



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, April 14, 2020

7:30 PM

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 **April 14, 2020** at **7:30 PM**.

Due to the current public health emergency, the meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

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

You can also dial in using your phone.

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

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

Access Code: 154-883-285

THIS MEETING WILL NOT BE HELD IN PERSON.

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to Order

1. Roll Call
2. Approval of the Minutes of the March 10, 2020 Regular Meeting of the Finance/Personnel Committee.
3. Consideration and Approval of the March 2020 Police Overtime Report
4. Fire Department Overtime and LifeQuest Services Billing Reports for March, 2020.
5. Consideration and possible action regarding the request from Definitely De Pere to assist in funding the Downtown De Pere COVID-19 Small Business Relief Grant Fund.*
6. Consideration and possible action regarding proposed Purchase/Sale Agreement Terms from Keller Inc, on behalf of Belmark Inc., MASK LLC, Song Industries, Inc. and Bowman Commercial Holdings, LLC for Parcel ED – 344-102-5 and Redevelopment of Parcel 344-101-5 -8 in the east business park.*
7. Consideration and possible action regarding proposed Purchase/Sale Agreement terms with Thomas Wood for ED-2313-1 and Portion of ED2314 in the east industrial park.*
8. Consideration and possible action regarding proposed Purchase/Sale Agreement terms with Dave R Wagner for a project located at WD-L179-8 in the west business park.*
9. Consideration and Possible Action to Add Teledoc (Telemedicine platform) Services to City's Medical Plan.*
10. Review and possible action on City of De Pere Investments and Cash Detail for February 2020.
11. Future agenda items.

12. Adjournment

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

***Items with an asterisk require City Council approval.**Agenda Sent To:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Diane Campshure
David Wagner
Thomas Wood
Karl Schmidt
Ann Song
Mark Nysted
Tina Quigley



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 14, 2020

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the March 10, 2020 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- March 10, 2020 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, March 10, 2020

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. Mayor Walsh called the Regular Meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, March 10, 2020, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Excused	
Ryan Jennings	Aldersperson	Present	
Amy Chandik Kunding	Aldersperson	Present	
Casey Nelson	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Conner Hogan (Boy Scout Troop 1043), Development Services Director Daniel Lindstrom, Finance Director-Treasurer Joseph Zegers, Battalion Chief Joseph Beard, Police Chief Derek Beiderwieden and members of the public.

2. Approval of the Minutes of the February 11, 2020 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Ryan Jennings, Aldersperson
AYES:	Ryan Jennings, Amy Chandik Kunding, Casey Nelson, Michael J. Walsh
EXCUSED:	Scott Crevier

3. Public Comment Period and other announcements.

No announcements were made. Mayor Walsh offered the audience the opportunity to speak on any item not on the Agenda; no one wished to speak.

4. Consideration and acceptance of proposed Eagle Scout project for Fire Department Station #2.*

Mayor Walsh made a Motion to open the meeting at 7:31 p.m., which was seconded by Aldersperson Nelson. Motion carried by unanimous vote. Conner Hogan of Boy Scout Troop 1043 shared the detail of his proposal to construct a work station at the west side fire station, similar to that of east, to store oxygen tanks and other gear. Conner has made arrangements with the high school metal shop for construction and use of tools. Mayor Walsh expressed his gratitude for the project and to the scouts for their beneficial contributions to the community and to city departments. He thanked Conner and wished him good luck with his project. Mayor Walsh then made a Motion to return to regular order at 7:33p.m., which was seconded by Aldersperson Nelson. Motion carried by unanimous vote.

Upon further discussion, the Mayor clarified in response to Aldersperson Nelson that the \$200 contribution requested of Fire Rescue will be taken from the department's donation fund.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Ryan Jennings, Alderperson
SECONDER: Amy Chandik Kunding, Alderperson
AYES: Ryan Jennings, Amy Chandik Kunding, Casey Nelson, Michael J. Walsh
EXCUSED: Scott Crevier

5. Consideration and Approval of the February 2020 Police Overtime Report.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Casey Nelson, Alderperson
SECONDER: Ryan Jennings, Alderperson
AYES: Ryan Jennings, Amy Chandik Kunding, Casey Nelson, Michael J. Walsh
EXCUSED: Scott Crevier

6. Fire Department Overtime and LifeQuest Services Billing Reports for February, 2020.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Ryan Jennings, Alderperson
SECONDER: Casey Nelson, Alderperson
AYES: Ryan Jennings, Amy Chandik Kunding, Casey Nelson, Michael J. Walsh
EXCUSED: Scott Crevier

7. Consideration and acceptance of \$250 donation from Home Instead Senior Care to the Fire Department.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Amy Chandik Kunding, Alderperson
SECONDER: Michael J. Walsh, Mayor
AYES: Ryan Jennings, Amy Chandik Kunding, Casey Nelson, Michael J. Walsh
EXCUSED: Scott Crevier

8. Consideration and acceptance of \$250 donation from Roberta Longlais Memorial Fund to the Fire Department.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Amy Chandik Kunding, Alderperson
SECONDER: Ryan Jennings, Alderperson
AYES: Ryan Jennings, Amy Chandik Kunding, Casey Nelson, Michael J. Walsh
EXCUSED: Scott Crevier

9. Request to Revise TID #15 Project Incentives for the United Health Group Development on Innovation Court.*

Development Services Director Daniel Lindstrom presented a brief summary to the Committee of proposed revisions to the development terms previously approved late last year, specifically resulting from a difference in interpretation of the pay-go agreement, which the parties recently negotiated further to reach a compromise by switching back to an up-front cash grant; an increase of the guaranteed value to 30 million and that value being required for 17 years of the TID. There are no proposed changes to infrastructure improvements, and the grant will be disbursed following the issuance of a Certificate of Occupancy, expected in 2021.

Alderson Nelson asked DSD Lindstrom for an explanation of the initial pay-go incentive terms versus the grant award following the Certificate of Occupancy, to which DSD Lindstrom explained that the pay-go structure provided for rebate payments on property taxes, payable in annual equal payments for nine years following occupancy, which City's intent was to be capped at 4 million, with the developer believing that the 4 million included the principal, as well as interest being paid to it.

Alderson Nelson then confirmed with DSD Lindstrom that the 1.77 acres referenced for City acquisition (on Packet Page 31) for City trail and public access is the same parcel referenced for a stormwater management facility on the next page of the Memo, which DSD Lindstrom further explained is now clarified as the Certified Survey Map has been completed. In response to Alderson Nelson, DSD Lindstrom explained that while it is not typical to start work in advance of a signed Agreement, it is not unheard of, and due to our part of the country having more of a defined construction cycle, some earth work has started on the project and the site plan has been approved, although the agreement hasn't yet been fully signed. Administrator Delo added that the developer is also trying to meet UHG's timeline and is doing work at developer's own risk if the development agreement isn't approved by council.

Mayor Walsh expressed kudos to Larry, Dan and Judy for working out this proposal and commended them for an excellent job negotiating.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderson
AYES:	Ryan Jennings, Amy Chandik Kunderling, Casey Nelson, Michael J. Walsh
EXCUSED:	Scott Crevier

10. Review and possible action on City of De Pere Investments and Cash Detail for January 2020.

In response to Alderson Nelson's question (resulting from the previous item) about the pay-go structure on a development and bonding for that money each year instead of once up front, Development Services Director Lindstrom advised that taxes are given back in the form of an annual cash grant payment and puts the risk on the Developer.

Administrator Delo added that the City can obtain a more favorable interest rate, and in this scenario, rather than having to pay out at various levels of construction as is typically done, the money can be held for interest purposes and paid out upon occupancy, to the advantage of City. In response to Alderson Nelson, Administrator Delo added that the money would be bonded for this year, and under IRS regulations, can be held for three years with no impact to the interest received by City, but will be disbursed long before that time.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Alderson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Ryan Jennings, Amy Chandik Kunderling, Casey Nelson, Michael J. Walsh
EXCUSED:	Scott Crevier

11. Aldi Claim for Refund of Unlawful Tax-2019 Personal Property (Machinery).*

Mayor Walsh moved to go into closed session at 7:48 p.m., seconded by Alderperson Jennings. Upon roll call vote, motion approved unanimously.

Mayor Walsh moved to return to regular order at 7:58 p.m., seconded by Alderperson Nelson. Upon roll call vote, motion approved unanimously.

RESULT: NO ACTION

12. Future agenda items.

None.

13. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 7:59 p.m.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 14, 2020

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Approval of the March 2020 Police Overtime Report

The overtime (OT) report covers a six (6)-week period. Two previous years of overtime report summaries are attached for comparison.

Miscellaneous OT of 24.75 total hours is comprised of 2 hours for personnel background investigations and 22.75 hours for SWAT call-outs.

Reimbursable Miscellaneous OT of 18.5 total hours is for the Drug Task Force assigned officer.

The training for March included a supervisor school for a newer sergeant.

ATTACHMENTS:

- 2018 PD OT Summary (PDF)
- 2019 PD OT Summary (PDF)
- March 2020 PD OT Report (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2018**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	41.50	19.50	10.00	15.50	23.00	14.00	20.00	97.50	33.00	29.00	19.50	8.50	331.00
OFFICER WORKED ON HOLIDAY	105.75	8.00	12.00	42.00	98.25	22.00	70.50	4.00	114.00	12.00	51.75	98.75	639.00
OFFICER FOR COURT	4.00	14.00	13.00	12.00	18.00	12.00	23.50	6.00	14.00	53.50	9.00	26.00	205.00
OFFICER TRAINING	82.00	122.00	71.75	140.00	277.00	164.75	104.50	73.50	179.75	224.25	66.50	28.00	1534.00
OFFICER RELIEF FOR FUNERAL			4.50										4.50
OFFICER ATTEND MEETING	10.50		3.50	15.00	0.50		7.50		10.00	12.00		21.00	80.00
STAFFING LEVEL	68.00	51.25	97.75	61.50	87.50	92.00	83.00	73.75	140.50	175.50	99.50	85.25	1115.50
INVESTIGATION	50.75	77.00	82.25	87.50	40.75	27.50	39.00	55.50	15.00	83.00	57.25	74.50	690.00
HONOR GUARD FOR FUNERAL						15.50		3.00					18.50
SCHOOL LIAISON REIMBURSED	12.50	25.50	10.00	19.00	33.75	27.50		15.00	61.00	41.50	7.00	22.00	274.75
COMMUNITY RELATIONS						1.50		2.00	3.00	14.50		4.00	25.00
SPECIAL ASSIGNMENT						6.50				46.00			52.50
SPECIAL ASSIGNMENT REIMBURSED		17.50	9.50		212.75		26.50		13.50		30.75		310.50
MISCELLANEOUS	16.00	19.00	10.75	25.75	35.00	10.75	9.00	18.50	19.75	37.75	18.75	19.00	240.00
MISCELLANEOUS REIMBURSED	33.00	41.50	79.00	20.00	32.50	23.50	25.00	34.00	32.00	43.00	22.00	19.00	404.50
Gross OFFICER OVERTIME	424.00	395.25	404.00	438.25	859.00	417.50	408.50	382.75	635.50	772.00	382.00	406.00	5924.75
SUBTOTAL REIMBURSED OVERTIME	(45.50)	(84.50)	(98.50)	(39.00)	(279.00)	(51.00)	(51.50)	(49.00)	(106.50)	(84.50)	(59.75)	(41.00)	(989.75)
NET OFFICER OVERTIME	378.50	310.75	305.50	399.25	580.00	366.50	357.00	333.75	529.00	687.50	322.25	365.00	4935.00

Total Overtime Budget: **\$150,000.00**
Expenditures through 3/1/2019 **\$190,045.02**
Percent of Total Budget: **126.70%**

NOTES:

* Period 12/30/2017 - 1/26/2018

**Period 1/27/2018 - 2/23/2018

***Period 2/24/2018 - 3/23/2018

+Period 3/24/2018 - 4/20/2018

++Period 4/21/2018 - 6/1/2018

^Period 6/2/2018 - 6/29/2018

#Period 6/30/2018 - 7/27/18

##Period 7/28/2018 - 8/24/2018

^^Period 08/25/2018 - 09/21/2018

^^^Period 9/22/2018 - 11/2/2018

*+Period 11/3/2018 - 11/30/2018

*+*Period 12/01/2018 - 12/28/2018

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

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

TOTAL OVERTIME BUDGET: \$ 160,000.00

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

PERCENT OF TOTAL BUDGET: 174.95%

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

Attachment: 2019 PD OT Summary (9420 : Police March 2020 Overtime Report)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2020**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN^	JUL#	AUG##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	90.75	25.50	18.00										134.25
OFFICER WORKED ON HOLIDAY	92.75	12.00	12.00										116.75
OFFICER FOR COURT	60.00	4.00	7.00										71.00
OFFICER TRAINING	38.50	119.75	56.00										214.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING		2.00	2.00										4.00
STAFFING LEVEL	285.50	107.25	99.00										491.75
INVESTIGATION	22.50	7.50	32.25										62.25
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	27.75	29.25	13.75										70.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED	4.50	14.00											18.50
MISCELLANEOUS	15.25	14.25	24.75										54.25
MISCELLANEOUS REIMBURSED	11.50	42.25	18.50										72.25
GROSS OFFICER OVERTIME	649.00	377.75	283.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1310.00
SUBTOTAL REIMBURSED OVERTIME	(43.75)	(85.50)	(32.25)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(161.50)
NET OFFICER OVERTIME	605.25	292.25	251.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1148.50

TOTAL OVERTIME BUDGET: \$ 175,000.00

EXPENDITURES THROUGH 4/10/2020 \$ 51,115.70

PERCENT OF TOTAL BUDGET: 29%

NOTES:

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

+Period

#Period

^^^Period

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

++Period

##Period

*+Period

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

^Period

^^Period

*+*Period

Attachment: March 2020 PD OT Report (9420 : Police March 2020 Overtime Report)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 14, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Reports for March, 2020.

ATTACHMENTS:

- FIRE DEPT MARCH 2020 OT RPT (PDF)

DE PERE FIRE RESCUEOVERTIME BREAKDOWN BY REASON FOR THE YEAR 2019

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	72.75	54.00	22.50	69.00	3.00	12.00	30.00	39.00	52.00	46.75	27.00	30.00	458.00
EMS TRAINING	40.75	129.25	108.25	107.25	8.00	3.75	8.75	0.00	77.00	139.50	103.50	79.50	805.50
FIRE TRAINING	3.50	43.50	15.50	86.75	56.50	9.00	0.00	13.75	5.25	18.50	0.00	0.00	252.25
RESCUE CALLS	13.00	2.25	11.25	2.00	0.00	9.50	4.75	7.00	2.25	13.00	4.50	17.75	87.25
FIRE CALLS	13.50	4.50	23.50	9.75	7.50	0.00	1.75	0.00	0.00	0.00	0.00	0.00	60.50
MEETINGS	3.00	33.00	22.25	8.50	19.00	2.25	11.25	12.00	21.75	9.50	16.25	26.25	185.00
STAFFING REP.	89.25	15.50	0.00	153.00	152.25	171.75	665.00	561.75	190.50	169.25	162.00	104.25	2,434.50
MAINTENANCE	0.00	0.00	0.00	3.25	8.25	0.75	0.00	0.00	0.00	0.00	0.00	0.00	12.25
PUB. ED.	2.25	0.00	4.50	34.00	0.00	7.50	0.00	2.50	0.00	59.50	0.00	0.00	110.25
SPECIAL EVENTS	0.00	0.00	0.00	0.00	210.00	0.00	10.50	56.50	0.00	28.50	7.50	0.00	313.00
# FIRE RUNS	56	31	50	52	40	32	44	33	46	37	23	42	486
# EMS RUNS	191	178	167	223	191	186	196	196	204	217	204	219	2,372
DISPATCH ERRORS	6	6	8	2	4	4	6	8	5	4	3	1	57
TOTAL HRS.	238.00	282.00	207.75	473.50	464.50	216.50	732.00	692.50	348.75	484.50	320.75	257.75	4,718.50

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through January 2, 2020, \$94,280, 99%

*Period: 12/29/18-01/25/19 +Period: 03/23/19-05/03/19 ^Period: 06/29/19-07/26/19 #Period: 09/21/19-11/01/19
 **Period: 01/26/19-02/22/19 ++Period: 05/04/19-05/31/19 ^^Period: 07/27/19-08/23/19 ##Period: 11/02/19-11/29/19
 ***Period: 02/23/19-03/22/19 +++Period: 06/01/19-06/28/19 ^^Period: 08/24/19-09/20/19 ###Period: 11/30/19-12/27/19

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2020

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	48.00	41.00	73.75										162.75
EMS TRAINING	97.25	128.50	146.00										371.75
FIRE TRAINING	4.50	21.75	16.50										42.75
RESCUE CALLS	4.25	6.50	6.25										17.00
FIRE CALLS	0.00	0.00	0.00										0.00
MEETINGS	4.75	4.50	7.00										16.25
STAFFING REP.	49.50	4.50	18.00										72.00
MAINTENANCE	0.00	0.00	0.00										0.00
PUB. ED.	13.00	3.00	6.00										22.00
SPECIAL EVENTS	0.00	13.75	0.00										13.75
# FIRE RUNS	25	42	39										106
# EMS RUNS	179	190	177										546
DISPATCH ERRORS	2	2	1										5
TOTAL HRS.	221.25	223.50	273.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	718.25

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through April 7, 2020, \$14,815, 13%

*Period: 12/28/19-01/24/2020 +Period: ^Period: #Period:
 **Period: 01/25/2020-02/21/2020 ++Period: ^^Period: ##Period:
 ***Period: 02/22/2020-04/03/2020 +++Period: ^^Period: ###Period:

Attachment: FIRE DEPT MARCH 2020 OT RPT (9419 : Fire Department Overtime and LifeQuest Services Billing Reports for March, 2020.)

**DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
MARCH, 2020**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
02/29/20	12	18
TOTAL	12	18

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

**Pay periods 02/22/2020 - 04/03/2020

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR MARCH, 2020



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
03/01/2020	1001 Main Avenue	Sprinkler activation due to malfunction	BC103, E121	Investigate	N/A
03/01/2020	106 N. Michigan Street	Alarm system sounded due to malfunction	BC103, E111	Investigate	N/A
03/02/2020	702 N. Adams Street	Building fire	C101, BC103, A121, E111, E121, E122, UT111, Duty Crew	IC, extinguishment by fire service personnel, salvage & overhaul, search, ventilate	Ashwaubenon Bellevue, County Rescue Ledgeview
03/03/2020	936 Veronica Lane	Carbon monoxide detector activation due to malfunction	E111	Investigate, replace batteries	N/A
03/03/2020	1711 Patriot Way	Smoke detector activation due to malfunction	A121, E121	Investigate	N/A
03/03/2020	126 S. Libal Street	Carbon monoxide detector activation due to malfunction	E111	Investigate	N/A
03/06/2020	2000 American Blvd.	Alarm system sounded due to malfunction	E121	Investigate	N/A
03/07/2020	801 O'Keefe Road	Alarm system sounded due to malfunction	BC103, E111	Investigate	N/A
03/08/2020	2251 Oak Ridge Circle (Town of Ledgeview)	Possible structure fire	BC103, L111	Dispatched & canceled en route	N/A
03/09/2020	731 Morris Avenue (Village of Ashwaubenon)	Burning rubber odor	BC104, L111	Dispatched & canceled en route	N/A
03/09/2020	1490 Apache Avenue (Village of Ashwaubenon)	Building fire	BC104, L111	IC, ventilate, shut down system	N/A
03/09/2020	440 N. St. Bernard Drive	Carbon monoxide detector activation, no CO	E111	Investigate, replace batteries	N/A
03/13/2020	600 Grant Street	Carbon monoxide detector activation, no CO	E121	Investigate	N/A
03/18/2020	1770 Burgoyne Court	Smoke detector activation due to malfunction	E121	Investigate, restore fire alarm system	N/A
03/19/2020	Ryan Rd./Diversity Dr.	Arcing, shorted electrical equipment	BC103, E111	Investigate	N/A
03/20/2020	1212 Enterprise Drive	Sprinkler activation due to malfunction	E111	Investigate	N/A
03/20/2020	1212 Enterprise Drive	Alarm system activation, no fire, unintentional	E111	Investigate	N/A
03/23/2020	1298 N. Crown Court	Alarm system activation, no fire, unintentional	E121	Investigate	N/A
03/23/2020	1894 Verlin Road (Village of Bellevue)	Dishwasher fire	C102, L111	Dispatched & canceled en route	N/A

Attachment: FIRE DEPT MARCH 2020 OT RPT (9419 : Fire Department Overtime and LifeQuest Services Billing Reports for March, 2020.)

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
03/24/2020	373 Southern Star	Smoke detector activation due to malfunction	E121	Investigate	N/A
03/25/2020	746 Morning Glory Lane	Excessive heat, scorch burns with no ignition	BC103, E111, E121, L111	Investigate	Dispatched & Canceled En Route
03/26/2020	2146 S. Broadway	Carbon monoxide incident	E111	Investigate	N/A
03/28/2020	1499 Lombardi Avenue (Village of Ashwaubenon)	Possible structure fire	BC103, L111	Dispatched & canceled en route	N/A
03/28/2020	1725 Burgoyne Court	Burnt food	E121	Dispatched & canceled en route	N/A
03/28/2020	902 Mansion	Smoke or odor removal	E111	Investigate	N/A
03/29/2020	1162 Ashwaubenon Street (Village of Ashwaubenon)	Vehicle fire	BC104, L111	Dispatched & canceled en route	N/A
03/31/2020	828 Main Avenue	Smoke or odor removal	E121	Investigate	N/A

Attachment: FIRE DEPT MARCH 2020 OT RPT (9419 : Fire Department Overtime and LifeQuest Services Billing Reports for March, 2020.)

**LIFEQUEST MEDICAL BILLING - 2020
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	154,012	136,191	143,795			
PAYMENTS	74,735	68,980	86,226			
CREDIT ADJUSTMENTS	67,527	66,328	61,809			

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

Payments to LifeQuest	
January	4,164
February	5,086
March	6,422
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total Paid	\$15,672

**See attached details

City Of De Pere
Income and Expenditures
March 2020
All Phases

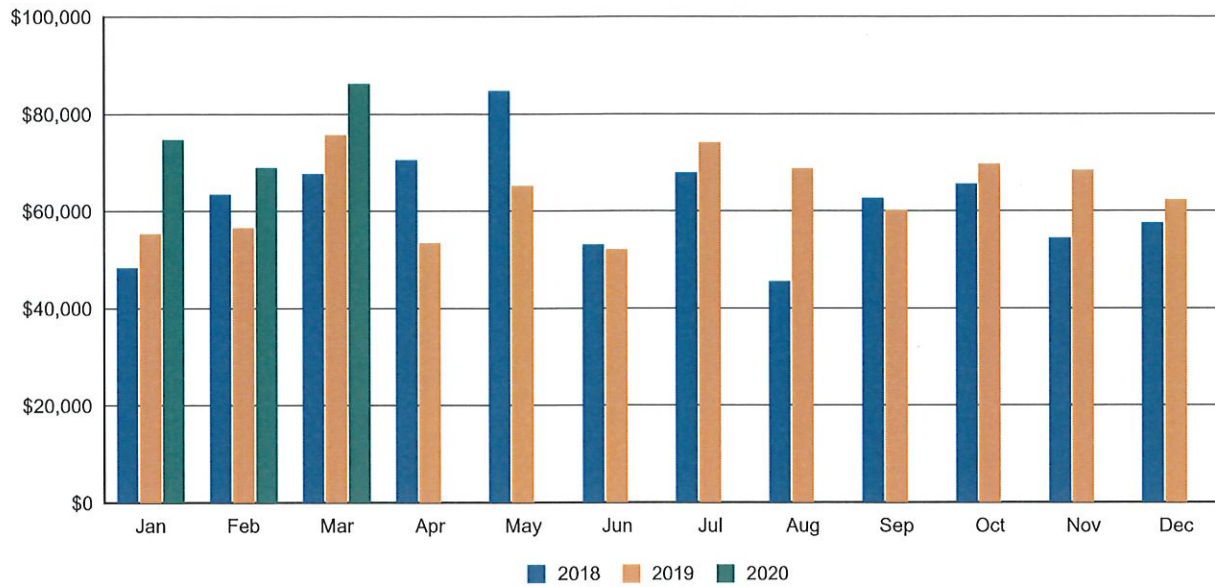
Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$125,957.36	\$17,837.35	\$143,794.71
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$125,957.36	\$17,837.35	\$143,794.71
Account Transfers		\$12,819.70	\$6,302.85	\$19,122.55
Credit Summary				
Total Credits		\$134,329.14	\$16,984.15	\$151,313.29
Less Adjustments	-	\$62,627.67	\$(818.51)	\$61,809.16
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$3,277.70	\$3,277.70
Less Overpayments	-	\$(1,465.53)	\$0.00	\$(1,465.53)
Gross Payments Received		\$73,167.00	\$14,524.96	\$87,691.96
Plus Overpayment Returns	+	\$(88.18)	\$0.00	\$(88.18)
Net Payments Received		\$73,078.82	\$14,524.96	\$87,603.78
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$73,078.82	\$14,524.96	\$87,603.78
Summary of Disbursement				
Total Deposits & Payments Kept By		\$73,078.82	\$14,524.96	\$87,603.78
Plus Overpayment Refunds	+	\$(1,377.35)	\$0.00	\$(1,377.35)
Gross Revenue		\$71,701.47	\$14,524.96	\$86,226.43
LifeQuest Fee		\$3,226.57	\$3,195.50	\$6,422.07
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$3,226.57	\$3,195.50	\$6,422.07
Service Revenue		\$68,474.90	\$11,329.46	\$79,804.36
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$68,474.90	\$11,329.46	\$79,804.36

Messages:

Total Deposits EOM differ from bank statement by \$1273.21 due to 3/30 \$1618.00 TRIP NOT POSTED. \$334.79 PKB POSTED AS DD - TO BE CORRECTED. LAB 4.1.2020

All Phases Gross Revenue

City of De Pere
January 2018 to March 2020



	2018	2019	2020
January	\$48,362	\$55,433	\$74,735
February	\$63,538	\$56,668	\$68,980
March	\$67,787	\$75,702	\$86,226
April	\$70,664	\$53,535	\$0
May	\$84,800	\$65,318	\$0
June	\$53,162	\$52,157	\$0
July	\$67,954	\$74,156	\$0
August	\$45,566	\$68,797	\$0
September	\$62,667	\$60,290	\$0
October	\$65,610	\$69,765	\$0
November	\$54,498	\$68,470	\$0
December	\$57,599	\$62,371	\$0
Total Gross Revenue	\$742,207	\$762,663	\$229,941

City Of De Pere

Billing Summary

March 2020

Phase 1

Charges

Billing Charges		\$125,957.36	
Other	+	\$0.00	
Subtotal of Charges			\$125,957.36

Account Transfers

Billing to Collections Transfer Total			\$12,819.70
---------------------------------------	--	--	-------------

Credit Summary

Total Credits		\$134,329.14	
Less Adjustments	-	\$62,627.67	
Less Overpayments	-	\$(1,465.53)	
Gross Payments Received			\$73,167.00
Plus Overpayment Returns	-	\$(88.18)	
Net Payments Received			\$73,078.82
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$73,078.82

Summary of Disbursement

Total Deposits & Payments Kept By		\$73,078.82	
Plus Overpayment Refunds	+	\$(1,377.35)	
Gross Revenue			\$71,701.47
LifeQuest Fee		\$3,226.57	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$3,226.57
Service Revenue		\$68,474.90	
Less Payment Kept By Service	-	\$0.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$68,474.90

Messages:**Legend:**

Charges - Other: Includes insurance interest, transaction fees, probate fees

Credit Summary - Less Overpayments: Includes recoupments, refunds, returns, service payables

Credit Summary - Plus Overpayment Returns: Includes NSF/bank returned type payments



(888) 777-4911

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

4/1/2020

Page 2 of 4

252.3.2020.M001

Billing Reconciliation Summary

City of De Pere

For the month of March 2020

Beginning Balance of Accounts Receivables			\$201,266.88
Total Charges entered for the Month	+		\$125,957.36
Adjustments			
Intercept		\$0	
Per Contract		\$0	
Account Transfer Total		\$12,819.70	
Other		\$49,807.97	
Total Adjustments for the Month		\$62,627.67	
	-		\$62,627.67
Payments			
Cash		\$17,109.27	
Contract Payments		\$1,372.00	
Credit Card		\$0	
Direct Deposit		\$47,397.71	
Hospital		\$0	
Insurance		\$7,288.02	
Payment Kept By		\$0	
Other		\$0	
		\$73,167.00	
	-		\$73,167.00
Overpayment			
Recoupment		\$0	
Refunds		\$(1,377.35)	
Returns		\$(88.18)	
Service Payable		\$0	
Other		\$0	
		\$(1,465.53)	
	-		\$(1,465.53)
Total for Reconciliation Summary			\$192,895.10
Ending Balance of Accounts Receivables			\$192,895.10

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

<u>Charges</u>	<u>Apr 2019</u>	<u>May 2019</u>	<u>Jun 2019</u>	<u>Jul 2019</u>	<u>Aug 2019</u>	<u>Sep 2019</u>	<u>Oct 2019</u>	<u>Nov 2019</u>	<u>Dec 2019</u>	<u>Jan 2020</u>	<u>Feb 2020</u>	<u>Mar 2020</u>	<u>Totals</u>
Apr 2019	2228	30061	21238	4950	2988	1268	276	298	-831	0	0	0 \$	62475
116914	1.9	25.7	18.2	4.2	2.6	1.1	0.2	0.3	-0.7	0	0	0 %	53.4
May 2019		186	17726	23851	5330	3230	1200	0	0	3	0	0 \$	51526
108279		0.2	16.4	22	4.9	3	1.1	0	0	0	0	0 %	47.6
Jun 2019			0	27853	14633	4964	3377	761	0	265	0	0 \$	51852
107254			0	26	13.6	4.6	3.1	0.7	0	0.2	0	0 %	48.3
Jul 2019				5997	33097	10788	2603	213	1593	1633	153	226 \$	56305
128342				4.7	25.8	8.4	2	0.2	1.2	1.3	0.1	0.2 %	43.9
Aug 2019					3616	29399	17250	6533	4	325	210	210 \$	57546
117136					3.1	25.1	14.7	5.6	0	0.3	0.2	0.2 %	49.1
Sep 2019						3589	34751	11707	5345	3317	883	568 \$	60160
129705						2.8	26.8	9	4.1	2.6	0.7	0.4 %	46.4
Oct 2019							5464	36523	18248	4673	2546	2375 \$	69829
134146							4.1	27.2	13.6	3.5	1.9	1.8 %	52.1
Nov 2019								2136	26706	18625	4978	3176 \$	55621
117607								1.8	22.7	15.8	4.2	2.7 %	47.3
Dec 2019									6157	34915	16747	8106 \$	65925
136523									4.5	25.6	12.3	5.9 %	48.3
Jan 2020										2578	25047	17367 \$	44993
115056										2.2	21.8	15.1 %	39.1
Feb 2020											4661	31832 \$	36493
125413											3.7	25.4 %	29.1
Mar 2020												7912 \$	7912
80746												9.8 %	9.8
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	3.1	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	3.1	24.5	14.1	4.3	2	1	0.4	0.2	-0.1	0	0	0	

Attachment: FIRE DEPT MARCH 2020 OT RPT (9419 : Fire Department Overtime and LifeQuest Services Billing Reports for March, 2020.)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 14, 2020

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and possible action regarding the request from
Definitely De Pere to assist in funding the Downtown De Pere
COVID-19 Small Business Relief Grant Fund.*

ATTACHMENTS:

- Relief Fund City Request (PDF)

**Downtown De Pere COVID-19
Small Business Relief Grant Fund**
proposal from Definitely De Pere

Our downtown's small businesses are suffering in the wake of COVID-19, and we know one bad month can shutter a business forever. In order to assist with these challenges, Definitely De Pere has established the Downtown De Pere COVID-19 Relief Grant Fund.

Small businesses are the heart of our community and are vital to a thriving downtown. They help strengthen and diversify our neighborhoods and provide pathways for innovation and entrepreneurship. This is the time to come together to help them and do what we can to make sure they survive.

Objective: Establish a partnership with the City of De Pere to provide small business relief grants to downtown De Pere businesses that are facing unprecedented economic hardships due to the COVID-19 pandemic.

Why: The program provides an opportunity for the City and Definitely De Pere to help get our local economy back on its feet and to help the small businesses that are the backbone of our community. Definitely De Pere is dedicated to the economic success of our downtown district. Our top priority and focus as an organization is to support our existing economic base and provide needed resources. Minimizing permanent business closures is critical to downtown and district recovery. We need to retain existing businesses in order to attract new businesses, development interest and private investment.

What: Definitely De Pere has set a fundraising goal of \$40,000-\$50,000 and is requesting the City of De Pere to match that with a \$40,000-\$50,000 contribution. Definitely De Pere will administer the grant fund which is designed to keep small businesses from closing permanently. Grant assistance is intended to provide emergency relief and complement other local, state and federal programs, and offset the immediate emergency status of business closures while business owners are awaiting larger lending approvals and disbursements.

Need: Definitely De Pere conducted an online survey to assess the impact of COVID-19 on the approximately 240 small businesses in downtown De Pere. Specifically, this survey was designed to help us understand small businesses' ability to withstand what might be several months of suppressed revenue. More than 70 businesses responded with respondents representing all business categories that make up the district.

The findings highlighted below show the profound impact on the locally-owned businesses:

44% are at risk of closing permanently if the crisis continues for 3 - 5 months
 15% are at risk of closing permanently if this continues for just 1 - 2 months
 61% reported seeing their revenues decreased by more than 75%
 17% reported seeing their revenues decreased by more than 50%
 42% are most concerned about paying this month's rent
 50% have laid off employees, 27% have cut hours, and 10% have required furloughs
 15% are behind on payments and 52% are buying less goods

The results of this survey are consistent with the findings of a similar survey conducted by the National Main Street Program.

General Grant Terms and Conditions

Downtown De Pere businesses that meet the following criteria are eligible to apply for a grant up to \$2,500. Due to the high volume of applications expected, and the limited funds available, this is a competitive grant with applications scored on the criteria within the application. Pending available dollars, it is anticipated that the fund will help businesses that demonstrate financial stress or disrupted operations, which may include but are not limited to:

- Inability to make rent and mortgage loan payments due to reduced sales, and suspended operations.
- Notice of disrupted supply network leading to shortage of critical inventory or materials.
- Other circumstances subject to review on a case by case basis.

Eligible Applicants

- Business must have a physical storefront or location within the Downtown De Pere Business Improvement District.
- Business must be deemed nonessential by the Safer at Home order.
- Business must be able to demonstrate the negative hardship that COVID-19 put onto their business.
- Applicant must be a locally owned business.
- Must be an established business prior to March 9, 2020.
- For downtown De Pere businesses with fewer than 20 FTE employees.
- Business is expected to seek longer term funding through its bank, SBA, or another source.

Eligible Use of Funds

- Working capital to support payroll expenses, rent, mortgage payments, and utility expenses.
- Other similar expenses that occur in the ordinary course of operations.

Ineligible Use of Funds

- Reimburse expenses incurred prior to the COVID-19 crisis.
- Pay off non-business or personal debt.
- Construction and/or physical property improvements.

Application Process and Timeline

Donations received through April 30th will be granted and distributed by May 10, 2020. Information on how to apply for assistance through the fund will be publicly available by April 15th, 2020.

1. Applications are to be submitted to Definitely De Pere.
2. Completed applications and financials are reviewed by the Definitely De Pere Grant Review Committee.
3. Application deadline is April 30, 2020.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 14, 2020

DEPARTMENT: Plan Commission

FROM: Daniel Lindstrom

SUBJECT: Consideration and possible action regarding proposed Purchase/Sale Agreement Terms from Keller Inc, on behalf of Belmark Inc., MASK LLC, Song Industries, Inc. and Bowman Commercial Holdings, LLC for Parcel ED – 344-102-5 and Redevelopment of Parcel 344-101-5 -8 in the east business park.*

ATTACHMENTS:

- FP Memo - Belmark-Song- April 14 2020.2 (DOCX)
- Exhibit A Subject Site Map - Song Industries (PDF)
- Exhibit B Subject Site Map - Belmark Industries (PDF)
- Exhibit D Song Industries Keller Term Sheet (PDF)
- Exhibit C Plant 2 Addition Belmark (PDF)
- Exhibit E C1.0 SITE PLAN (PDF)
- Belmark, MASK, Song Industries, Bowmand Commercial, Dev. Sum. (DOCX)

CITY OF DE PERE MEMO



To: Finance and Personnel Committee
 From: Daniel Lindstrom, Development Services Director
 Date: April 14, 2020 (Meeting Date)

RE: **Proposed Purchase/Sale Agreement Terms from Keller Inc, on behalf of Belmark Inc., MASK LLC, Song Industries, Inc. and Bowman Commercial Holdings, LLC for Parcel ED – 344-102-5 and Redevelopment of Parcel 344-101-5.**

The City of De Pere received a request from Keller Inc, on behalf of Belmark inc, MASK LLC, (“Belmark”) Song Industries, Inc. and Bowman Commercial Holdings, LLC (“Song Industries”) to assist the development and redevelopment of parcels within the East Industrial. Belmark’s plant at 1800 Commerce Drive is at maximum capacity and they wish to expand the facility; however, the site cannot afford the expansion. Therefore, the only expansion area is to the south on parcel ED-344-101-5 that is currently occupied by Song Industries, a small industrial manufacturer. The parties agreed to transfer the site provided Song Industries can easily relocate to a new location. Belmark would like to break ground in 2021 to ensure they can meet future demands. Song Industries expressed the desire to stay on Commerce Drive to maintain partnerships with neighbors in the industrial park.

Song Industries identified parcel ED-344-102-5 as a potential future location. During the TIF analysis, staff identified there is not enough value in the proposed building and not enough years remaining in TID No. 10 to generate enough future tax increment revenue to create an incentive package that would facilitate new construction and relocation of equipment as a stand-alone development. However, the potential \$4,000,000 -\$5,000,000 Belmark expansion and \$7,000,000 in potential private property would have enough increment to help aid in the relocation of Song Industries. Therefore, Belmark (through Keller) proposed to construct the Song Industries facility and will then do a Like-Kind Exchange with Song Industries for their existing light manufacturing facility. It is the intent of Belmark to construct the addition to the current plant on the property acquired from Song Industries. The proposed site summaries are detailed on the following pages:

Song Industries Site Information Summary:

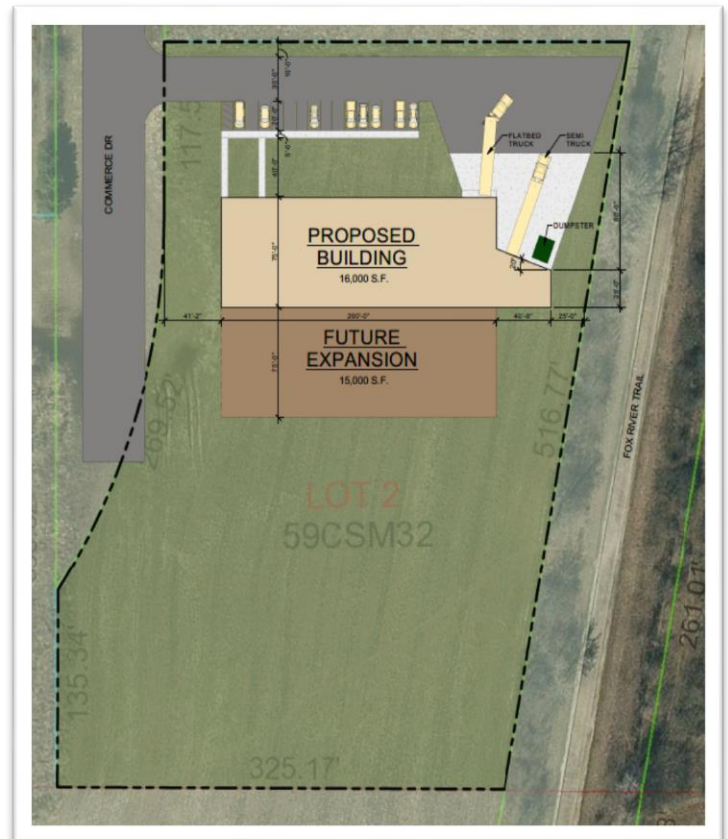
Address: Unassigned
 Acres: 3.798
 Proposed Use: Manufacturing
 Future Land Use: Business Park
 Zoning: Industrial Business-3
 Proposed Zoning: Unchanged
 Assessed Value: \$0
 Potential Value: \$800,000
 Required Actions Prior to Development:

- Sale agreement
- Road extension/land division
- Site plan approval

**Proposed Development**

The new facility is approximately 15,000 - 16,000 square feet, including 2,500 square feet of office. The building will be of steel construction with masonry and landscaping per City requirements. To facilitate Belmark's expansion, Song Industries must relocate existing equipment and inventory which will take considerable coordination and costs.

As part of the development, the City of De Pere will need to design and construct the Commerce Drive extension. The Tax Increment District No. 10 project plan identified extending Commerce Drive through to Rockland Road; however, it did not dictate the precise location of the future connection. Staff recommends extending the existing ROW to the southern property thus reducing the parcel to approximately 3.4 acres. As part of a future development agreement, the City shall be responsible to prepare an appropriate CSM or equivalent land division to either dedicate the land to ROW or create an outlet for future transportation purposes.



Belmark Expansion Site Information Summary:

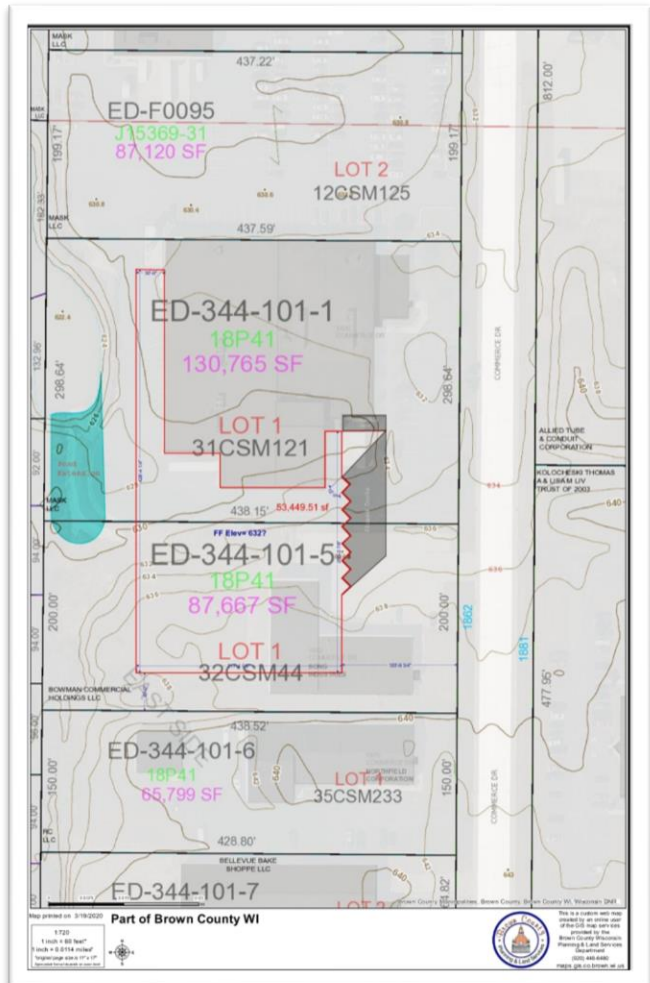
Address: 1862 COMMERCE DR
 Acres: 2.013
 Proposed Use: Manufacturing
 Future Land Use: Business Park
 Zoning: Industrial Business-3
 Proposed Zoning: Unchanged
 Assessed Value: \$450,000
 Potential Value: \$3,000,000 to \$4,000,000
 Required Actions Prior to Development:

- Sale agreement
- Song Industries relocation
- Site plan approval

**Proposed Development**

Following the construction of the relocation of Song Industries, Belmark intends to build a 40,000-54,000 square foot addition to the existing Plant No.2 nearly doubling the size of the facility. The structure will be comprised of the same materials and look as their current campus. The construction cost of the building would range from \$4,800,000 – \$6,500,000 based on the final size.

Also according to Belmark, an additional 60- 80 people consisting of 60 % skilled, 30% semi-skilled and 10% low skilled with another 15-20 added professional positions to Belmark's Corporate offices could be added in the next five to seven years.



Project Information Assumption Summary:

The Developer requests an \$800,000 incentive that includes the following assumptions and terms:

- A proposed 16,000 s.f. manufacturing/machine shop building (with appropriate façade materials as required by Code) on parcel ED-344-102-5, with a guaranteed assessed value of \$800,000 and a Payment in Lieu of Taxes (PILOT) shall be required if building assesses under Guaranteed Assessed Amount during the life of TID. The guaranteed assessed value and PILOT agreement shall be transferable to all parties for the remaining life of TID No. 10. The property shall be fully assessed on January 1, 2022.
- A proposed minimum 40,000 s.f. manufacturing building expansion (with appropriate façade materials as required by Code) on current parcels ED-344-101-1 and ED-344-101-5, with a guaranteed assessed value of \$3,500,000. The development shall also include Payment in Lieu of Taxes (PILOT) if the building and private property assesses under Guaranteed Assessed Amount during the life of TID. The guaranteed assessed value and PILOT agreement shall be transferable to all parties for the remaining life of TID No. 10. The property shall be fully assessed on January 1, 2023.
- Compliance with all City codes, particularly as related to design standards and landscaping. Plan Commission approval of a Site Plan.
- Acquisition of City property (ED-344-102-5) at listed price of \$30,000/acre (estimated 3.4 acres = \$100,000).
- The City of De Pere to prepare and approve of a land division to establish additional road right-of-way.
- The City of De Pere to construct the Commerce Drive extension with an accessible base course by October 2020 and remaining construction in early 2021.
- The City of De Pere to assist in the expansion of the stormwater facilities adjacent to the Belmark expansion
- Final purchase/sale agreement to be reviewed and decided upon by City Council.

Project Incentive Option – Land Grant and Developer Grant

Previous East Industrial Park incentives generally range from 8% to 12% of guaranteed assessed value; however, due to the redevelopment and relocation nature of these projects staff recommends approval of the increased incentive percentage up to 22% of the anticipated value of both projects. Staff recommends approval of the total requested incentive package in the form the following:

- \$100,000 in Land Rebate for the Song Industries development.
- \$200,000 in the road extension and remainder to Song Industries in the form of a cash grant for relocation subject to the assumption and terms stated above. Staff is currently working with Public Works to determine the actual road costs that could be attributed to the project.

- \$500,000 for a cash grant to Belmark subject to the assumption and terms stated above.

The following reviews anticipated for this project:

- Purchase/Sale Agreement Terms (April 2020)
- Song Industries Site Plan (Plan Commission – May/June 2020)
- Purchase Sale Agreement (Common Council – June/July 2020)
- Belmark Site Plan (Plan Commission – TBD)

If the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting. The Developer's Agreement will not be finalized until the required zoning text change, land use approvals, and site plan approvals are secured. The development shall meet all required zoning code design standards.



Parcel IDs: ED-344-102-5 - - Song Industries

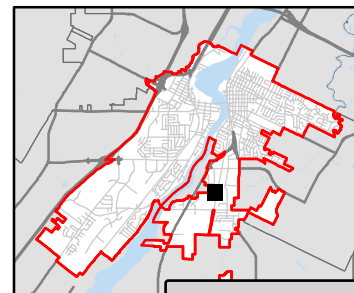
City of De Pere

0 62.5 125 250 375 500 Feet



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Data Source



Parcel IDs: ED-344-101-1 & ED-344-101-5

BelmarkIndustries

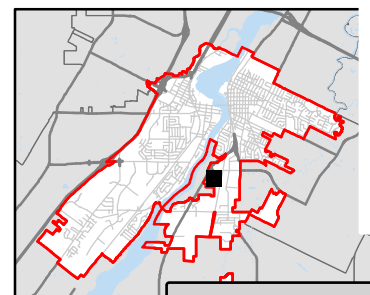
City of De Pere

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Data Source

Packet Pg. 34



April 9, 2020

City of De Pere
335 S. Broadway
De Pere, WI 54115

TERM SHEET

Keller, Inc. is requesting a Term Sheet from the City of De Pere for Parcel Number ED-344-102-5, which consists of approximately 3.79 acres. This parcel is located in the East Industrial Park. Keller, Inc will administer a 1031 exchange for the project. Belmark is interested in purchasing the building and lot from Song Industries located at 1862 Commerce Drive for future expansion. Commerce Drive and utilities will need to be extended to accommodate access to parcel ED-344-102-5. The property is currently zoned I-3, General Industrial District. Song Industries is a machine shop and that use is permitted in the I-3 District.

Keller, Inc has included a Preliminary Site Plan for Song Industries on Parcel ED-344-102-5. This is a concept only plan and will be further developed with Song Industries. Once the final building plan is developed we will submit all required information to the City of De Pere, which will include Site Plan, Utility Plan, Grading Plan, Erosion Control Plan, Storm Water Management Plan, Landscape Plan, Building Elevations and Building Construction Documents.

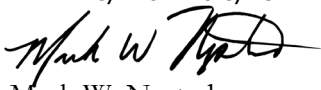
The new building for Song Industries will encompass approximately 15,000 – 16,000 square feet of manufacturing and office. It will include (1) truck dock and (1) at grade overhead door. The preliminary site plans shows (14) parking stalls and (1) handicap parking stall. Approximately 67% of the parcel will remain in green space, which allows future expansions on the site.

The building will be set back approximately 41 feet from the front lot line, 25 feet from the back property line and 80 feet from the side property line on the north.

Once a final design is determined, the building will meet all General Building and Performance Standards, per the City of De Pere's Zoning Code for the I-3 Zoning Code.

Thank you for your consideration in this matter.

Sincerely,
KELLER, INC.
PLANNERS/ARCHITECTS/BUILDERS

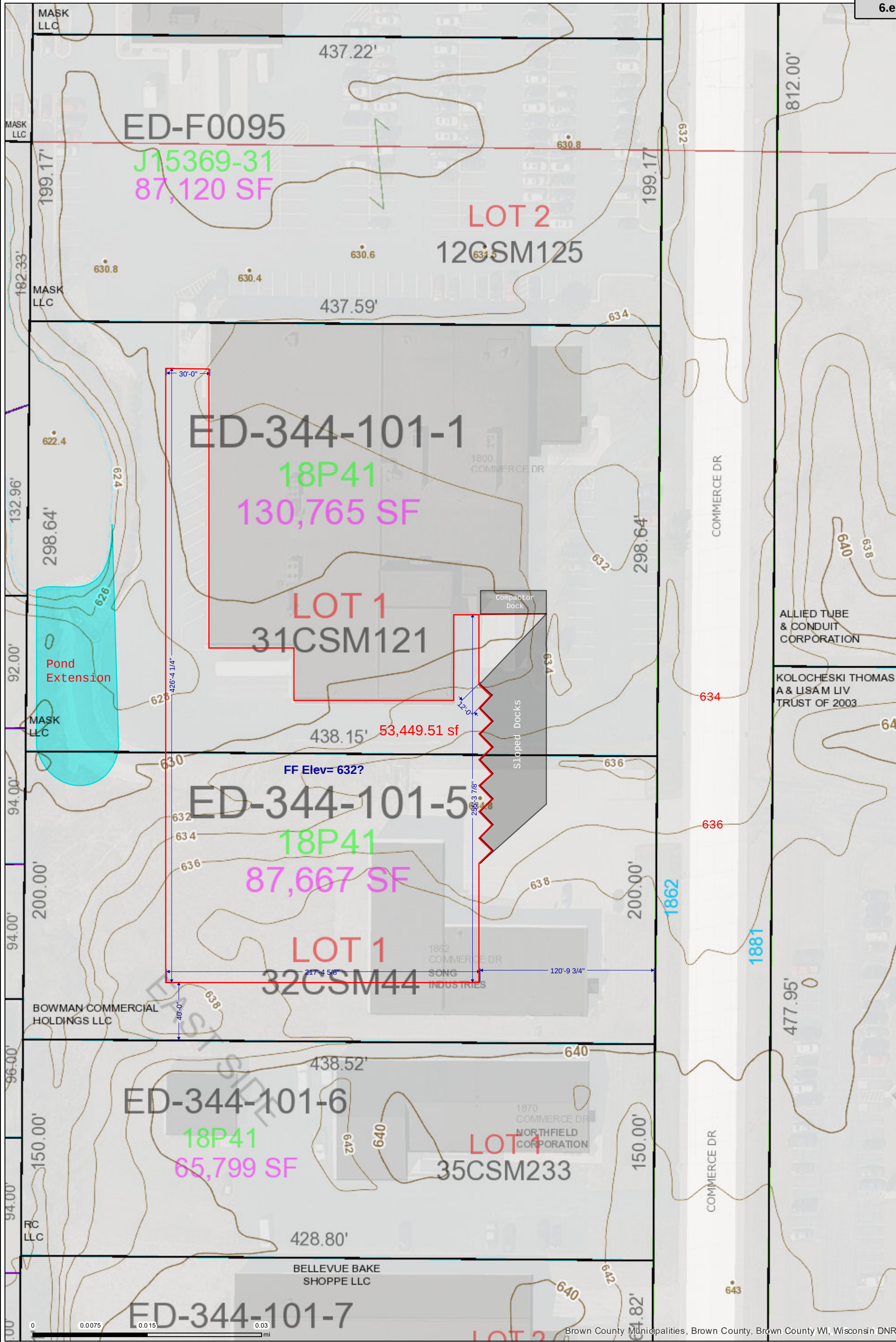

Mark W. Nysted
Regional Manager

ADDRESS
P.O. Box 620, Kaukauna, WI 54130-0620

PHONE
920-766-5795 1-800-236-2534

FAX
920-766-5004

WEB SITE
www.kellerbuilds.com



Map printed on 3/19/2020

Part of Brown County WI

1:720
1 inch = 60 feet*
1 inch = 0.0114 miles*
*original page size is 11" x 17"
Appropriate format of ponds on zoom level



This is a custom web map created by an online use of the GIS map service provided by the Brown County Wisconsin Planning & Land Services Department

SHEET INDEX

C1.0 SITE PLAN

PROJECT INFORMATION

APPLICABLE BUILDING CODE
2015 INTERNATIONAL BUILDING CODE (WITH WISCONSIN AMENDMENTS)
ASHRE STANDARD 90.1-2013

BUILDING CONTENT

BUILDING & FIRE AREA SQUARE FOOTAGES

FLOOR AREAS	EXISTING	NEW	SUB-TOTAL
SECOND FLOOR	----- S.F.	----- S.F.	----- S.F.
FIRST FLOOR	----- S.F.	16,000 S.F.	----- S.F.
CANOPIES (COLUMN SUPPORTED)	----- S.F.	----- S.F.	----- S.F.
BASEMENT	----- S.F.	----- S.F.	----- S.F.
BUILDING AREA SUB-TOTALS	----- S.F.	16,000 S.F.	----- S.F.
MEZZANINES	----- S.F.	----- S.F.	----- S.F.
FIRE AREA TOTALS	----- S.F.	16,000 S.F.	----- S.F.

HIGH PILE STORAGE NO
FIRE ALARM SYSTEM NO

OCCUPANCY

B, S-1, F-1
NON SEPARATED

CONSTRUCTION CLASSIFICATION

TYPE VB CONSTRUCTION
SPRINKLED YES
FIREWALL NO

ALLOWABLE AREA

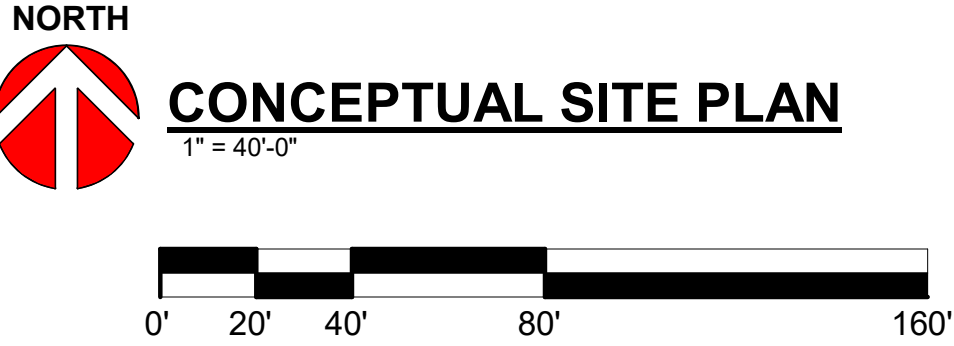
TABULAR FLOOR AREA: --- S.F.
FRONTAGE INCREASE: --- S.F.
SPRINKLER INCREASE: --- S.F.
TOTAL ALLOWABLE AREA: --- S.F.
ALLOWABLE FIRE AREA: --- S.F.

BUILDING/SITE CONTENT

BUILDING SIZE 16,000 S.F. 9.6%
HARD SURFACE 38,566 S.F. 23.3-%
GREEN SPACE 111,110 S.F. 67.1%
PARCEL SIZE (APPROX.) 165,676 S.F. 3.80 ACRES
PARKING PROVIDED 15 STALLS (1 STALL/1,066.7 S.F.)

ZONING INFORMATION

ZONING: I3
FRONT YARD SETBACK: ---'---"
SIDE YARD SETBACK: ---'---"
REAR YARD SETBACK: ---'---"
AS REQUIRED BY PLAN COMMISSION



THE LOT DIMENSIONS AND BEARINGS SHOWN ON THIS PLAN
ARE INTERPRETED VALUES. FOLLOW UP INVESTIGATION WITH STATE
AND LOCAL AUTHORITIES AND/OR WITH CERTIFIED SURVEY MAP DATA
WHEN AVAILABLE IS REQUIRED.

PROPOSED FOR:
SONG INDUSTRIES
DE PERE,
WISCONSIN



Keller
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 /
1-800-236-2534
FAX (920) 766-5004

MADISON
711 Lake Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE
W204 N11509
Goldendale Rd
Germanstown, WI 53022
PHONE (262) 250-9710
1-800-236-2534
FAX (262) 250-9740

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

www.kellerbuilds.com

PROPOSED FOR:
SONG INDUSTRIES
DE PERE,
WISCONSIN

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This design, drawing and detail is the
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anyone without the expressed written
consent of KELLER, INC.

REVISIONS
1
2
3
4
5
6

PROJECT MANAGER:
M. NYSTED
DESIGNER:
S. KLESSIG
DRAWN BY:
EXPEDITOR:
SUPERVISOR:
PRELIMINARY NO:
P20096
CONTRACT NO:
DATE:
04.09.2020
SHEET:

C1.0

Belmark inc, MASK LLC, Song Industries, Inc. and Bowman Commercial Holdings, LLC**Proposed Development Summary**

It is the intent of Belmark and MASK LLC to develop a light manufacturing facility on the currently City-owned 3.79 acre Parcel ID ED-344-102-5 (see attachment A). Belmark and MASK LLC (through Keller) will then do a Like Kind Exchange with Song Industries for their light manufacturing facility and property located at 1862 Commerce Drive, Parcel ID ED-344-101-5. (see attachment B). This Property is located adjacent and south of Belmark's current Plant #2 facility located at 1800 Commerce Dr., Parcel ID ED-344-101-1. It is the intent of Belmark to construct an addition to the current plant on the property acquired from Song Industries.

The intended new facility that will eventually be occupied by Song Industries will be approximately 15,000 -16,000 square feet, including 2,500 square feet of office. The building will be of steel construction with masonry and landscaping per City requirements (see attachments D and E). To facilitate Belmark's expansion, Song Industries will need to relocate existing equipment and inventory with minimal disruption to their operations, which will take considerable coordination and costs.

Belmark intends to build an addition to the existing Plant #2 facility of approximately 40,000 – 54,000 square feet (see attachment C) which will be comprised of the same materials and look as their current campus. The construction cost of the building would range from \$4,800,000 – \$6,500,000 depending on the final size. Initial equipment needed to expand the production will have an estimated value of \$7,000,000. Additional equipment over the next 7 years could add another \$12,500,000. Over the next 5- 7 years the facility will employ an additional 60- 80 people consisting of 60 % skilled, 30% semi-skilled and 10% low skilled with another 15-20 added professional positions to Belmark's Corporate offices.

It is the intent and need to start construction on the eventual facility for Song Industries this summer with completion second quarter of 2021. The Like Kind Exchange would happen soon after and Belmark would begin construction in 2021 or 2022 depending on economic conditions with full occupancy in 2022 or 2023.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 14, 2020

DEPARTMENT: Plan Commission

FROM: Daniel Lindstrom

SUBJECT: Consideration and possible action regarding proposed Purchase/Sale Agreement terms with Thomas Wood for ED-2313-1 and Portion of ED2314in the east industrial park.*

ATTACHMENTS:

- 1.FP Memo- Beyond the Leash - April 14, 2020 (DOCX)
- 2. Offer to Purchase Summary (PDF)
- 3. Digital Site Plan (PDF)
- Beyond the Leash - Subject Site Map-Possible Option (PDF)

CITY OF DE PERE MEMO



To: Finance and Personnel Committee
 From: Daniel Lindstrom, Development Services Director
 Date: April 14, 2020 (Meeting Date)

RE: **Proposed Purchase/Sale Agreement Terms for ED-2313-1 and Portion of ED2314**

Thomas Wood expressed interest in acquiring ED-2314, a 1.75-acre parcel of property in the East Industrial Park to construct a building for an advanced dog training facility. Thomas is Co-Owner of Sit and Stay Pet Resort on Enterprise Drive, north of Millennium Court, and requests the opportunity to expand on the success of Sit and Stay and create a facility for advance dog training not currently offered in northeast Wisconsin. Proposed operations will include but not be limited to the following:

- Obedience and behavioral training of dogs, in a group or individual environment;
- Stay & Train boarding for long term specialized training;
- Boarding of aggressive breed dogs, who are otherwise unwelcome at other facilities;
- Boarding of off-duty police dogs;
- In-door play area, which will be made available for owner-supervised play time;
- In-door agility training;
- Underground/hidden fence training by Pet Stop, a nationally recognized franchise;
- A pool for aquatic physical therapy;
- A diving pool & dock, which will involve the forming of a sanctioned NADD club;
- Special events for dog shows and dock diving competitions; and
- Securely fenced outdoor play area for boarding and training use.

A brand new startup company will be formed to purchase and own the property. A second company will be formed to lease the space for the operations of the business. The facility will support three to four full-time employees with typical hours of operation from 10:00 a.m. to 8:00 p.m. Monday through Friday and 9:00 a.m. to 5:00 p.m. on Saturday and Sunday.

Shortly after receiving the request, Development Services staff received an additional request from V2 Investments LLC and Machine Technologies at 777 Millennium Court for potential future expansion space across the street at the same location as requested by Thomas Wood. Machine Technologies also requested ED-2313-1, ED-2315, and ED-2311. The current owners of Machine Technologies acquired the 9,000 square foot facility in 2018 and have nearly doubled the employment from 11 to 20 full-time employees. Now they are examining the future expansion capacity at the current facility or relocating across Millennium Court on several of the City Parcel to accommodate a short term expansion to 20,000 square feet and the possibility an expansion to 40,000 square feet by 2025. Staff expressed reservation for the size of the requested site compared to the proposed future facility (FAR of less than 0.1) and recommended reducing the request. The owners are still performing the due diligence on their existing site and are not ready to prepare a development or term sheet request at this time.

Development Services staff, in the attempt to meet the future needs of each potential development or other future development, discussed the possibility of a different parcel configuration and proposed the following options:

(1) Applicant to acquire ED-2314, a 1.75-acre parcel. Retain the 1.1-acre adjacent parcel for other future development.

Or

(2) Applicant to acquire approximately 1.4 to 1.5 acres east of Gandrud Ivan Chevrolet Inc. with the final configuration to be worked out between staff and the applicant. That would retain 1.3 to 1.4 acres adjacent to Enterprise Drive for future development. The City would likely be responsible for the land division.

Proposed Development Assumptions

A TID incentive is proposed for this project that includes the following assumptions and terms:

1. A proposed 10,000 s.f. building (with appropriate façade materials as required by Code) for building to serve “Beyond the Leash”.
2. A guaranteed assessed value of \$300,000. Payment in Lieu of Taxes (PILOT) required if building assesses under Guaranteed Assessed Amount during the life of TID.
3. Compliance with all City codes, particularly as related to design standards and landscaping.
4. Plan Commission approval of land division and Site Plan.
5. Acquisition of City property Parcel ED-2313-1 and a portion of ED-2314 to total 1.48 Acres at a listed price of \$30,000/acre (estimated 1.5 acres = \$45,000).
6. Final purchase/sale agreement to be reviewed and decided upon by City Council.
7. Project completion (full assessment) by January 1, 2021.

Project Incentive– Land Grant Assuming Option 2 – 1.5 Acres - 11.6% Total Incentive Package (\$35,000 Land Rebate). The applicant expressed the willingness to shift to a different parcel; therefore, staff recommends increasing the incentive

1. Total land cost of \$45,000 to be paid as \$35,000 rebate from the City at the time of close and \$10,000 from the applicant.
2. PILOT would be required if Assessed Value falls under \$300,000.

Approved TIF East Industrial Park project over the past few years generally ranges from 8% to 12% of guaranteed assessed value. Factors that influenced the terms proposed for this project include:

- 1) The project is located in TID No. 10, which will generate increment until 2032.
- 2) The project provides a minimum building size on the property.

The following reviews anticipated for this project:

- Purchase/Sale Agreement Terms (04/14/2020 Finance/Personnel Committee)
- Site Plan and Land Division (Plan Commission – target date 5/25/20)

- Purchase Sale Agreement (Common Council – target date June/July 2020)

If the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting. The Developer's Agreement will not be finalized until the required land division and site plan approvals are secured.

OFFER-TO-PURCHASE

"BEYOND THE LEASH" A STATE OF THE ART DOG TRAINING FACILITY

Proposed location: ED-2314 (located within the City of De Pere East Industrial Park)

Purchase price: \$51,000

Estimated assessed value to be approximately \$300,000

This is new construction, therefore TID assistance is required in order to adhere to the City's Development requirements. The facility will be an attractive addition to the park, and significant considerations will be made when selecting the building facade materials, as well as landscaping elements.

Anticipated start of construction would be in June of 2020, with a 180-day construction timeline.

A brand new startup company will be formed to purchase and own the property. A second company will be formed to lease the space for the operations of the business.

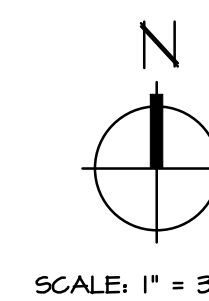
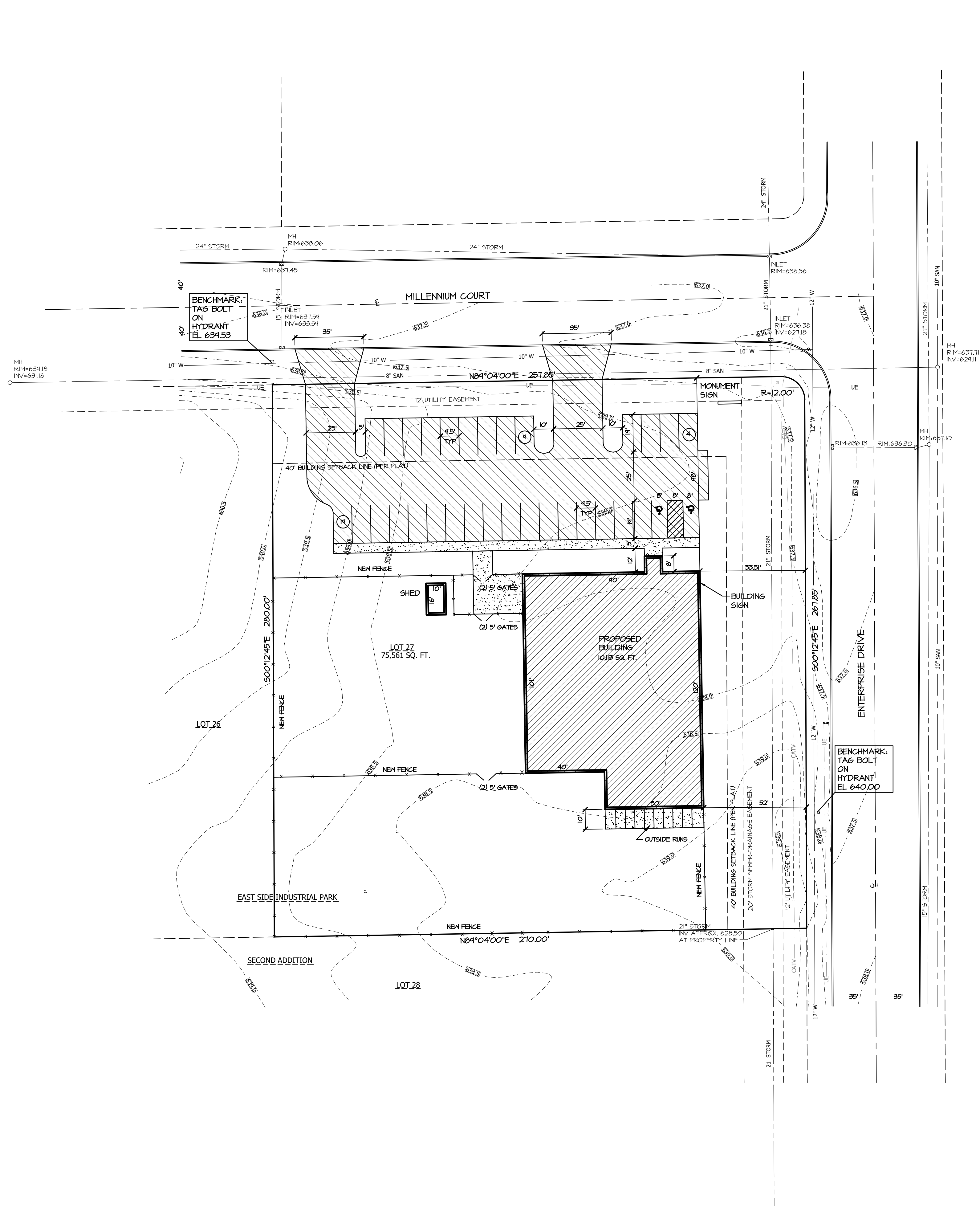
Proposed operations will include but not be limited to the following:

- Obedience and behavioral training of dogs, in a group or individual environment
- Stay & Train boarding for long term specialized training
- Boarding of aggressive breed dogs, who are otherwise unwelcome at other facilities
- Boarding of off-duty police dogs
- In-door play area, which will be made available for owner-supervised play time
- In-door agility training
- Underground/hidden fence training by *Pet Stop*, a nationally recognized franchise
- A pool for aquatic physical therapy
- A diving pool & dock, which will involve the forming of a sanctioned NADD club
- Special events for dog shows and dock diving competitions
- Securely fenced outdoor play area for boarding and training use

Three to four full-time employees will staff the facility. Typical hours of operation would be 10:00 a.m. to 8:00 p.m Monday thru Friday, 9:00 a.m. to 5:00 p.m. on Saturday and Sunday.

The building will be a pre-engineered metal building, conforming to all City of De Pere development standards. Exterior materials will include the proper ratio of masonry and architectural siding. Appropriately sized private sewer and water laterals will be connected to the existing mains. Access to the building will be via private driveways connected to Millennium Court only. Access to Enterprise Drive is not being proposed. Existing site conditions include a fairly uniform topography, therefore substantial cutting or filling of the site is not anticipated. The property is located within the East Industrial Park, which includes a regional stormwater detention basin. The proposed development will involve engineered stormwater runoff calculations pursuant to site plan approval procedures.

Thomas Wood
twood1127@gmail.com
 (920) 468-7320



- LEGEND**
- MH = MANHOLE
 - = LIGHT POLE
 - ⊕ = FIRE HYDRANT
 - = WATER VALVE
 - = INLET
 - = TELEPHONE PEDestal/TRANSFORMER
 - 0.00.00 = EXISTING SPOT ELEVATION
 - + EL. 0.00.00 = PROPOSED SPOT ELEVATION
 - - - - - = PROPOSED CONTOURS
 - - - - - = EXISTING CONTOURS
 - - - - - = UNDERGROUND TELEPHONE LINE
 - - - - - = UNDERGROUND NATURAL GAS LINE
 - - - - - = WATER MAIN
 - - - - - = OVERHEAD ELECTRIC
 - - - - - = UNDERGROUND ELECTRIC
 - - - - - = STORM SEWER
 - - - - - = SANITARY SEWER
 - - - - - = SILT FENCE
 - [Hatched Box] = LIMITS OF PROPOSED BITUMINOUS PAVEMENT
 - [Dotted Box] = LIMITS OF PROPOSED CONCRETE PAVEMENT
 - [Stippled Box] = LIMITS OF PROPOSED GRAVEL PAVEMENT

PROJECT: THOMAS WOOD TRAINING CENTER LOCATION: MILLENNIUM COURT DEPERE, WI DESCRIPTION: SITE PLAN		2718 NORTH MEADE ST. APPLETON, WI 54911 TEL: (920) 733-8377 FAX: (920) 733-4731
DRAWN BY: CLT	DATE: 02-21-20	BY:
CHECKED BY:	DATE:	DATE:
C2.0 PROJECT-NUMBER	SHEET	DATE:
7692	PROJECT-NUMBER	DATE:



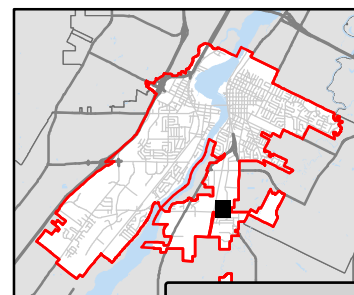
Parcel ID: 2313-1, 2314 - Beyond the Leash

City of De Pere

0 62.5 125 250 375 500 Feet

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Data Source



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 14, 2020

DEPARTMENT: Planning

FROM: Daniel Lindstrom

SUBJECT: Consideration and possible action regarding proposed Purchase/Sale Agreement terms with Dave R Wagner for a project located at WD-L179-8 in the west business park.*

ATTACHMENTS:

- 1. FP Memo - Tailwaggers - April 14 2020 (PDF)
- 2. Tailwaggers - Subject Site Map (PDF)
- 3. TailWaggers Doggy Daycare Business Summary (DOCX)
- 4. Site Plan (PDF)

CITY OF DE PERE MEMO



To: Finance and Personnel Committee
 From: Daniel Lindstrom, Development Services Director
 Date: April 14, 2020 (Meeting Date)

RE: **Proposed Purchase/Sale Agreement Terms for Parcel WD-L179-8**

Dave R Wagner, owner of Tailwaggers Doggy Daycare would like to acquire a 4.215-acre parcel of property in the West Industrial Park (WD-L179-8) to construct a building for the relocation from their current Lawrence Drive location. The Tailwaggers Doggy Daycare currently leases the Lawrence Drive site from AVRIO LLC and the lease is set to expire in 2021. The City of De Pere facilitated the division of a larger parcel into three parcels for the development of Machine Plus in 2015 and created the subject property. The owner of Machine Plus had an option to purchase additional ~0.65 acres of land from the City from WD-L179-8, but the option expired several years ago. Since the 2015 land division, the City has not received significant interest in acquiring the parcel for future development. The parcel shape does not lead itself to a typical manufacturing parcel. If approved, staff expressed the importance for the applicant to plan the site to allow for additional expansion or potential lot split with a potential shared driveway.

Site Information Summary:

Address: Unassigned
 Acres: 4.215
 Proposed Use: Dog Boarding
 Future Land Use: Business Park
 Zoning: Industrial
 Business-1
 Proposed Zoning: Zoning text
 change
 Assessed Value: \$0
 Required Actions Prior to
 Development:

- Sale Agreement
- Zoning text change
- Conditional Use Permit
- Site plan



Attachment: 1. FP Memo - Tailwaggers - April 14 2020 (9425 : Purchase/Sale Agreement terms with Dave R Wagner for a project located at WD-

Project Information Assumption Summary:

A TID incentive is proposed for this project that includes the following assumptions and terms:

1. A proposed 8,000 s.f. building (with appropriate façade materials as required by Code) for building to serve Tailwaggers Doggy Daycare for offices, rooms, boarding facilities, play area, and exterior play improvements to support for the business operations.
2. The City to amend the Zoning Code to include “Pet grooming, kennels, and pet daycare facilities” as a Conditional Use in the I-B-2 District when adjacent to an I-B-1 zoning district.
3. The guaranteed assessed value of \$900,000 and a Payment in Lieu of Taxes (PILOT) shall be required if building assesses under Guaranteed Assessed Amount during the life of TID.
4. Compliance with all City codes, particularly as related to design standards and landscaping. Plan Commission approval of a Site Plan.
5. Acquisition of City property (WD-L179-8) at listed price of \$35,000/acre (estimated 4.215 acres = \$147,500).
6. Project completion (full assessment) by March 1, 2021 (full assessment 2022).
7. Final purchase/sale agreement to be reviewed and decided upon by City Council.

Project Incentive Option – Land Grant and Developer Grant

Previous West Industrial Park projects over the past few years generally range from 9% to 13% of guaranteed assessed value. Factors that influenced the terms proposed for this project include: (1) The potential project is located in TID No. 11, which will generate increment until 2034 and (2) the Project provides minimum building size on property.

The proposed TID incentive is as follows:

1. A 10% Total Incentive Package (\$90,000) in the form of a \$90,000 Land Rebate. Total land cost of \$147,500 to be paid as \$90,000 rebate from the City and \$57,500 from the applicant at the time of closing.
2. A PILOT would be required if Assessed Value falls under \$900,000.

The following reviews anticipated for this project:

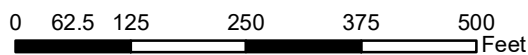
- Purchase/Sale Agreement Terms
- Site Plan (Plan Commission- TBD)
- Purchase Sale Agreement (Common Council - TBD)

If the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer’s Agreement that will be reviewed by the Common Council at a future meeting. The Developer’s Agreement will not be finalized until the required zoning text change, land use approvals, and site plan approvals are secured. The development shall meet all required zoning code design standards.



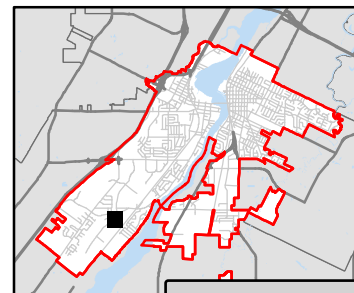
Parcel ID: WD-L179-8 - - Tailwaggers

City of De Pere



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Data Source

DMNM LLC Overview

DMNM LLC is the operating company for two TailWaggers Doggy Daycare Franchises in De Pere Wisconsin located 1225 Lawrence Dr., and in Bellevue Wisconsin located at 1890 Donbea St. TailWaggers provides pet services to the community pet owners in the form of; Daycare, Boarding, Grooming, and Retail items such as dog food and pet supplies.

DMNM LLC is a sole proprietorship that has been in operation seven years since October of 2013. The stores are run by a management team all of which have been with the company since it opened. The team consists of a general manager, a manager and an assistant manager. The general manager is responsible for inventory and payroll.

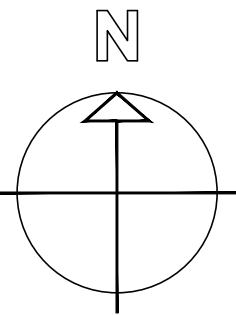
The general manager oversees a manager and an assistant manager who handle the human resources needs of the company including scheduling, hiring, employee discipline, and customer concerns. Both the manager and assistant manager have been with the company since it opened in 2013. In addition there are four supervisors who oversee staff development and training. Currently there are between 40-50 people at any given time employed at DMNM LLC.

We have full time people who work our weekday shifts and part time people who work on the weekend and are comprised mainly of high school and college students. It is the mission of DMNM LLC to provide a safe, clean, and fun environment for the pets of communities where my stores are located. Additionally our mission is to provide a positive, safe environment for our staff, focusing on building our employees confidence and self-respect. It is our goal that everyone who walks through our doors walks out happier than when they came in. By 2025 I would like to open two to three more stores in the east central Wisconsin area.



PRELIMINARY SITE SKETCH

SCALE 1" = 40'-0"



C1.0

PROPOSED NEW BUILDING FOR:
20-1083 TAILWAGGERS DE PERE
DE PERE, WISCONSIN
SALES REP: PHIL ULLMER (920) 228-0112
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City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 14, 2020

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration and Possible Action to Add Teledoc (Telemedicine platform) Services to City's Medical Plan.*

ATTACHMENTS:

- Teledoc (DOCX)
- Understanding Telehealth and Telemedicine Vendor Virtual Visit Services .._ (DOCX)
- Copy of Teladoc ROI City of De Pere (XLSX)

CITY OF DE PERE MEMO



To: Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Date: April 14, 2020

RE: Consideration and Possible Action to Add Teledoc (Telemedicine platform) services to City's medical plan

Telemedicine refers to the practice of caring for patients remotely when the provider and patient are not physically present with each other. Modern technology has enabled doctors to consult patients by using HIPAA compliant video-conferencing tools. Effective May 1, 2020 I'm recommending adding a telemedicine platform called Teledoc to the City's health insurance plan. Teledoc is an add-on service integrated with UMR, the City's third party administrator. I had planned to implement Teledoc as part of the 2021 medical plan renewal, but given the current medical crisis, providing this alternative medicine option now would be helpful for plan members. Some providers are now offering Telehealth appointments versus in person. Telehealth is different than Telemedicine through a provider. Please see attached document that helps explain the differences.

Teledoc provides anytime access to on-call doctors. It connects members to a network of physicians who can diagnose, treat and prescribe medications when needed. It offers one on one consultation where patients have to option to communicate via phone, online video or mobile app. It replaces office and ER visits for many minor ailments such as the cold or flu, pink eye, rashes, respiratory infections, etc.

The monthly cost of adding this service will be absorbed into our medical plan. Even with a monthly administrative fee, this type of service is a less expensive alternative to traditional methods of having members come into the provider's office (see attached cost savings). Teledoc would be offered to members at a \$0 cost. This would be similar to the current structure we have in place with quick care/fast care visits costing members \$5 per visit. Both of these types of services are charged at a significantly decreased cost to our plan and are therefore heavily incentivized for members to utilize these alternative measures for seeking care.

I will be available at the meeting for questions, but feel free to contact me at 339-4072 ext. 1245 in advance of the meeting.

COVID-19 Telehealth and Telemedicine Vendor/Virtual Visit



Telehealth vs. Telemedicine Vendor/Virtual Visit

Telehealth

Telehealth is a general term used to describe clinical services provided to patients through electronic communications not through a vendor. This can be patient-to-physician or physician-to-physician.

Examples:

- Patient is consulting with a specialist that is out of their geographical area
- Patient has a virtual visit with their PCP

Telehealth is the use of digital information and communication technologies, such as computers and mobile devices, to access health care services remotely and manage your health care.

Telemedicine Vendor/Virtual Visit

Telemedicine vendor/virtual visit are general terms used to describe clinical services provided to patients via electronic communications through a **vendor**.

Examples:

- Teladoc
- Doctor on Demand

The program provides telephone and online video consultations with a physician and serves patients of all ages.

Teladoc may not be able to identify COVID-19 related services on the front end, so members may be required to pay the co-pay up front. If this happens, when the claim is paid, UMR will reimburse the member any co-payment amount.

UMR - Teladoc Prospective ROI Analysis:

Client Name:	City of De Pere
Effective Date:	1/1/2020
Employees:	119
PEPM Fee:	\$1.25
Annual Administrative Fee:	\$1,785
Visit Fee:	\$45

<u>Alternate Care Setting</u>	<u>Potential Redirection</u>	<u>Episodic Savings (30-day)</u>
Office/Urgent Care	71%	\$141
Emergency Room	15%	\$2,561
No Treatment	14%	(\$45)

Average Savings per Visit (net visit fee):	\$472
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Annual ROI Breakeven (# of Consults):	4
Annual ROI Breakeven (Utilization %):	3.4%

Estimated Annual Savings based on Consult Volume:

<u>Utilization</u>	<u>Consults</u>	<u>Net Savings/(Costs)</u>	<u>ROI*</u>
5%	6	\$1,047	\$1.59 : \$1.00
10%	12	\$3,879	\$3.17 : \$1.00
15%	18	\$6,711	\$4.76 : \$1.00
20%	24	\$9,543	\$6.35 : \$1.00
25%	30	\$12,375	\$7.93 : \$1.00
30%	36	\$15,207	\$9.52 : \$1.00



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 14, 2020

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Review and possible action on City of De Pere Investments and Cash Detail for February 2020.

ATTACHMENTS:

- Investment & Cash Detail February 2020 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: April 8th, 2020
Subject: Cash and Investments Report for February 29, 2020

I have attached a summary of the City's Cash and Investments for your information and review as of February 29, 2020. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments earned \$134,516 in February 2020 which is favorable year to date in comparison to our budgeted annual amount for 2020 of \$525,000. The LGIP investment amount decreased roughly \$1.7 million primarily due to debt payments of \$800,000 in **February 2020** and an additional 2.5 million for payroll and accounts payable payments offset by \$1.6 million of tax collections. The LGIP investment account will increase by roughly \$1 million in **March 2020** primarily due to the state lottery credit payment from the state. The City is required to distribute roughly \$ 600,000 of that to Brown County, East & West De Pere School Districts and NWTC tax jurisdictions in **April 2020**. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

FEBRUARY 29, 2020

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 1,328,326.87
HEALTH CHECKING	\$ 2,026,594.61
DENTAL CHECKING	\$ 43,209.31
SUBTOTAL	\$ 3,398,130.79
RESTRICTED	BALANCE
WATER BOND MM	\$ 212,390.07
SUBTOTAL	\$ 212,390.07
TOTAL CASH	\$ 3,610,520.86

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 13,737,476.89	\$ 48,475.66	1.14%
ASSOCIATED BANK TRUST	\$ 5,026,920.08	\$ 45,424.42	5.47%
CHARLES SCHWAB INVESTMENTS	\$ 6,250,938.09	\$ 33,498.07	3.23%
MONEY MARKET	\$ 2,899,998.43	\$ 7,117.99	1.51%
TOTAL INVESTMENTS	\$ 27,915,333.49	\$ 134,516.14	
TOTAL CASH AND INVESTMENTS	\$ 31,525,854.35		

NOTE: The City budgeted \$525,000 for general fund revenues in the 2020 Adopted Budget.

Attachment: Investment & Cash Detail February 2020 (9426 : Review and possible action on City of De Pere Investments and Cash Detail for

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
January 31, 2020

	31-Jan-2020	28-Feb-2020	31-Mar-2020	30-Apr-2020	31-May-2020	30-Jun-2020
CHECKING ACCOUNTS						
CITY CHECKING	\$ 302,762.74	\$ 1,328,326.87	\$ -	\$ -	\$ -	\$ -
HEALTH CHECKING	\$ 1,911,924.58	\$ 2,026,594.61	\$ -	\$ -	\$ -	\$ -
DENTAL CHECKING	\$ 43,409.33	\$ 43,209.31	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 2,258,096.65	\$ 3,398,130.79	\$ -	\$ -	\$ -	\$ -
RESTRICTED						
WATER BOND MM	\$ 212,314.37	\$ 212,390.07	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 212,314.37	\$ 212,390.07	\$ -	\$ -	\$ -	\$ -
TOTAL CASH	\$ 2,470,411.02	\$ 3,610,520.86	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	\$15,473,207.24	\$13,737,476.89	\$ -	\$ -	\$ -	\$ -
ASSOCIATED BANK TRUST	\$ 4,994,549.98	\$ 5,026,920.08	\$ -	\$ -	\$ -	\$ -
CHARLES SCHWAB INVESTMENTS	\$ 6,228,990.32	\$ 6,250,938.09	\$ -	\$ -	\$ -	\$ -
MONEY MARKET	\$ 2,896,555.81	\$ 2,899,998.43	\$ -	\$ -	\$ -	\$ -
TOTAL INVESTMENTS	\$ 29,593,303.35	\$ 27,915,333.49	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 32,063,714.37	\$ 31,525,854.35	\$ -	\$ -	\$ -	\$ -

	31-Jul-2020	31-Aug-2020	30-Sep-2020	31-Oct-2020	30-Nov-2020	31-Dec-2020
CHECKING ACCOUNTS						
CITY CHECKING	-	-	-	-	-	-
NOTE: The City budgeted \$525,000	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESTRICTED						
REVOLVING LOAN	-	-	-	-	-	-
WATER BOND MM	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	\$ -	\$ -	\$ -	\$ -		
ASSOCIATED BANK TRUST	\$ -	\$ -	\$ -	\$ -		
CHARLES SCHWAB INVESTMENTS	\$ -	\$ -	\$ -	\$ -		
MONEY MARKET	\$ -	\$ -	\$ -	\$ -		
TOTAL INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Attachment: Investment & Cash Detail February 2020 (9426 : Review and possible action on City of De Pere Investments and Cash Detail for

DE PERE CASH AND INVESTMENT YEARLY SUMMARY

December 31, 2019

	31-Jan-2019	28-Feb-2019	31-Mar-2019	30-Apr-2019	31-May-2019	30-Jun-2019
CHECKING ACCOUNTS						
CITY CHECKING	\$ 825,289.48	\$ 553,303.45	\$ 204,276.91	\$ 1,016,068.70	\$ 655,555.09	\$ 727,308.78
HEALTH CHECKING	\$ 951,100.75	\$ 963,398.81	\$ 1,054,752.12	\$ 1,130,092.06	\$ 1,222,398.04	\$ 1,288,692.56
DENTAL CHECKING	\$ 25,718.97	\$ 27,095.40	\$ 28,528.22	\$ 29,472.36	\$ 31,203.17	\$ 32,415.90
SUBTOTAL	\$ 1,802,109.20	\$ 1,543,797.66	\$ 1,287,557.25	\$ 2,175,633.12	\$ 1,909,156.30	\$ 2,048,417.24
RESTRICTED						
REVOLVING LOAN	\$ 811,350.56	\$ 811,630.64	\$ 811,940.83	\$ 812,241.13	\$ 812,551.56	\$ 812,852.09
WATER BOND MM	\$ 211,361.51	\$ 211,434.47	\$ 211,515.28	\$ 211,593.51	\$ 211,674.38	\$ 211,752.67
SUBTOTAL	\$ 1,022,712.07	\$ 1,023,065.11	\$ 1,023,456.11	\$ 1,023,834.64	\$ 1,024,225.94	\$ 1,024,604.76
TOTAL CASH	\$ 2,824,821.27	\$ 2,566,862.77	\$ 2,311,013.36	\$ 3,199,467.76	\$ 2,933,382.24	\$ 3,073,022.00
INVESTMENTS						
LGIP	\$14,391,367.90	\$12,008,510.91	\$11,933,482.05	\$10,670,625.37	\$9,064,527.52	\$ 6,943,714.70
ASSOCIATED BANK TRUST	\$ 4,852,594.23	\$ 4,858,078.63	\$ 4,876,516.60	\$ 4,886,737.64	\$4,922,508.25	\$ 4,933,830.69
CHARLES SCHWAB INVESTMENTS	\$ 6,000,316.76	\$ 6,015,896.39	\$ 6,043,494.20	\$ 6,076,140.99	\$6,087,574.21	\$ 6,119,076.89
MONEY MARKET	\$ 2,034,996.72	\$ 2,038,118.90	\$ 2,041,580.90	\$ 2,045,541.00	\$2,049,710.53	\$ 2,053,753.79
TOTAL INVESTMENTS	\$ 27,279,275.61	\$ 24,920,604.83	\$ 24,895,073.75	\$ 23,679,045.00	\$ 22,124,320.51	\$ 20,050,376.07
TOTAL CASH AND INVESTMENTS	\$ 30,104,096.88	\$ 27,487,467.60	\$ 27,206,087.11	\$ 26,878,512.76	\$ 25,057,702.75	\$ 23,123,398.07

	31-Jul-2019	31-Aug-2019	30-Sep-2019	31-Oct-2019	30-Nov-2019	31-Dec-2019
CHECKING ACCOUNTS						
CITY CHECKING	905,026.81	426,041.63	735,827.64	974,406.51	882,803.46	209,460.95
HEALTH CHECKING	1,353,881.40	1,490,067.36	1,568,755.39	1,683,453.48	1,790,686.96	1,840,644.41
DENTAL CHECKING	29,314.13	30,520.16	36,811.43	38,962.71	39,864.83	41,737.06
SUBTOTAL	\$ 2,288,222.34	\$ 1,946,629.15	\$ 2,341,394.46	\$ 2,696,822.70	\$ 2,713,355.25	\$ 2,091,842.42
RESTRICTED						
REVOLVING LOAN	813,162.75	813,473.53	-	-	-	-
WATER BOND MM	211,833.60	211,914.56	211,992.94	212,073.96	212,152.40	212,233.48
SUBTOTAL	\$ 1,024,996.35	\$ 1,025,388.09	\$ 211,992.94	\$ 212,073.96	\$ 212,152.40	\$ 212,233.48
TOTAL CASH	\$ 3,313,218.69	\$ 2,972,017.24	\$ 2,553,387.40	\$ 2,908,896.66	\$ 2,925,507.65	\$ 2,304,075.90
INVESTMENTS						
LGIP	\$12,354,986.31	\$ 6,769,355.45	\$ 3,568,424.04	\$11,312,727.68	\$4,769,504.45	\$ 7,125,033.29
ASSOCIATED BANK TRUST	\$ 4,931,169.73	\$ 4,954,939.21	\$ 4,955,580.76	\$ 4,967,345.66	\$4,975,965.67	\$ 4,981,495.66
CHARLES SCHWAB INVESTMENTS	\$ 6,141,231.12	\$ 6,173,193.84	\$ 6,186,727.81	\$ 6,213,084.19	\$6,217,302.10	\$ 6,217,440.02
MONEY MARKET	\$ 2,057,940.06	\$ 2,062,134.87	\$ 2,880,835.35	\$ 2,885,484.14	\$2,889,199.69	\$ 2,892,880.44
TOTAL INVESTMENTS	\$ 25,485,327.22	\$ 19,959,623.37	\$ 17,591,567.96	\$ 25,378,641.67	\$ 18,851,971.91	\$ 21,216,849.41
TOTAL CASH AND INVESTMENTS	\$ 28,798,545.91	\$ 22,931,640.61	\$ 20,144,955.36	\$ 28,287,538.33	\$ 21,777,479.56	\$ 23,520,925.31

Attachment: Investment & Cash Detail February 2020 (9426 : Review and possible action on City of De Pere Investments and Cash Detail for