subsequent replay to insure additional opportunity for viewing.
- **Pre-produced programming:** Programs produced by DPTV or other entities related to government facilities, services and/or operation will be transmitted if appropriate.
- **Interactive Information Service:** Alpha-Numeric information consisting of program schedules and public information will be transmitted in order to maintain up-to-date schedules and keep viewers abreast of said information.
- **Streaming:** Live and on-demand viewing via the internet.

REVIEW AUTHORITY: Programming compliance to these policies and operation procedures is subject to the review of the City Administrator. Finance and Personnel Committee may hear complaints and make recommendations. Changes in policies and operation procedures require the Common Council's approval.

PROGRAMMING POLICY: Programming access to DPTV is limited to municipal agencies/departments and those entities with a direct corporate relationship with the City of De Pere (municipal corporations). DPTV is not intended for general public programming use.

- **Public Meetings:** All public meetings of City policy-making commissions or boards are authorized for transmission. All regular City Council meetings will be transmitted. Meetings related to governmental committees, boards and commissions may be transmitted at the request or by permission of the presiding officer, logistics permitting.

- **Informational Programming:** While all programming on DPTV is considered to be informational, those herein are considered to be pre-produced feature programs and program series. All municipal agencies/departments may submit through their Department Head requests which they feel may be appropriate for transmission on DPTV.
- **Candidates for Public Office:** Announced candidates for public office shall not be permitted to make personal statements over DPTV, except in the regular discourse of public meetings or within a forum of public debate or question/answer format with all other declared candidates being invited and under the oversight of impartial third party using mutually agreeable ground rules. Incumbents who become candidates for public office can not appear on DPTV except as described above during their period of candidacy.
- **Billboard Information Messages:** Information for the billboard may be submitted by any municipal agency/department. Messages submitted should be consistent with the previous policies and intentions of this policy statement and shall be transmitted at the discretion of the Cable Access Manager.
- **Any programming request shall be subject to review of the Cable Access Manager for appropriateness and technical consideration.** Those programs which are consistent with the overall operating policy of DPTV, as determined by the Cable Access Manager, shall be transmitted. The decisions of the Cable Access Manager may be appealed to the City Administrator. Written permission for the use of copyrighted material must be authorized in advance by the materials owner and obtained by the sponsor of said material.

EDITING POLICY: Editing of programming on DPTV shall be subject to the following.

- **Public Meetings:** Any public meeting transmitted via DPTV, be they live or prerecorded, will be aired in its entirety, gavel to gavel without editorial comment. Exceptions to this policy may occur only when editing out possible recesses, to comply with public standard of decency or when technical limitations restrict production procedures. Supplemental information on agenda items which the Cable Access Manager determines will aid the viewer in understanding the issues or matters under discussion may be provided.
- **Departmental Programs:** Any programming prepared or provided by a municipal agency/department may be modified or edited as deemed appropriate to the policies governing DPTV's use by the Cable Access Manager or a designee authorized by the Cable Access Manager. This determination may be made by policy restrictions or by technical, scheduling or staff limitations and may be subject to the review of the Common Council.

- Interactive Information Service: Messages programmed into the information service shall be edited to provide clarity. Messages transmitted are subject to appropriateness as determined by the Cable Access Manager and subject to the review of the Common Council. No paid commercial space or notices for events other than bonafide municipal activities shall be allowed on the billboard information service.
- Transmitted Commercialism of Public Forums is Discouraged: In furtherance of this policy DPTV directors will get tight shots of speakers in a manner to exclude commercial banners and logos wherever feasible. It being understood that a commercial name may appear, and DPTV cannot control its exclusion, such as hotel names or other sponsor's logos on speaker's podiums.
- Warranty: DPTV, the City of De Pere and its administration, its officers, employees and agents do not warrant the accuracy of any information transmitted via DPTV.

FUTURE PROGRAMMING: DPTV may assist municipal agencies/departments with:

- Video Program Development
- Programming and Public Information Dissemination
- Pre-production, Production and Post-Production
- Instruction and Recommendations
- DPTV will encourage municipal agencies/departments to utilize video programming for job notices, public information, public meetings and department service notices and descriptions.
- DPTV will continue to improve cable origination capabilities through the use of technological improvements in production and signal transportation.
- DPTV will offer training for municipal agencies/departments in the use of video facilities and equipment as requested or deemed necessary whenever time permits.
- DPTV will maintain technical standards for the improvement of signal and program quality.
- DPTV will encourage expanded use of cable technology including the use of educational content.

ENDORSEMENTS: At no time will DPTV endorse specific brand name products or service providers.

SPONSOR ACKNOWLEDGMENTS: DPTV may provide acknowledgments of program sponsors in accordance with The National Federation of Community Broadcasters (NFCB) Guidelines to underwriting for public radio stations, dated October 1992. These guidelines are:

- Underwriting defines what DPTV may and may not do in announcing funding for a specific program or series of programs.
- If money is given without direct connection to any programming, it is considered a donation. Donor announcements are not required, but may be made at DPTV's discretion.
- When announcements for donations or underwriting from for profit entities are made, they may include:
 1. a trade name or brand name
 2. location and phone number
 3. logograms or slogans that are not of a promotional nature
 4. value-neutral descriptions of a product line or service that aid in identifying the contributor
 5. names or service listings that do not include qualitative or comparative language
- DPTV is not allowed to promote the goods or service of any underwriter or donor.

Additional Underwriting and Sponsorship Guidelines are approved and provided as Appendix A.

PROMOTIONS: Promotional announcements for municipally sponsored events or activities are generally, acceptable for transmission on DPTV. Public Service Announcements for agencies outside of municipal government are subject to appropriateness as determined by the Cable Access Manager and subject to the review of the Common Council. No commercial oriented promotions will be considered for transmission.

USE OF DPTV EQUIPMENT: The use of DPTV's video production equipment by other persons other than City staff is not allowed.

HOURS OF OPERATION: It is the goal of DPTV to provide programming twenty-four (24) hours per day, seven (7) days per week with live, recorded, pre-produced, alpha-numeric, digital streamed and satellite programming. Hours of operation are enhanced through the use of automated playback equipment.

APPENDIX A

Local Underwriting and Sponsorship Guidelines

Purpose

The purpose of the underwriting guidelines is to promote or to clearly identify the underwriter, not to promote or sell its product or service.

Video

The following video effects are permitted:

1. Standard or existing corporate logos which identify but do not promote.
2. One corporate mascot (such as the Exxon tiger) or other figure developed as a corporate (rather than product) symbol, accompanied by the company's name.
3. One specific product line or brand name, after the underwriter's name/logo. Visual identification of up to three product lines, services or target markets, in addition to the one specific product. Total product identification must be limited to no more than 50 percent of the entire credit.
4. Business exteriors that represent the underwriter's product/services (e.g., bank or hospital).
5. Location information, such as street address or general reference to area served. The underwriter's contact information is also permitted.

The following practices tend to convey a more "commercial" impression and may not be used:

1. Products in use or operation for the purpose of demonstrating their capabilities.
2. Packaged goods (such as food products) shown outside the container or package, or in a prepared state.
3. Visual identification of tobacco products, distilled spirits, and firearms.
4. Official spokesperson, company officials, directors or actors posing as "generic" employees.

Audio

The following audio techniques are acceptable:

1. Neutral descriptions of product, service or target markets.
2. Location information, street address, or general reference to area served. The contact information is also permitted.
3. Music and sound effects. However, lyrics sung to music may not be used.

The following audio techniques are not permitted:

1. Comparative claims, such as donor acknowledgments that contain language comparing underwriter's products or services with those of competitors. Avoid words such as best, better, more, superior.

Examples of acknowledgments that contain these comparative terms are:

"Serving more cities than any other airline."

"With more assets than any other bank in town."

"Featuring the best products in town."

2. Acknowledgments that contain qualitative descriptions of the underwriter's product or services.

Qualitative descriptions include words that describe the features, benefits, advantages, or other qualities offered by the underwriter's product or service. Avoid words such as fine, excellent, tasty, or leading.

Examples of acknowledgments that contain these qualitative descriptions are:

"A leading supplier of automobiles."

"With 20 convenient locations."

3. Solicitations, such as announcements that contain a "call to action". Most "calls to action" contain a statement addressed directly to the viewers that tells them to take action.

Examples of acknowledgments that contain "call to action" statements are:

"Ask about our IRA."

"Call us at 555-0000."

4. Announcements containing price information. This includes interest rate information or other indications

of savings or value associated with the product or service.

Examples of pricing information are:

"Office products at discount prices."

"Making computer power affordable at every desk."

"8.0% interest rate now available."

5. Announcements that encourage the viewer to buy, sell, rent, or lease.

Examples:

"Six months of free service."

"Special gift for first fifty customers."

"Now offering free checking."

6. Examples of acceptable underwriting announcements:

"This program was made possible by a grant from -----."

"Local presentation of ----- was made possible by -----."

"This program has been brought to you by -----, serving Oceanside for 25 years."

"We'd like to thank -----for their contribution to make this program possible."

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City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: May 9, 2017

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation to Implement a Retiree Recruitment Policy *

ATTACHMENTS:

- Retiree Recruitment memo to Finance (DOCX)
- Retiree Recruitment Policy (DOCX)
- Retiree Recruitment Flyer (DOCX)

Memo

City of De Pere

To: Members of the Finance/Personnel Committee

From: Shannon Metzler, Human Resources Director

RE: Recommendation to Implement a Retiree Recruitment Policy

Date: May 9, 2017

As the competition for qualified employees continues to intensify and the available local labor pool continues to shrink due to baby boomer retirements, the Human Resources' Department would like to create the attached retiree recruitment policy. The purpose of the policy is to identify retirees as another talent pool for filling temporary or permanent part-time positions or temporary or difficult to fill permanent full-time positions.

Retirees may be hired to fill in temporarily during peak and high volume times of the year, to work on a specific project, as another alternative for difficult to fill positions, etc. It is anticipated that a targeted retiree recruitment strategy will prove valuable in meeting the City's goals by assisting permanent staff in select departments.

This unique approach may avoid the cost of adding to permanent staff, therefore meeting our operational needs more efficiently at times. This new recruitment program will allow our supervisors more flexibility in scheduling and dealing with peak workloads. Many of our own City retirees may wish to continue to utilize their talents and skills in meaningful work without the stress and commitment of full-time work.

Attached is an example of a recruitment flyer we would use to attract retirees. If you have any questions in advance of the meeting, please contact me at 339-4045.

Retiree Recruitment Policy

III. The City of De Pere may engage in targeted recruitments to attract retired or semi-retired individuals to fill various temporary or permanent part-time positions or temporary full-time positions or difficult to fill full time positions. Retirees may be hired to assist during high volume times of the year, to work on a specific project, as another option for difficult to fill positions, etc. Work assignments may be short-term or long-term in any department in the City. The City will attempt to utilize the expertise, work experience and life experience of retirees from city government and other industries/fields. This unique recruitment strategy may allow the City to avoid the cost of adding to permanent staff and will give supervisors greater flexibility in determining work schedules. The department head will initiate the request for targeted retiree recruitment and openings will be filled in collaboration with the Human Resources' Department. Job posting recruitment sources will be targeted to the retiree demographic.

Retired or Semi-Retired, but still want to contribute on flexible terms?

The City of De Pere is seeking to hire part-time, temporary individuals to work between 10 and 20 hours per week for various positions during our peak and busy times of the year. Work assignments can be short or long term and can be in any department ranging from Parks, Recreation & Forestry, Public Works, Police, Fire, Maintenance, Engineering, Human Resources, Health or Administration. You tell us what you're good at and what you'd like to do and we'll see if we can find a spot for you!

What's in it for You?

- *The flexibility to combine retirement with the occasional structure of working for an employer who truly appreciates and values your contributions.*
- *Unique part-time positions that don't require you to give up your evenings and weekends.*
- *The rare employer willing to accommodate snowbirds, long weekends off and family obligations.*
- *The chance to contribute to the success of a city with a hometown atmosphere that's known for its exceptional quality of life.*
- *The opportunity to use the skills and talents that you acquired during your lifetime to give back to benefit the 24,000 residents of this progressive urban city.*
- *The new friends you'll make to enrich your golden years!*
- *The chance to earn some extra spending money to spend however you choose!*
- *The feeling of accomplishment you'll gain from providing meaningful work without the stress and commitment of full-time employment.*
- *Your choice of working in a position in a professional setting or one where you can get your hands dirty!*



For more information, please call the City of De Pere Human Resources Department at 920-339-4045 or go to www.de-pere.org and click on Jobs.

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

MEETING DATE: May 9, 2017

DEPARTMENT: Common Council

FROM: Lawrence Delo

SUBJECT: Discussion to consider establishing a policy for limited use of unassigned reserve funds to partially fund future debt payments.

This is a discussion item added to the agenda by the request of Alderperson Raasch.

There are no attachments.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: May 9, 2017

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Consideration of competing proposals for purchase of WD-1049-2 - West Business Park.

ATTACHMENTS:

- WIP CSM Fortune Venture (PDF)

