



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Revised Agenda

Tuesday, April 12, 2016

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 **April 12, 2016** 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 March 8, 2016 regular meeting of the Finance/Personnel Committee.
3. Approval of Police Overtime for March 2016
4. Fire Department Overtime and EMS Billing Report for March, 2016.
5. Reserve Class B License Economic Development Grant Application for Chatterhouse 2016. *
6. Approve \$250 donation from the Kress Inn and Bemis Conference Center in support of De PereTV.*
7. Approval of Police Purchase of Smart Board for Briefing Room*
8. Consider Accepting Shopko Mini Grant for Police Equipment*
9. Consideration of Developers Agreement With BBKP, LLC (American 3-Fab). *
10. Consider request to purchase a new Fire Rescue Department Ambulance.*
11. Consider Construction Change Orders for Fire Station 2 Renovation.*
12. Approve agreement with FMX for Building Maintenance Software. *
13. Consider Amendments Regarding Fee Setting in Mobile Food Establishment Ordinance.*
14. Consideration of Ordinance Changes Concerning Concealed Knives and Knives in City Buildings.*
15. Consider Amending §10-17 De Pere Municipal Code Regarding Designation of Legal Custodians and Public Offices. *
16. Consideration of Increasing Video Production Coordinator One Pay Grade due to Increase in Responsibilities *
17. Public Comment and announcements.
18. Future agenda items.
19. 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
Chatterhouse 2016
Laurie Olson
Kevin Prien

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: April 12, 2016

DEPARTMENT: City Attorney

FROM: Jeni Dupont

SUBJECT: Approval of the minutes of the March 8, 2016 regular meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- March 8, 2016 DRAFT Minutes (PDF)



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Tuesday, March 8, 2016

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 March 8, 2016 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

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

Also present: City Administrator Lawrence Delo, Police Chief Derek Beiderwieden, Fire Chief Dennis Rubin, Finance Director Joe Zegers and Parks, Recreation & Forestry Director Marty Kosobucki.

- Approval of the minutes of the February 9, 2016 regular meeting of the Finance/Personnel Committee.

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

- Fire Department Overtime and EMS Billing Report for February, 2016.

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

- Approval Police Overtime Report for February 2016

A revised 2016 overtime report was handed out to replace the previous report which incorrectly indicated negative year to date expenditures.

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

Attachment: March 8, 2016 DRAFT Minutes (4533 : Approval of Minutes)

5. Consider Farm Lease Agreement with Farmer (Van De Hay) for West Side City Property (WD-D0076, WD-D0078, WD-1049, and WD-D0077)*

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

6. Consideration of Police Donating Abandoned Bicycles to Children/Families*

Discussion followed motion with Chief Beiderwieden confirming there are children in the City in need of bikes and any bikes not donated will go to auction. Bike licenses are voluntary and can be obtained for free at the De Pere Police Department.

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

7. Approval of Grant Submissions for Police PACK Program. *

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

8. Consideration of Finger Print Scanner Purchase by Police Department*

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

9. Consider donation of 250 Carbon Monoxide Detectors to the Fire Department.*

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

10. Approve repair to Roof Top Unit at City Hall.*

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

11. Public Comment and announcements.

None.

12. Future agenda items.

None.

13. Adjournment

Upon motion by Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 7:48 PM.

Respectfully submitted,
Jennifer Dupont

Attachment: March 8, 2016 DRAFT Minutes (4533 : Approval of Minutes)

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

MEETING DATE: April 12, 2016

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Police Overtime for March 2016

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

Training OT resulted from required Defense and Arrest Tactic training.

March Miscellaneous OT of 46 total hours is comprised of 4.5 Patrol 1.5 fraction allotments and 41.5 hours for patrol and investigative involvement in a major county wide drug investigation.

The March Reimbursed Miscellaneous OT of 112 total hours is comprised of 94 DTF Investigation Hours, and 18 hours for the OWI Task Force.

ATTACHMENTS:

- 2014 PD OT Report Summary (PDF)
- 2015 PD Overtime Report (2) (PDF)
- March 2016 PD OT Report (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2014**

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

Total Overtime Budget: \$133,357.00

Expenditures through 1/02/2015 \$145,016.00

Percent of Total Budget: 108.74%

NOTES:

* Period 1/4/2014 - 1/31/2014

Period 2/1/2014 - 2/28/2014

Period 03/01/2014 - 03/28/2014

+Period 3/29/2014 - 4/25/2014

++Period 4/26/2014 - 5/23/2014

^Period 5/24/2014 - 6/20/2014

#Period 6/21/2014 - 08/01/2014

##Period 8/2/2014 - 8/29/2014

^^Period 8/30/2014 - 9/26/2014

^^Period 9/27/2014 - 10/24/2014

*+Period 10/25/2014 - 11/21/2014

*+*Period 11/22/2014 - 1/2/2015 (6 weeks)

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										71.00
OFFICER WORKED ON HOLIDAY	8.00	8.00	36.00										52.00
OFFICER FOR COURT	13.00	10.50	12.00										35.50
OFFICER TRAINING	40.50	42.50	155.75										238.75
OFFICER RELIEF FOR FUNERAL		7.50											7.50
OFFICER ATTEND MEETING	14.00	10.00	20.00										44.00
STAFFING LEVEL	8.00	19.00	34.50										61.50
INVESTIGATION	39.50	25.50	18.25										83.25
HONOR GUARD FOR FUNERAL		7.50											7.50
SCHOOL LIAISON REIMBURSED	21.50	20.00	7.00										48.50
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		12.50											12.50
MISCELLANEOUS	8.00	17.25	46.00										71.25
MISCELLANEOUS REIMBURSED	76.50	42.00	112.00										230.50
Gross OFFICER OVERTIME	271.00	230.25	462.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	963.75
SUBTOTAL REIMBURSED OVERTIME	(98.00)	(74.50)	(119.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(291.50)
NET OFFICER OVERTIME	173.00	155.75	343.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	672.25
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: **\$140,000.00**
Expenditures through 03/28/2016 **\$21,142.00**
Percent of Total Budget: **15.10%**

NOTES:

* Period 01/02/2016 - 01/29/2016

+Period

#Period

^^Period

**Period 1/30/2016 - 02/26/2016

++Period

##Period

*+Period

***Period 02/27/2016 - 03/25/2016

^Period

^^Period

*+*Period

Attachment: March 2016 PD OT Report (4561 : Police Overtime March, 2016)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: April 12, 2016

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and EMS Billing Report for March, 2016.

ATTACHMENTS:

- FIRE DEPT MARCH OT REPORT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2015

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
DUTY CREW	120.00	87.00	165.00	154.25	177.00	112.25	110.25	62.50	242.25	57.75	36.00	218.00	1,542.00
EMS TRAINING	63.00	301.50	91.00	89.50	59.00	12.00	4.75	4.50	78.00	52.00	85.50	75.50	916.25
FIRE TRAINING	0.00	6.75	30.75	0.00	16.50	147.75	57.00	39.75	14.50	41.00	35.75	12.00	401.75
RESCUE CALLS	11.50	8.50	23.25	7.00	14.25	11.00	13.75	2.00	7.75	9.25	3.00	7.50	118.75
FIRE CALLS	0.00	0.00	3.75	0.75	0.00	0.00	0.75	0.00	0.00	0.75	0.00	1.00	7.00
MEETINGS	141.50	132.75	65.50	90.50	56.00	56.50	147.00	20.75	12.50	46.00	52.75	33.25	855.00
STAFFING REP.	216.00	43.50	65.25	36.00	105.50	72.50	118.25	276.00	85.50	55.50	107.25	81.00	1,262.00
MAINTENANCE	4.50	1.00	5.25	3.00	16.50	0.00	0.00	0.00	0.00	12.00	3.00	0.00	45.25
PUB. ED.	0.00	19.25	37.50	14.00	24.50	38.25	14.25	3.50	7.00	64.50	3.00	12.00	237.75
SPECIAL EVENTS	0.00	0.00	0.00	0.00	0.00	168.50	101.00	0.00	97.25	0.00	0.00	0.00	366.75
# FIRE RUNS	28.00	25.00	14.00	28.00	22.00	32.00	37.00	30.00	25.00	25.00	19.00	41.00	326.00
# of EMS RUNS	170.00	156.00	184.00	165.00	173.00	197.00	138.00	161.00	166.00	142.00	142.00	144.00	1,938.00
DISPATCH ERRORS	4.00	0.00	5.00	5.00	6.00	7.00	5.00	12.00	10.00	5.00	4.00	3.00	66.00
TOTAL HRS.	556.50	600.25	487.25	395.00	469.25	618.75	567.00	409.00	544.75	338.75	326.25	440.25	5,753.00

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2016

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
DUTY CREW	124.25	126.00	168.00										418.25
EMS TRAINING	84.00	86.50	66.25										236.75
FIRE TRAINING	0.00	368.50	357.25										725.75
RESCUE CALLS	7.50	7.50	8.00										23.00
FIRE CALLS	7.25	0.00	0.00										7.25
MEETINGS	89.00	33.25	29.25										151.50
STAFFING REP.	0.00	4.50	0.00										4.50
MAINTENANCE	0.00	0.00	3.00										3.00
PUB. ED.	9.00	59.25	2.75										71.00
SPECIAL EVENTS	0.00	0.00	0.00										0.00
# FIRE RUNS	34.00	31.00	42.00										107.00
# of EMS RUNS	137.00	115.00	130.00										382.00
DISPATCH ERRORS	6.00	3.00	11.00										20.00
TOTAL HRS.	321.00	685.50	634.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,641.00

Special Events included in Overtime

Total Overtime Budget \$100,000, Expenditures through April 4, 2016 \$26,136, 26%

Attachment: FIRE DEPT MARCH OT REPORT (4580 : Fire Department Overtime and EMS Billing Report for March, 2016.)

Incident Type Report (Summary)
From 01/01/16 To 03/31/16
Report Printed On: 04/04/2016

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Fire, other (100)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Building fire (111)	7	1.38%	\$0.00	\$0.00	\$0.00	0.00%
Cooking fire, confined to container (113)	3	0.59%	\$3,100.00	\$5.00	\$3,105.00	36.94%
Fuel burner/boiler malfunction, fire confined (116)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Fire in mobile home used as fixed residence (121)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Mobile property (vehicle) fire, other (130)	2	0.39%	\$150.00	\$150.00	\$300.00	3.57%
Road freight or transport vehicle fire (132)	1	0.20%	\$5,000.00	\$0.00	\$5,000.00	59.49%
Grass fire (143)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
	17	3.36%	\$8,250.00	\$155.00	\$8,405.00	100.00%
3 Rescue & Emergency Medical Service Incident						
Rescue, EMS incident, other (300)	4	0.79%	\$0.00	\$0.00	\$0.00	0.00%
Medical assist, assist EMS crew (311)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	358	70.33%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	12	2.36%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Rescue or EMS standby (381)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
	377	74.08%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Hazardous condition, other (400)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Gasoline or other flammable liquid spill (411)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	5	0.98%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Heat from short circuit (wiring), defective/worn (441)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Breakdown of light ballast (443)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	6	1.18%	\$0.00	\$0.00	\$0.00	0.00%
Arcing, shorted electrical equipment (445)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
	17	3.36%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	3	0.59%	\$0.00	\$0.00	\$0.00	0.00%
Person in distress, other (510)	3	0.59%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	5	0.98%	\$0.00	\$0.00	\$0.00	0.00%
Smoke or odor removal (531)	4	0.79%	\$0.00	\$0.00	\$0.00	0.00%
Public service (553)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Assist invalid (554)	5	0.98%	\$0.00	\$0.00	\$0.00	0.00%
Defective elevator, no occupants (555)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Cover assignment, standby, moveup (571)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
	23	4.53%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Good intent call, other (600)	7	1.38%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	20	3.93%	\$0.00	\$0.00	\$0.00	0.00%
Wrong location (621)	14	2.75%	\$0.00	\$0.00	\$0.00	0.00%
Authorized controlled burning (631)	2	0.39%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
HazMat release investigation w/no HazMat (671)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
	45	8.85%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
False alarm or false call, other (700)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Municipal alarm system, malicious false alarm (711)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
System malfunction, other (730)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Extinguishing system activation due to malfunction (732)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Heat detector activation due to malfunction (734)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	5	0.98%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	4	0.79%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	3	0.59%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	3	0.59%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	5	0.98%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	3	0.59%	\$0.00	\$0.00	\$0.00	0.00%
	28	5.52%	\$0.00	\$0.00	\$0.00	0.00%
9 Special Incident Type						
Special type of incident, other (900)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
Citizen complaint (911)	1	0.20%	\$0.00	\$0.00	\$0.00	0.00%
	2	0.40%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	509			Total Est. Loss:	\$8,405.00	

Attachment: FIRE DEPT MARCH OT REPORT (4580 : Fire Department Overtime and EMS Billing Report for March, 2016.)

**DE PERE FIRE RESCUE
MUTUAL AID REPORT
MARCH, 2016**

MUTUAL AID GIVEN

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
333	COUNTY RESCUE	EMS
362	BELLEVUE	FIRE
383	ASHWAUBENON	FIRE
435	GREEN BAY	FIRE
467	HOBART	FIRE
479	LEDGEVIEW	FIRE
486	BELLEVUE	FIRE
497	ASHWAUBENON	EMS

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
406	ASHWAUBENON	FIRE
406	COUNTY RESCUE	FIRE
406	LAWRENCE	FIRE
406	LEDGEVIEW	FIRE
434	GREEN BAY	EMS
477	ASHWAUBENON	FIRE
477	BELLEVUE	FIRE
477	COUNTY RESCUE	FIRE
477	LEDGEVIEW	FIRE

MARCH, 2016***OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
TOTAL	0	0

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

EMS BILLING MONTHLY BILLING FIGURES

	JAN. '16	FEB. '16	MAR. '16	APR. '16	MAY '16	JUNE '16
CHARGES	94,535	89,639				
PAYMENTS	51,525	50,957				
ADJUSTMENTS	34,515	30,457				
WRITE OFFS	8,542	50,513				

	JULY '16	AUG. '16	SEPT. '16	OCT. '16	NOV. '16	DEC. '16
CHARGES						
PAYMENTS						
ADJUSTMENTS						
WRITE OFFS						

Payments to EMS	
Jan. 2016	4,307
Feb. 2016	3,986
March 2016	
April 2016	
May 2016	
June 2016	
July 2016	
Aug. 2016	
Sept. 2016	
Oct. 2016	
Nov. 2016	
Dec. 2016	
Total Paid	\$8,293

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

MEETING DATE: April 12, 2016

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Reserve Class B License Economic Development Grant Application
for Chatterhouse 2016. *

ATTACHMENTS:

- Reserve License Grant Application_Chatterhouse (PDF)
- Ord Reserve Class B Econ Dev Grant (DOCX)

CITY OF DE PERE

**RESERVE CLASS B LICENSE
ECONOMIC DEVELOPMENT
GRANT APPLICATION**

INSTRUCTIONS: The City of De Pere offers an Economic Development grant of up to \$10,000 for Reserve "Class B" liquor licenses. Please fully complete the questionnaire below, using additional sheets of paper as necessary. **The City of De Pere must determine that your new business will provide an economic benefit to the City of De Pere in order to consider awarding you this grant.** Therefore, you should provide any and all information you can provide to support your request.

Name of Licensee:

Shannon Charles

Name of Licensed Establishment:

Chatterhouse

Date of Grant Application:

3-23-16

Date Reserve Class "B" License Granted:

ECONOMIC IMPACT INFORMATION

1. Please provide specific information on how you will use the grant funds to create jobs and foster the economic development of the City of De Pere, including listing the number of jobs you will create now and an estimate of the number of jobs you to hope to create in the future.

This business will create at least 10 up to 20.

2. Please provide specific information as to all building improvements made or anticipated to be made to the licensed premises, including the cost of the improvements. Please include cost estimates for the improvement work.

We plan on remodeling inside, paint, flooring, windows, equipment, furniture, cosmetic updates and updating the exterior
est amount \$40,000.00

3. How much of the investment identified in #2 above would you have put into the property if the Reserve Class B license was not issued to you? Please fully explain your reasons why.

0 This business cannot operate without liquor license

4. Please provide a copy of your business plan. Also, list below your growth projections over the next five (5) years.

We are moving our existing business of five years to this location.
Bar and Restaurant focusing on food clientel

5. Please list any other information you believe may be important to the City of De Pere in making its grant determination.

We have been in the bar business 20 yrs.
We currently own 2 in green Bay and
have owned them for 8 yrs and 5 yrs. Before
that we owned one in town of Green Bay for
10 yrs which we
currently lease out

Signed: Shannon Charles

Date: 3/23/16

Please note: This Application, once completed will be referred to the Finance/Personnel Committee for their review. The Committee's recommendation will then be forwarded to the Common Council.

De Pere Municipal Code §7-2(f) *Grants for certain reserve "Class B" intoxicating liquor licenses.*

- (1) *Definition.* Reserve "Class B" license shall have the meaning defined in Wis. Stats. § 125.51(4)(a)4.
- (2) *Findings and purpose.* The common council finds that businesses such as restaurants, hotels, and taverns make important contributions to the city's economy. These establishments serve important public purposes, including increasing the city's property tax base, providing employment, and promoting tourism. Excessive license fees deter new business and are contrary to the above stated public purposes. Wisconsin Act [27](#) of 1997 imposes upon municipalities the duty to establish a minimum issuance fee of \$10,000.00 for each reserve "Class B" liquor license issued. Since the new issuance fee far exceeds the actual cost of licensing the activity, additional revenue will be available to the city. It is the purpose of this section to utilize revenue generated by Wisconsin Act [27](#) to assist new reserve "Class B" licensees achieve the important public purposes identified herein.
- (3) *Grants.* Following the issuance of an original reserve "Class B" liquor license, and upon application, the common council may provide a grant to the licensee in an amount not to exceed the amount actually paid by the licensee to the city for issuance of the new reserve "Class B" liquor license, less that amount attributable to the reserve "Class B" liquor license. Prior to awarding any grant hereunder, the common council shall make such findings and establish such conditions to ensure that any funds awarded hereunder further the important public purposes identified herein.

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

MEETING DATE: April 12, 2016

DEPARTMENT: Information Technology

FROM: Kevin Clark

SUBJECT: Approve \$250 donation from the Kress Inn and Bemis Conference Center in support of De PereTV.*

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

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: April 12, 2016

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Police Purchase of Smart Board for Briefing Room*

The police department has an opportunity to purchase an Aquos Smart Board for use in the briefing room. The Smart Board will replace the ancient chalk board that has just recently been removed. Attached is a quote for the product.

The purpose of using a Smart Board is the capabilities it has versus a chalk board. The Smart Board has internet access, touch screen, electronic marker compatibility, ability to connect to a computer, and other modern features, and we don't have to clap erasers. The Smart Board will be used during briefings for mini training's (of about 10 minutes), videos of incidents, reviews of our policies in electronic forms, and other such uses. It would also be used for raid and search warrant briefings to show photographs of target locations, reviews of building schematics, etc. Further uses include citizen academy, Defense and Arrest Tactics and Firearms training in larger groups.

The cost of the unit we are considering varies depending on how new it is. A new unit is \$7,695, a refurbished unit is \$3,795 and a used unit is \$2,795. All come with a warranty. I am proposing to purchase a refurbished unit due to it being checked and repaired (if needed) by trained technicians. The purchase will be sourced from two accounts. First, a \$600 mini grant from Shopko will be applied from the donations account. Second, the remaining balance will be used from the police Federal Asset Forfeiture account. Federal asset forfeiture rules allow for such purchases of equipment and this purchase falls into this acceptable category.

Thank you for your consideration of this purchase. If you should have any questions, please contact me at your convenience.

ATTACHMENTS:

- Aquos Proposal - City of De Pere (PDF)



SHARP®

Prepared For:



Presented By: Matt Carter
03.30.2016

The Office Technology Group

731 W Glendale
Appleton, WI 54914
P (920) 750-7737

Dear Jedd,

Thank you for allowing The Office Technology Group to present our Sharp Aquos Interactive Display as a solution to your business needs. We look forward to the opportunity to earn your business and are committed to providing top quality, responsive service and innovative solutions.

The Office Technology Group has been collaborating with businesses in the community since 1991 and is one of the largest and fastest growing multifunctional product dealers in the Midwest today. Recently the *Business Journal* listed our company as the fifth largest office supply firm in the southeast area. Our success and rapid growth are a direct result of our strong record of total customer satisfaction along with solutions provided at a great value. At The Office Technology Group we recognize that your confidence is a result of reliable high quality solutions, fast competent service, and aggressive maintenance agreements. *Simply put, we strive to provide the best overall value for our clients!*

The Office Technology Group has factory trained, certified and authorized technicians. The OTG has locally inventoried equipment, supplies, and parts in an effort to provide the most effective technical assistance for your multifunctional products. We pride ourselves on industry leading response to all of our customer service requests. Our success is measured by your total satisfaction.

If there is anything I can do to be of service, or if you have any questions, please feel free to contact me at 920.750.7737 or email mcarter@theotg.com.

Again, I thank you for this opportunity!

Sincerely,

Matt Carter



Customer Loyalty – **The Office Technology Group** is a family owned, Milwaukee based, company that has been providing southeastern Wisconsin with high quality customer service and the award winning SHARP® MFP line since 1991.

Personal Attention – All incoming calls are answered by a member of our customer relationship team. We DO NOT use automated attendants.

Service Excellence – **GUARANTEED 4hr Service Response Time** with our current average being just over 2hrs.

Delivery and Setup – The Office Technology Group will deliver and setup your equipment on the network at **NO ADDITIONAL CHARGE**.

Factory Trained Technicians – All of our service technicians are factory trained and certified. They are equipped with electronic PDAs which allows for timely dispatch to our client's locations.

Available Training – The Office Technology Group provides **FREE** on-going training to our client throughout the life of their equipment at no additional charge.

Building Relationships – A dedicated relationship team, including your account executive, is assigned to your company to ensure the highest level of customer satisfaction.

Parts and Supplies – The Office Technology Group offers many methods of ordering parts and supplies. Our clients can order via phone, fax, email or www.theotg.com providing quick and responsive purchasing tailored to each client's needs.

Cutting Edge Software – The Office Technology Group has joined with a wide range of technology and software partners to provide our clients with business solutions tailored to their specific needs. These relationships are made possible by utilizing the embedded OSA functionality found only in SHARP®.

Connectivity Specialists – Employing network connectivity specialists provides us with the ability to meet the increasing demand from our customers. Our goal is to make highly productive technology readily available to them and to have the ability to deploy these solutions in a timely fashion.



Get to Know Your Dedicated Office Technology Group Sales & Service Relationship Team

Your Equipment Team

Sales McSalsey, SAE
8858 W. Schlinger Avenue
Milwaukee, WI 53214
Office (414) 475-0522
Direct (414) 773-0700
Fax (414) 475-0620
Email smcsalesy@theotg.com

Your Management Team

Alex Piszczek, Sales Manager
8858 W. Schlinger Avenue
Milwaukee, WI 53214
Office (414) 475-0522
Direct (414) 773-0730
Fax (414) 475-0620
Email apiszczek@theotg.com

Your IT Team

Richard Pozayt, IT Director
8858 W. Schlinger Avenue
Milwaukee, WI 53214
Office (414) 475-0522
Direct (414) 773-0708
Fax (414) 475-0620
Email rpozayt@theotg.com

Your Supplies Team

Rich Rekowski, Supplies Manager
8858 W. Schlinger Avenue
Milwaukee, WI 53214
Office (414) 475-0522
Direct (414) 773-0741
Fax (414) 475-0620
Email rrekowski@theotg.com

Your Service Team

Ted Jorin, Service Manager
8858 W. Schlinger Avenue
Milwaukee, WI 53214
Office (414) 475-0522
Direct (414) 773-0718
Fax (414) 475-0620
Email tjorin@theotg.com

Your Ownership Team

Dave & Natalie Weiss
8858 W. Schlinger Avenue
Milwaukee, WI 53214
Office (414) 475-0522
Direct (414) 773-0777
Fax (414) 475-0620
Email dweiss@theotg.com



Investment

SHARP® Aquos PN-L703B

\$7695/New

SHARP® Aquos PN-L703BR Specifications

70" Class Interactive Display System

- Sharp Refurbished

Brilliant High Definition LED Display

1920 x 1080 Resolution

Display, Annotate, Store and Share Information

Built-In Templates, Calendar and To-Do Lists

Direct Connectivity

- Sharp MFP Import/Export

Digital Engine DE5100I – PC

- Intel Core i5-3210M Processor 2.50GHz, 3MB

- 4GB DDR3-1600MHz SODIMM Notebook Memory

- 240GB 2.5" SATA III MLC Internal Solid state disk (SSD)

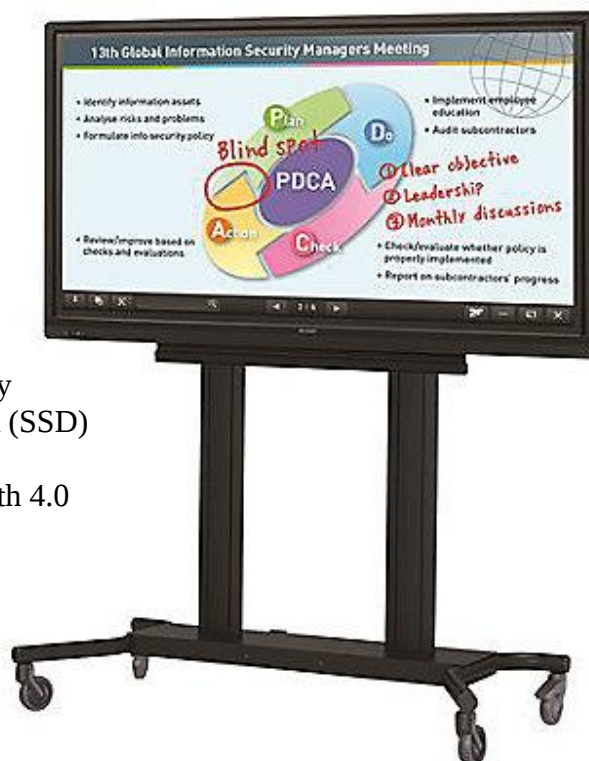
- 8X SATA DVD+/-RW Internal Slim Drive (tray)

- Intel Dual Band 7260 IEEE 802.11 Wi-Fi + Bluetooth 4.0

Rolling Cart Floor Stand

3 Year Warranty

Delivery & Installation



Optional Accessories

Logitech Wireless Keyboard and Mouse

Logitech HD Pro Webcam C920 (1080p Video)

40" Vizio 2.0 Home Theatre Sound Bar

Investment

\$59.00

\$99.00

\$200.00

- * All new products are covered by Office Technology Group Total Satisfaction Guarantee
- * Correct power specifications (if different from standard 110V/15A) are enclosed (included in price quoted above)





Investment

SHARP® Aquos PN-L702BR

\$3795/Refurb

SHARP® Aquos PN-L702BR Specifications

70" Class Interactive Display System

- Sharp Refurbished

Brilliant High Definition LED Display

1920 x 1080 Resolution

Display, Annotate, Store and Share Information

Built-In Templates, Calendar and To-Do Lists

Direct Connectivity

- Sharp MFP Import/Export

Digital Engine DE5100I – PC

- Intel Core i5-3210M Processor 2.50GHz, 3MB

- 4GB DDR3-1600MHz SODIMM Notebook Memory

- 240GB 2.5" SATA III MLC Internal Solid state disk (SSD)

- 8X SATA DVD+/-RW Internal Slim Drive (tray)

- Intel Dual Band 7260 IEEE 802.11 Wi-Fi + Bluetooth 4.0

Rolling Cart Floor Stand

1 Year Warranty

Delivery & Installation



Optional Accessories

Logitech Wireless Keyboard and Mouse

Logitech HD Pro Webcam C920 (1080p Video)

40" Vizio 2.0 Home Theatre Sound Bar

Investment

\$59.00

\$99.00

\$200.00

- * All new products are covered by Office Technology Group Total Satisfaction Guarantee
- * Correct power specifications (if different from standard 110V/15A) are enclosed (included in price quoted above)





Investment

SHARP® Aquos PN-L702BU

\$2795/Used

SHARP® Aquos PN-L702BU Specifications

70" Class Interactive Display System

- Sharp Refurbished

Brilliant High Definition LED Display

1920 x 1080 Resolution

Display, Annotate, Store and Share Information

Built-In Templates, Calendar and To-Do Lists

Direct Connectivity

- Sharp MFP Import/Export

Digital Engine DE5100I – PC

- Intel Core i5-3210M Processor 2.50GHz, 3MB

- 4GB DDR3-1600MHz SODIMM Notebook Memory

- 240GB 2.5" SATA III MLC Internal Solid state disk (SSD)

- 8X SATA DVD+/-RW Internal Slim Drive (tray)

- Intel Dual Band 7260 IEEE 802.11 Wi-Fi + Bluetooth 4.0

Rolling Cart Floor Stand

90 Year Warranty

Delivery & Installation



Optional Accessories

Logitech Wireless Keyboard and Mouse

Logitech HD Pro Webcam C920 (1080p Video)

40" Vizio 2.0 Home Theatre Sound Bar

Investment

\$59.00

\$99.00

\$200.00

* All new products are covered by Office Technology Group Total Satisfaction Guarantee

* Correct power specifications (if different from standard 110V/15A) are enclosed (included in price quoted above)



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: April 12, 2016

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consider Accepting Shopko Mini Grant for Police Equipment*

The police department applied for and received a mini-grant from Shopko in the amount of \$600. The purpose of the grant application was to help defray the costs of updating an outdated piece of equipment in our briefing room, namely replacing the old chalk board with an electronic Smart Board. (See approval of Smart Board purchase action item).

Please accept this mini-grant for the purpose of updating equipment. Thank you and if you have any questions please contact me at your convenience.

ATTACHMENTS:

- Shopko mini grant (PDF)

SHOPKO[®]

Foundation

February 3, 2016

Mr. Jake Nowak
City of De Pere Police Department
325 S. Broadway Street
De Pere, WI 54115

Dear Mr. Jake Nowak:

Thank you for your recent grant application submitted through Shopko Foundation's Community Charitable Grant program.

This grant program was established to support charitable non-profit organizations through limited funding of local programs and events in our Shopko communities.

I'm pleased to announce an approved grant for the City of De Pere Police Department in the amount of \$600.00. Because we receive many more requests than we are able to support, we are not always able to offer full funding for each program. If a reduced grant applies in your case, we hope you will understand our funding limitations.

The Foundation is pleased to recognize the good work you do and applauds your efforts and commitment to support your community. Our sponsorship check is enclosed and should be used for the purpose/program detailed on your application form.

Thank you very much for your interest and the opportunity to assist you.

Sincerely,



Elizabeth Madigan
Shopko Foundation Coordinator



"Like" us on Facebook to see all the great things we do in our communities!



City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: April 12, 2016

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consideration of Developers Agreement With BBKP, LLC
(American 3-Fab). *

ATTACHMENTS:

- FP Memo Developers Agreement (DOCX)
- American 3 Fab Plan Elevations (PDF)
- BBKP LLC Agreement with Exhibits (PDF)

City of De Pere MEMORANDUM



To: Finance & Personnel Committee
 From: Kimberly Flom, Economic Development & Planning Director
 Date: April 7, 2016
 RE: **Consideration of Developers Agreement With BBKP, LLC (American 3-Fab)**

PROJECT SUMMARY

BBKP, LLC. plans to relocate their business, American 3-Fab from Green Bay to De Pere. American 3-Fab was founded in 2008 and specializes in custom metal fabrication. They will be constructing a 54,800 square foot facility on the south side of Southbridge Road near Highway 41 on Parcel WD-L 436-2. The property is in TID #8 but is not owned by the City. The facility will employ 45-55 people and is designed to accommodate future expansion. The Developer has requested financial assistance, in the form of a Developer's Grant, from TID #8.

The City has prepared a Developer's Agreement that proposes the following:

- A guaranteed assessed value of the building in the amount of \$3,000,000 as of January 1, 2017.
- A \$525,000 (17.5% of assessed value) developers grant to be paid in three portions:
 - a. \$183,750 after approval of footings and foundations
 - b. \$236,250 after approval of rough-in and building mechanicals
 - c. \$105,000 after issuance of certificate of occupancy

Provisions typical to De Pere Developers Agreement also apply and include:

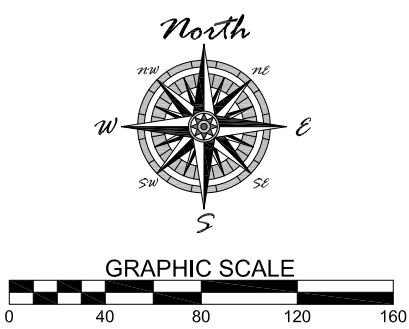
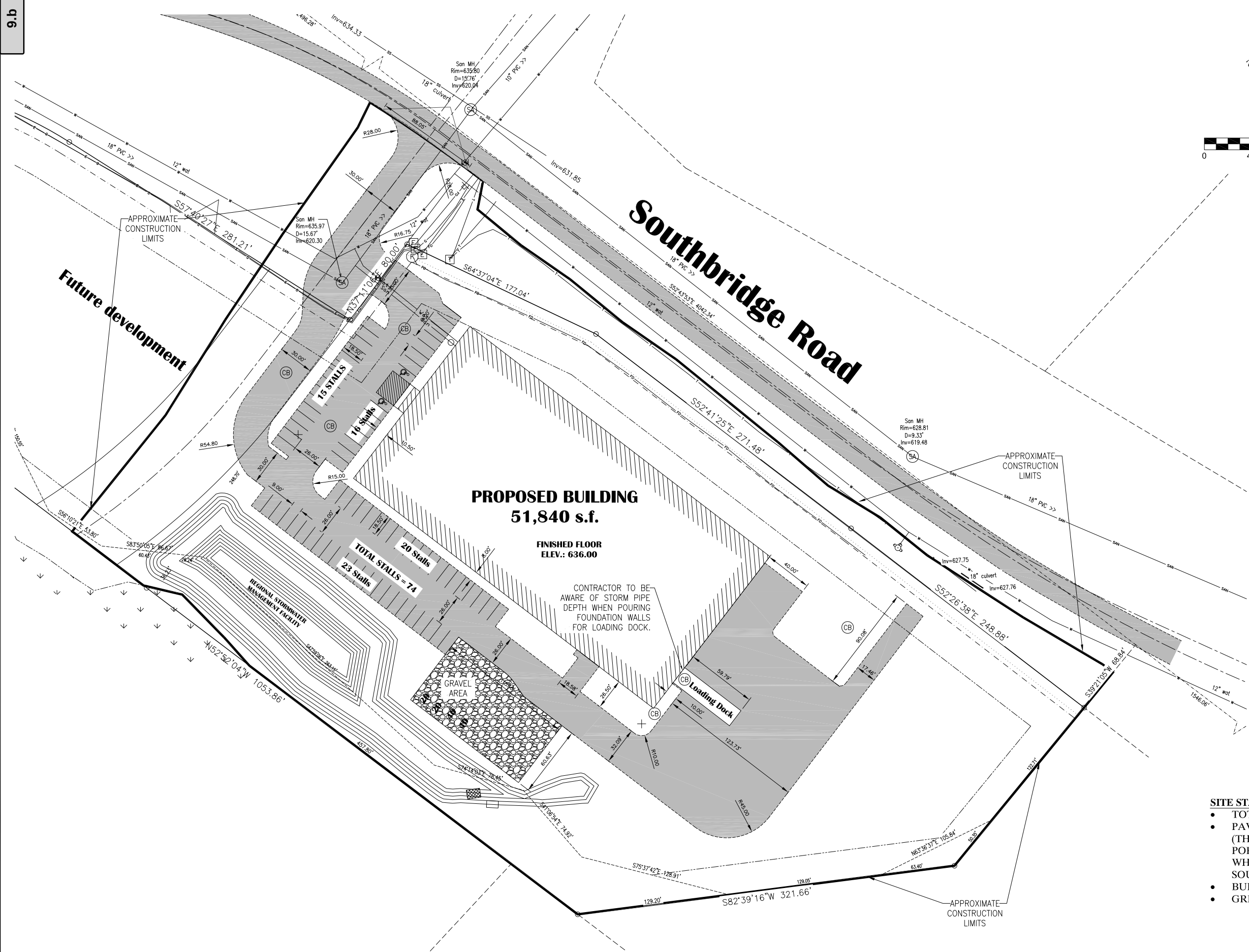
- Requirement to replay any and all project grants received from the city if construction of the facility does not occur within the time frame set forth in the agreement.
- Waiving all rights to appeal or object to an assessed value less than the guaranteed value for the life of TID #8.
- Developer agrees that it shall not, without prior written consent of the City, sell or lease any portion of the building in a manner that would cause any portion to become exempt from real estate taxation.
- Payment in lieu of tax required, or a deficit payment, to be made if the guaranteed assessed value falls below \$3,000,000 during the life of the TID.

The City Council approved a CSM to subdivide the property on February 2, 2016 and the Plan Commission approved a site plan for the building on March 28, 2016 (attached for your review). The Developers Agreement, site plan, and building elevations are attached for your review. Please contact me if you have any questions on this agreement prior to the meeting.

Attachments

c: Michael Walsh, Mayor
 Larry Delo, City Administrator
 Judith Schmidt-Lehman, City Attorney

Attachment: FP Memo Developers Agreement (4564 : Consideration of Developers Agreement With BBKP, LLC (American 3-Fab))



- SITE STATISTICS:**
- TOTAL SITE: 5.71 ACRES
 - PAVED/GRAVEL AREA: 1.43 ACRES (25.04%)
(THIS DOES NOT INCLUDES THE PAVED PORTION OUTSIDE OF THE PROPERTY LINE WHERE THE DRIVEWAY CONNECTS TO SOUTHBRIDGE RD.)
 - BUILDING AREA: 1.19 ACRES (20.84%)
 - GREAN/POND AREA: 3.09 ACRES (54.12%)

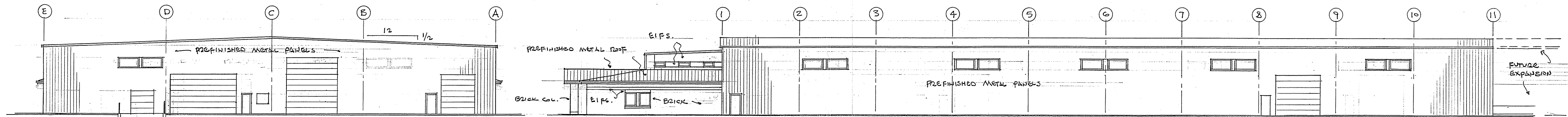
UTILITY STATEMENT
The underground utilities shown have been located from field survey information and existing as-built drawings. The surveyor does not warrant the accuracy of the information shown on this drawing. The surveyor is not responsible for the location, depth, or condition of any utilities not shown on this drawing. The surveyor is not responsible for the location, depth, or condition of any utilities not shown on this drawing. The surveyor is not responsible for the location, depth, or condition of any utilities not shown on this drawing. (DIGGERS HOTLINE: 1-800-325-8511)

SITE LAYOUT PLAN

MARK SODERLUND

DATE:	ISSUED FOR:
DESIGNED BY: DDM	DRAWN BY: DDM
CHECKED BY:	

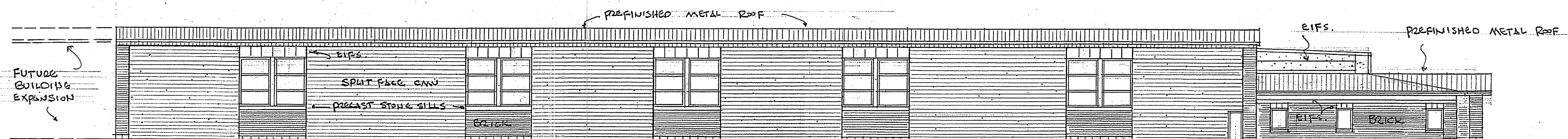
SCALE 1" = 40'	DATE 03-07-16	PROJECT NO. C-10905
SHEET NO. C2.0		
DRAWING NO. S-		



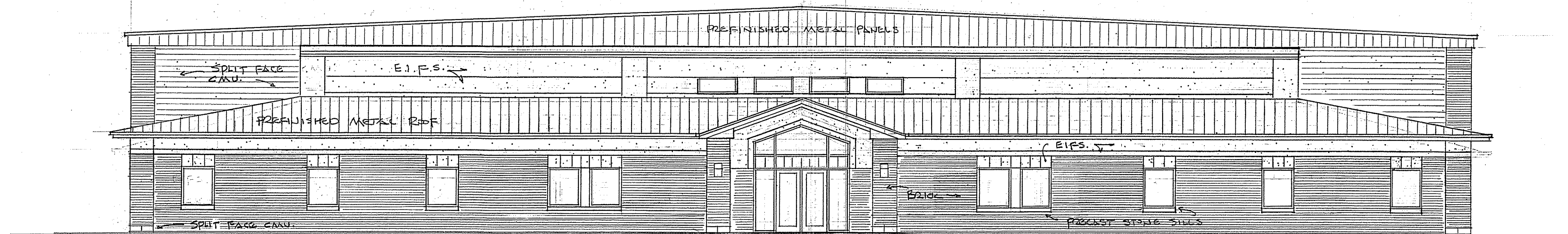
EAST ELEVATION SCALE: 1/16" = 1'-0"

NOTE: THIS WALL IS AN EXPANSION WALL.
NO MASONRY THIS WALL

SOUTH ELEVATION SCALE: 1/16" = 1'-0"



NORTH ELEVATION SCALE: 1/16" = 1'-0"



WEST ELEVATION SCALE: 1/8" = 1'-0"

NOTE:
ALTHOUGH EVERY EFFORT
HAS BEEN MADE IN PREPARING
THESE PLANS AND CHECKING
THEM FOR ACCURACY, THE
CONTRACTOR MUST CHECK ALL
DETAILS, DIMENSIONS &
CONDITIONS AND REPORT ANY
DISCREPANCIES TO THE
ARCHITECT BEFORE
CONSTRUCTION

LLOYD CARPENTER ARCHITECT LLC
2663 Maple Hills Dr., Green Bay, WI 54313
Office: (920) 434-0753 Cell: (920) 655-3829
Carp.arch@gmail.com
**PROPOSED BUILDING FOR
AMERICAN 3 FAB
DE PERE WI.**

DATE: 03/17/16
FILE:
JOB NO.

DEVELOPMENT AGREEMENT BETWEEN THE
CITY OF DE PERE AND BBKP, LLC
(Part of Parcel WD-L436-2)

THIS DEVELOPMENT AGREEMENT is entered into as of this _____ day of _____, 2016 by and between the City of De Pere, a Wisconsin municipal corporation ("City") and BBKP, LLC, a Wisconsin limited liability company ("Developer").

RECITALS

A. Developer is the owner of the approximate 5.66 acre parcel legally described as:

Lot Two (2), Vol. 61 Certified Survey Maps, Page 152, May No. 8641; being part of Lot Fifty-nine (59), according to the recorded Plat of Williams Grant, in the City of De Pere, West side of Fox River, Brown County, Wisconsin.

as shown on the Certified Survey Map attached and incorporated as Exhibit A ("the Property").

B. Pursuant to Wis. Stats. §66.1105, the City created Tax Increment Financing District No. 8 (TID #8) on January 1, 2008 which was amended on September 15, 2015 to modify the boundaries, projects and expenditure of funds under TID #8.

C. Developer intends to develop the Property into a 54,800 square foot manufacturing facility which will employ between 45 and 55 people ("the "Facility").

D. The development of the Facility is consistent with the TID #8 Project Plan and will be beneficial to the City.

E. The Developer's ability to develop the Facility is contingent upon the City's providing financial and other assistance to Developer as set forth in this Agreement, and but for such assistance, this Facility development would not occur.

AGREEMENTS

In consideration of the Recitals and the terms, conditions, and obligations set forth herein, together with such other consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

ARTICLE I DEVELOPMENT OF THE PROPERTY

A. Developer agrees to proceed with and diligently take all steps necessary to and proceed with development of the Facility on the Property, including the following:

1. obtaining site plan approval by the City Plan Commission for construction of the Facility ("Site Plan"), attached and incorporated into this Agreement as Exhibit B;
2. obtaining state approved construction plans for such construction and commencing construction thereon as soon as possible in accordance with City regulations; and
3. completion of construction and occupancy permit on or before May 21, 2017.

B. Developer warrants and guarantees that the value of the Property with the Facility development, as of January 1, 2017 will be Three Million and no/100 Dollars (\$3,000,000) (the "Guaranteed Value").

ARTICLE II CITY OBLIGATIONS

A. The City shall make three grants (collectively, the Project Grants and individually, a Project Grant) to Developer to defray the costs of the Facility. The aggregate amount of the Project Grants shall be based upon the Guaranteed Value of the Facility as of January 1, 2017. The Property shall be assessed in accordance with the real estate valuation requirements for similar manufacturing properties under Wis. Stats. §70.32 (the Assessed

Value). The Project Grants, totaling Five Hundred Twenty-Five Thousand and no/100 Dollars (\$525,000), are payable on the following schedule:

1. The first Project Grant, in the amount of One Hundred Eighty-Three Thousand Seven Hundred Fifty and no/100 Dollars (\$183,750), shall be payable not more than fifteen (15) days after the City Building Inspection Department's approval of the footings and foundation for the Facility.
2. The second Project Grant, in the amount of Two Hundred Thirty-Six Thousand Two Hundred Fifty and no/100 Dollars (\$236,250), shall be payable not more than fifteen (15) days after the City Building Inspection Department's rough-in approval of all building mechanicals.
3. The third Project Grant, in the amount of One Hundred Five Thousand and no/100 Dollars (\$105,000), shall be payable not more than fifteen (15) days after issuance of a certificate of occupancy for the Facility by the City Building Inspection Department.

ARTICLE III DEVELOPER'S OBLIGATIONS

A. Developer, for itself and its successor and assigns, agrees to and obligates itself to repay all Project Grants it receives from City should it fail to complete construction of the Facility in accordance with the Site Plan (Exhibit B) on or before May 21, 2017, unless otherwise agreed by the parties in writing. Upon repayment in full of such Project Grants, plus interest at the statutory rate from the date the Project Grants were made to the date repaid, the obligations found in this Article shall become null and void.

B. Developer understands that the purpose of the Guaranteed Value for the Project is to ensure, to the greatest extent possible, that City recovers over the remaining life of TID #8, the Project Grant outlay of funds provided to Developer under this Agreement. Therefore, Developer, for itself and its successors and assigns, hereby waives all rights under state and federal law, to challenge, appeal or object to the Assessed Value of the Property below the

Guaranteed Value for the life of the TID #8, which is expected to statutorily close on December 31, 2026.

C. Further, for the duration of the life of the TID #8, Developer hereby agrees, for itself, its successors and assigns, that it shall not, without the prior written consent of the City, sell or lease any portion of the Facility or the Property to an entity whereby such sale or lease would cause the Facility or a portion thereof to become exempt from real estate taxation. This obligation, as well as the other obligations of this Agreement, shall run with the land and be binding upon all of the Developer's successors and assigns. Developer further agrees that it will place a restriction in any deed or bill of sale conveying the Facility and/or the Property during the duration of this Agreement prohibiting any use of such Property during the term of this Agreement which would cause some or any portion thereof to become tax exempt. Should the Facility and/or Property nevertheless become tax exempt, Developer, for itself and its successors and assigns, hereby agrees that an annual payment in lieu of tax shall be made by the owner of the Facility and Property. Such payment in lieu of tax shall be determined for any given year that the Facility and/or Property are exempt from taxation by multiplying the Guaranteed Value of the Facility and Property as of January 1 of such year by the mil-rate for all taxing jurisdictions established for that tax year for the west side of the City, with such product due and payable on or before October 15 of the year in question (the "Due Date"). If such payment is not made in full by the Due Date, the amount due shall become a lien against the Property as a special charge under Wis. Stat. §66.0627.

D. Developer, for itself and its successors and assigns, agrees that, should the Assessed Value be less than the Guaranteed Value, it will make a payment in lieu of tax to City

(the "Deficit Payment") equal to the difference in taxes to be collected due to the shortfall in the Assessed Value. Such Deficit Payment shall be determined as follows:

1. The amount of the Deficit Payment shall be determined by subtracting the Assessed Value from the Guaranteed Value. That number shall be multiplied by the mil-rate for all taxing jurisdictions established for the prior tax year for the west side of De Pere, with the product being due and payable by Developer to the City on or before October 15 of the year in which it is levied.
2. If not paid in full by October 15 of the year in which it was due, the amount determined under the process identified above shall become a lien on the Property as a special charge under Wis. Stats. §66.0627.
3. The Deficit Payment obligation shall expire upon the termination of the District.

ARTICLE IV GENERAL

A. Developer and its successors and assigns shall keep and maintain the Facility and Property in good repair and working order and will make or cause to be made from time to time all repairs necessary thereto (including external and structural repairs) and renewals and replacements thereof so as to maintain in the City an operational, habitable, and marketable development, ordinary wear and tear and obsolescence excepted, and shall keep and maintain such casualty insurance upon such Property as is customarily held in developments of like sizes and characters. All insurance policies required under this paragraph shall be taken out and maintained with insurance companies authorized to do business in the State of Wisconsin.

B. City agrees that, upon presentment of a written request from Developer's primary lender, it will subordinate its interests in the preceding paragraph IV. A. to those of the lender. However, such subordination shall not affect Developer's obligations hereunder to restore the site irrespective of any action of its lender.

C. All notices required by this Agreement must be in writing and sent by personal delivery, or by certified mail (return receipt requested), or by commercially responsible carrier service, to the addresses set forth below. All notices shall be deemed received on the date of confirmed delivery.

If to Developer: BBKP, LLC
c/o Kevin Prien
1850 Cofrin Drive
Green Bay, WI 54302

If to City: City Administrator
City of De Pere
335 S. Broadway Street
De Pere, WI 54115

D. This Agreement may not be modified or amended except by written instrument executed by the parties hereto.

E. The City agrees that the Developer may collaterally assign its interests in this Agreement to the construction lenders for the Facility. A construction lender may avail itself of the benefits of this Agreement only if it assumes in writing the obligations of Developer, as applicable, in this Agreement. The Developer may not otherwise assign its interest in this Agreement without the City's consent, which shall not be unreasonably withheld, conditioned or delayed.

F. This Agreement, or a memorandum hereof, may be recorded by any party in the Office of the Register of Deeds for Brown County.

ARTICLE V DEFAULTS AND REMEDIES

A. A party shall be in default under this Agreement if such party shall fail to carry out or fulfill one or more of its obligations hereunder and such failure shall continue for a period

of thirty (30) days following receipt of written notice from the other party specifying such failure; provided, however, that if the nature of the default is such that it cannot be cured within thirty (30) days, a party shall not be in default if it immediately undertakes steps to cure the default after receipt of notice and then diligently and in good faith prosecutes the curing of such default to its conclusion. If a party does not cure or undertake to cure a default within the time periods set forth above, the non-defaulting party may pursue the remedies provided for in this Agreement or otherwise available at law or in equity.

B. No party shall be considered in breach or default of its obligations with respect to the beginning and completion of construction of any improvements in the event of enforced delay in the performance of such obligations due to unforeseeable cause beyond its control and without its fault or negligence, including, but not restricted to, acts of God, forces majeure, acts of the public enemy, acts of adjoining property owners, fires, floods, epidemics, quarantine restrictions, strikes, embargoes, unavailable materials, breach of contracts by contractors or subcontractors, and unusually severe weather or delays of subcontractors due to such causes, it being the purpose and intent of this provision that in the event of the occurrence of any such enforced delay, the time or times of performance of any of the obligations of such party shall be extended for the period of the enforced delay as determined in good faith by all parties; provided that the party claiming enforced delay shall, within thirty (30) days after the beginning of such enforced delay, have first notified the other parties thereof and of the cause or causes thereof and requested an extension for the period of the enforced delay. In the event a delay is caused by unavailable materials or breach of contracts by contractors or subcontractors, the parties agree to grant a sufficient extension to permit such procurement.

C. The rights and remedies of the parties, whether provided by law or provided by this Agreement, shall be cumulative, and the exercise of any one or more of such remedies shall not preclude the exercise at the same time or different times of any such other remedies for the same event of default of breach or of any remedies for any other event or default or breach. No waiver made by any party with respect to the performance or manner or time of any obligation of another party under this Agreement shall be considered a waiver of any rights of the waiving party to enforce any other obligations of the other party.

D. This Agreement comprises the entire Agreement between the parties. No promise, or other obligation of either party not expressly provided for herein shall be enforceable unless reduced in writing and signed by the parties.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the date and year first written above.

BBKP, LLC
By:

State of Wisconsin)
 : SS
Brown County)

Barry Bosman, Member

This instrument was acknowledged before me
on the _____ day of _____, 2016,
by _____ and
_____ as
Members of BBKP, LLC.

Kevin Prien, Member

Notary Public, State of Wisconsin
My commission expires on _____.

CITY OF DE PERE

By:

State of Wisconsin)
 : SS
 Brown County)

 Michael J. Walsh, Mayor

This instrument was acknowledged before me
 on the _____ day of _____, 2016,
 by Michael J. Walsh, Mayor and Shana D.
 Ledvina, Clerk-Treasurer of the City of De
 Pere.

 Shana D. Ledvina, Clerk-Treasurer

 Notary Public, State of Wisconsin
 My commission expires on _____.

H:\jdupont\Agreements\2016\Development Agreement - BBKP 3-24-16-191-001-16.docx

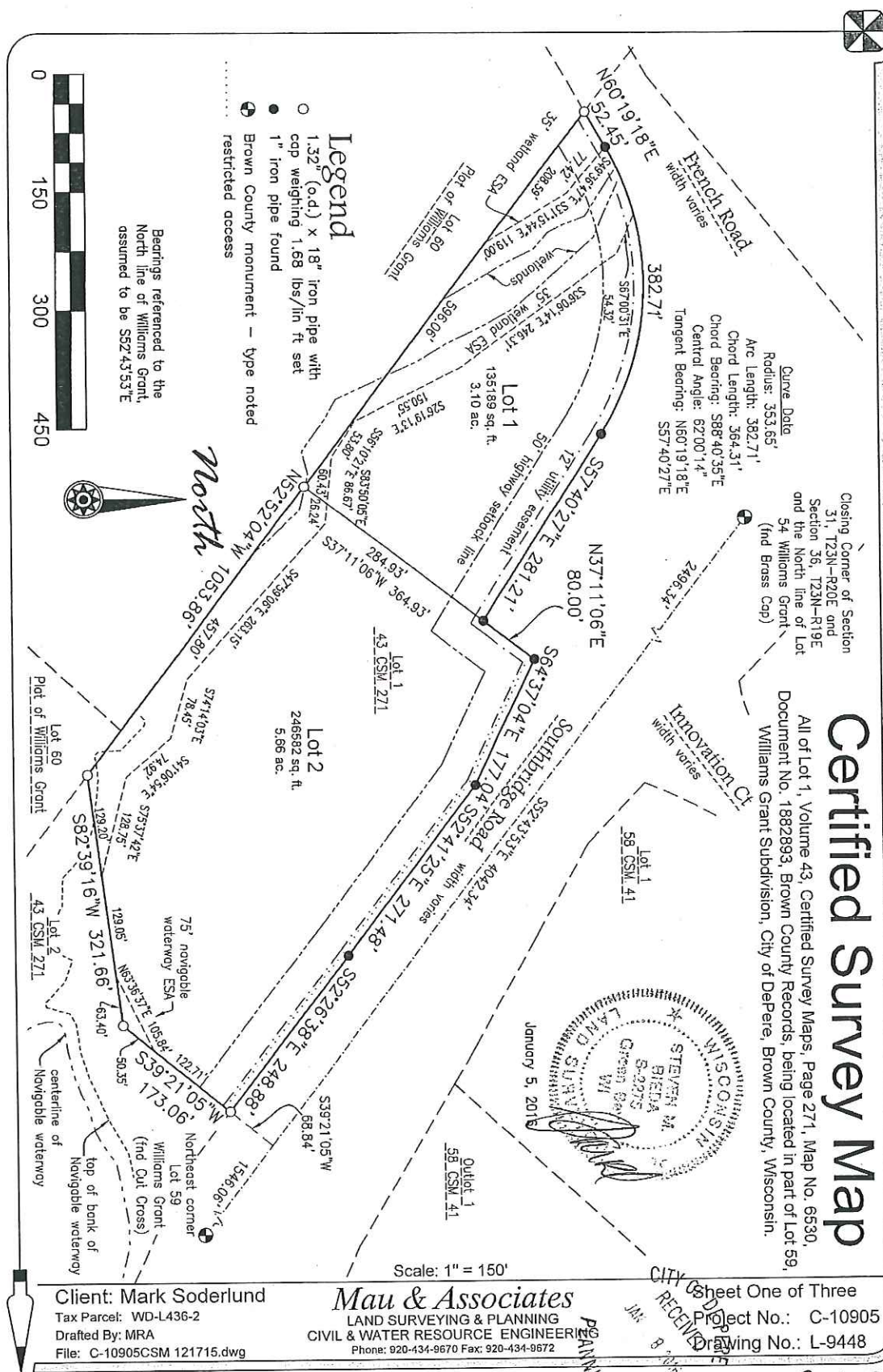
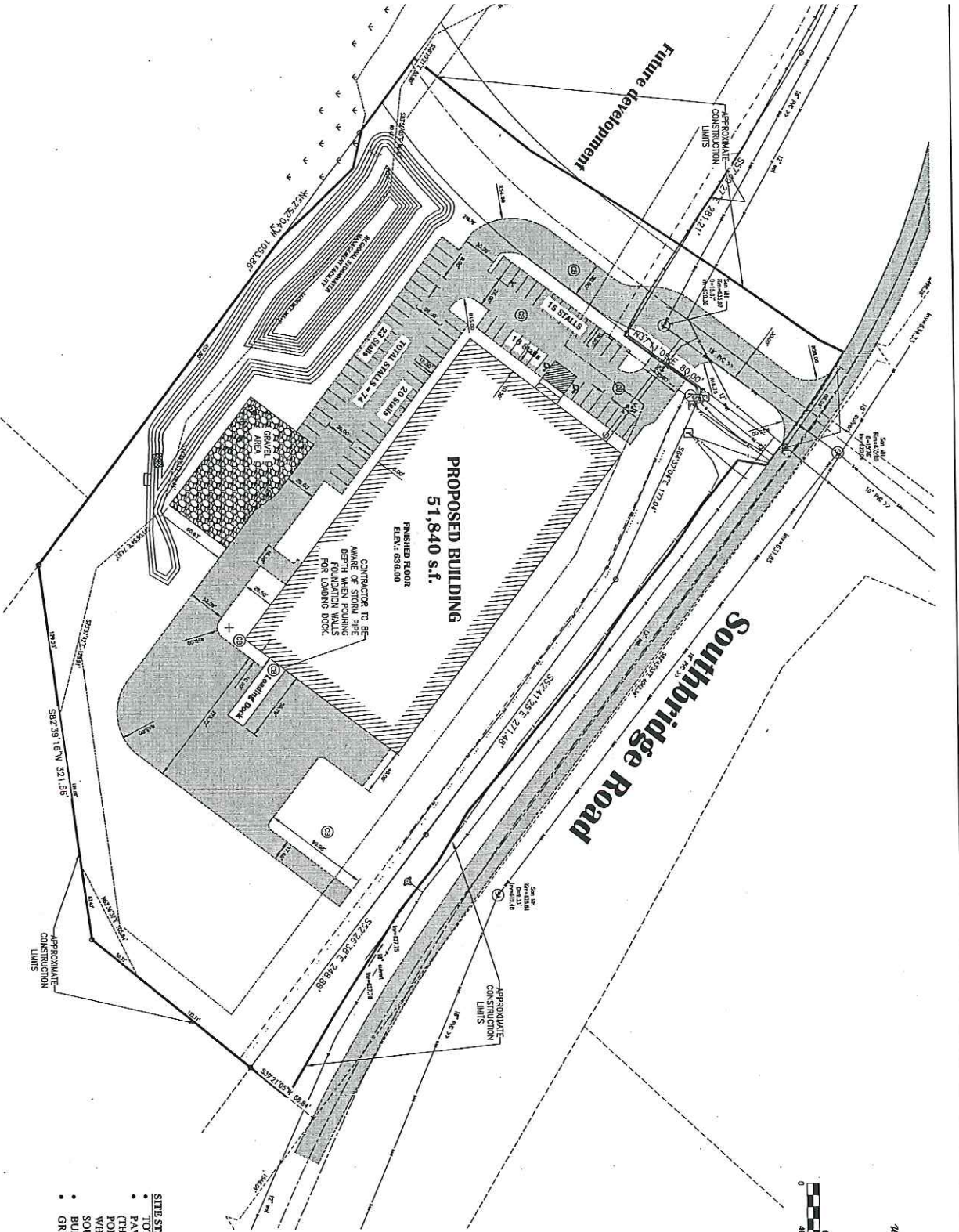


EXHIBIT A



- SITE STATISTICS:**
- TOTAL SITE: 5.71 ACRES
 - PAVED/GRAVEL AREA: 1.43 ACRES (25.04%)
 - (THIS DOES NOT INCLUDE THE PAVED PORTION OUTSIDE OF THE PROPERTY LINE WHERE THE DRIVEWAY CONNECTS TO SOUTHBIDGE RD.)
 - BUILDING AREA: 1.19 ACRES (20.84%)
 - GREENPOND AREA: 3.09 ACRES (54.12%)

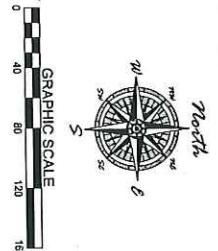


EXHIBIT B
Page 1 of 5

S- C-10905	SHEET NO. C-2.0	DATE 03-07-16	PROJECT NO. C-10905	DESIGNED BY M	DRAWN BY M	CHECKED BY M	UTILITY STATEMENT The underground utility shows have been located from field survey information and existing aerials develop. The surveyor has not been able to locate all utilities shown on the map. The surveyor has not been able to locate all utilities shown on the map. The surveyor has not been able to locate all utilities shown on the map.	Mau & Associates LAND SURVEYING & PLANNING CIVIL & WATER RESOURCE ENGINEERING 400 Security Boulevard • Green Bay, Wisconsin 54313 Phone: 920-434-9670 Fax: 920-434-9672
		SITE LAYOUT PLAN MARK SODERLUND						

City of De Pere
Staff Comments

Plan Commission
March 28, 2016

Item 3: Review and Recommendation on the Site Plan Application for American 3 Fab, Parcel WD-L436-2. Applicant: Mau and Associates

Mark Soderlund and Mau and Associates are proposing a 51,840 sf building east of Innovation Ct extended and south of Southbridge Rd on a recently approved lot/CSM. The proposed development is for American 3 Fab, a metal manufacturing company currently located in Green Bay.



Figure 1: Site Location

Zoning: Highway 41 District B

- The intent of the Highway 41 Business Corridor, B is to promote the development of attractive businesses and industries that traditionally require the visibility and access provided along major highway corridors while maintaining the integrity and visual image of the City of De Pere.
- Machine Shops are an allowed use within this district.

Yard requirements:

- Minimum lot size: two acres – project meets requirement
- Lot Coverage – maximum 80%
- Open Space – Minimum 20 % - project meets requirement
- Setbacks – (are not identified on the site plan)
- Floor Area Ratio: Minimum 0.05 Maximum 0.8 – Plan does not identify

Site Statistics for the Project:

Total Site: 5.71 acres
Paved/Gravel Area: 1.43 acres (25.04%)
Building Area: 1.19 Acres (20.84%)
Building SF: 51,840SF
Green/Pond Area: 3.09 Acres (54.12%)

EXHIBIT B
Page 2 of 5

City of De Pere
Staff Comments

Plan Commission
March 28, 2016

Proposed Parking:

Proposed Total Stalls: 74

Required Number of Stalls per City Code - one (1) space per 1,000SF of gross Floor Area: 52 spaces required.

The below comments were compiled from an interdepartmental review of the submitted application.

Public Works:

1. A 4" sanitary sewer lateral is shown connecting to the sanitary sewer owned by NEW Water (GBMSD). NEW Water will need to approve this connection.
2. The plan shows a 6-inch water service connecting to City water main off of Southbridge Road. Make the connection with a tapping sleeve and tapping valve. A street excavation permit will be required to perform this work. Note on the plan that, "All taps to the City water main are to be completed under the observation of City personnel". Water meter size greater than 1" will require 1 month advance notice prior to installation.
3. Storm water discharges to a detention pond on site. The storm water management report stated that the pond has been sized for both the proposed and future development. The report specifies 5.71 acres of the 8.50 acre site is being developed at this time. The HydroCAD data specifies a total area of 16.350 acres. Clarify the difference.
4. Review the Erosion Control Plan to verify it is sufficient to protect the steep slopes along the eastern side of the site. The anticipated construction sequence and construction site erosion control on the plan needs to be consistent with what is specified in the storm water management plan. Provide a detail for, or clearly define, erosion control at the discharge pipes in the pond after completion of construction. How will the contractor prevent sediment from getting into the pipe and the Creek until the site is stabilized?
5. City Code Section 28-7 specifies a runoff curve number (CN) of 71 to determine the peak pre-development discharge rates. The calculations show the peak post development discharge rate does not exceed the peak pre-developed discharge rate for the two-year, ten-year, and 100-year design storms. Clarify that CN=71 was used to determine the peak pre-development discharge rates.
6. A maintenance agreement for the wet detention pond is required prior to the City issuing an occupancy permit. The City will provide this agreement to the property owner. The Owner executes the agreement and returns it to the City. The City will record the agreement with the County and provide the Owner with a copy of the recorded agreement.
7. Corner lot driveways measured at the curb line shall not be less than 100' from the intersection with the street right of way line. The maximum width at the property line is 35' for a two-way semi-trailer delivery drive and 25' for a business two-way drive. The maximum opening, with flares are 100' and 45' respectively.
8. The driveway access to Southbridge Road will require a Revocable Occupancy Permit (ROP). If the City decides to undertake the street extension to extend the road, the driveway permitted under the ROP will be out of service for the period of construction.
9. Show dimensions of adjacent streets and right of ways on the plan.
10. There are no new sidewalks, driveways, walkways, fences, retaining walls or signs shown.
11. No lighting plan is provided for the site.

EXHIBIT B
Page 3 of 5

City of De Pere
Staff Comments

Plan Commission
March 28, 2016

12. All off-street parking shall have a perimeter concrete curb and gutter around the entire parking lot unless the site plan shows that runoff from the parking lot will not cause erosion or adversely affect adjacent properties.
13. Note on the plan that "Pond needs to have a record survey completed and approved by the Engineer".
14. Note on the plan that "A final inspection of the pond is to be scheduled between the City, contractor, and Engineer".
15. Show utility easements on the plan.

Fire: General Fire Department Comments, to be coordinated with City Fire Department

1. Fire Department vehicle access
2. Drawings signed by designer
3. Fire Department access 20 foot clear width and 13' 6" height
4. Coordination with hydrants and FDC
5. Turnarounds for dead ends 150 feet or more in length
6. Cul-de-sac min. inside diameter 36 feet and min. outside diameter 60 feet
7. Fire Department Access min right hand turn radius 25 feet
8. If the building setback more than 150 feet from the paved Fire Department access, provide a fire lane
9. Gates provide sufficient access width of 20 feet and height of 13' 6"
10. Fence obstruction to hydrants, hose lay distance, FDC, egress path
11. Knox Box
12. Signage if applicable
13. Map near front entrance
14. Combine fire control room if possible
15. Hazard identification
16. Obtain Fire Department Approval for FDC location prior to building permits or before State approval

Forestry:

1. See landscaping comments under Building/Planning

Health:

1. Noticed breakrooms noted on both diagrams and one breakroom kitchen by offices. Neither breakroom nor the one breakroom kitchen appeared to be providing food service preparation/cafeteria operations for employees to purchase for consumption. If food service is anticipated, contact City Health Department

Building/Planning:

1. The building elevations that were submitted, do not meet the City code, Section 146-60(6) General Building and performance standards. The applicant has requested to have the east elevation (expansion wall) building materials to be all metal. Staff is recommending allowing the metal building elevations for a five (5) year period, since they are anticipating an expansion. If an expansion does not occur, the elevation of the building will have to be brought into compliance with the zoning code.
2. Lighting information submitted is insufficient. A Photometric plan needs to be submitted, reviewed and approved according to and in compliance with City Code.

EXHIBIT B
page 4 of 5

City of De Pere
Staff Comments

Plan Commission
March 28, 2016

3. Landscaping - This development is in an area along a major corridor for the City of De Pere. Staff recommends more landscaping for this development. Specifically; the canopy trees do not meet the requirements of the code, please update to include the required 24 trees; Staff would like to see foundation plantings along the north side of the building that include a mix of shrubs and trees to break up the monotony of the long wall. Staff is also recommending that the east side of the property to include trees and shrubs to provide a screen of the loading area. Staff also recommends that the use of the required canopy trees be reconsidered in their location and use as the buffer required for the southern portion of the property boundary for the residential property on the south. All updated plans to be reviewed and approved by the Planning and Economic Development Director.
4. Parking - meets parking regulations
5. All Code setbacks (front yard, side yard, etc.) are not clearly identified. Resubmit plans with setbacks identified, as they pertain to the City Code.
6. Signs - Signage information will need to be submitted, reviewed and approved according to the requirements within the City Code.
7. Gravel area - the gravel area on the south side of the property is not allowed and must be removed on the site plan.
8. Future expansion wall was identified on an updated landscape plan, please identify the future expansion on the site plan as well.
9. Location of Refuse and Dumpsters need to be identified on Site Plan in accordance with City Code.
10. Staff continues to work with Brown County as they coordinate planning work for the Southern Bridge Corridor. Brown County has noted that the intersection of Southbridge and Innovation Court may need to be shifted to the South to accommodate the desired interchange design. The development as designed would not be impacted in the immediate future but if the road network changes, the property and business owner should be prepared to shift their primary access into the site from the west side of the property to the east side of the property.

Recommendation:

Staff recommends approval of the site plan, **subject to compliance with the above comments and conditions.**

EXHIBIT B
Page 5 of 5

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: April 12, 2016

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consider request to purchase a new Fire Rescue Department Ambulance.*

ATTACHMENTS:

- AMBULANCE PURCHASE (PDF)

Memo



To: Honorable Mayor Michael Walsh
Members of the Finance & Personnel Committee

From: Dennis L. Rubin, Fire Chief *DL Rubin*

Date: March 14, 2016

Re: Request to purchase a new Fire Rescue Department Ambulance

The Fire & Rescue Department would like to respectfully request permission to purchase a new emergency medical ambulance to transport sick and injured people to the hospital. The Department needs this new vehicle to replace the 2007 (9 years old) Ford Medtec ambulance. The 2007 model vehicle has 78,058 miles reflected on its odometer. Further, the hour meter on this vehicle reads 6,223 operating hours. This vehicle is currently in poor condition and needs to be replaced. So, in the final analysis, this vehicle is ready to be retired from the fire rescue fleet as soon as possible. The Department's fleet management status is attached for your review (see Attachment A).

As for the disposition of this vehicle, we are recommending it becomes a "trade-in" with the dealer allowance amount being used to help defray the cost of the requested new unit. The Department was granted \$250,000 for the replacement of 2007 Ambulance. The referenced funds are listed in the City of De Pere 2016 Annual Adopted Budget, in the Capital Projects Fund section; Line Item 415-50000-807.

The replacement vehicle that the Fire Rescue Department is requesting approval to purchase is a 2017 Horton/International Type I, Medium Duty, configuration walk through ambulance. This is a fuel efficient, highly reliable emergency response ambulance that is currently in successful use by many other fire rescue departments across America. The selected ambulance meets all national and state ambulance standards and the needs of the City of De Pere now and for many years into the future at a total fixed cost of \$254,998.

In order to receive the best competitive price and ensure the most appropriate use of taxpayer funds, the Department requested competitive bids from regional ambulance vendors/suppliers. Four different qualified companies provided the Department with sealed bids as described in the request for proposal

Attachment: AMBULANCE PURCHASE (4519 : Consider request to purchase a new Fire Rescue Department Ambulance.*)

dated February 15, 2016. On Friday, March 4, 2016 at 3:00 pm the bids were opened at the East Side Fire Station. Attachment B is the base bid tabulation sheet that was compiled at this bid opening.

Next, the Department's Ambulance Specification Team met with the City Mechanic Leadperson, Mr. Tom Blohowiak, the Chief and the Assistant Chief to evaluate the four bids which represented five different ambulance units. The two highest quotes were dismissed from consideration based on cost comparison. The Team felt that the price far exceeded our budget and the vehicles being described were, in essence, the same at a lower price point offered by the other dealers.

After considerable discussion and debate, the Specification Team selected the Foster Coach – Horton Ambulance as the vehicle that best meets our needs at the lowest cost achievable. The Team conducted an exhaustive review of the remaining three proposed vehicles (see cost and use comparison chart Attachment C) to make a sound decision that was endorsed by the City's Mechanic Leadperson and the Fire Leadership Team. Although **the requested purchase price is slight over target budget by \$4,998.00** the decision points are many and all important in the Department's view, to make this slightly higher request. The reasons that this is the ambulance being recommended to the Finance & Personnel Committee are as follows:

1. Model year would be the current year versus a 2016 model as compared to the Pomasl – Demers bid
2. Selected bidder offers the specified trailer hitch for rescue boat operations as compared no available trailer hitch in the Pomasl – Demers bid
3. Selected bidder provided detailed drawing easily interpreted by the Team versus none of the requested drawing provided by the Pomasl-Demers bid
4. Selected bidder provided all of the exclusion pages listing items that “did or did not comply” with the RFP specifications versus the Pomasl-Demers bid which did not this documentation
5. Selected bidder offers the same cabinetry (equipment compartment) configuration that is needed to standardize all three of our ambulances versus Pomasl-Demers bid did not
6. Selected bidder both the cab/chassis and vehicle body are painted in one location to ensure a matching, uniform and professional paint finish versus Pomasl-Demers bid that specified that two separate painting locations would be utilized.
7. Selected bidder has the best warranty at 30 years versus Pomasl-Demers bid that specified a warranty of 25 years.
8. Selected model is built in the United States of America versus Pomasl-Demers bid that is partially built in Canada.
9. Selected model is an International 4300 LP at \$5,000 more than the Freightliner M2; both are offered by Foster Coach-Horton. The desire to select the International chassis is at the request of the MSC Mechanic Leadperson Blohowiak and is based on ease of repairs and on-going maintenance, existing MSC parts inventory and technician familiarization with this brand of truck.

Referring to Attachment C, the price point listed does include a \$2,500 membership discount (Wisconsin Emergency Medical Services Association member) and a 3% rebate for cash payment within 10 days of the vehicle order being placed. Also, the mission critical loose equipment (described in the same attachment) is being requested for purchase at this time as well.

Thank you for your consideration of this request. We respectfully urge the Finance and Personnel Committee to approve our request to purchase a 2017 Horton/International Type I, Medium Duty, and configuration walk through ambulance for a delivered total price of \$254,998 (includes the 2007 ambulance trade-in) and forward the recommendation for final approval by the City of De Pere Common Council. To complete this purchase, the Fire Rescue Department is also requesting an additional appropriation of \$4,998 to be approved by City Council from the 2016 Capital Projects Fund to be added to this line account.

FIRE RESCUE DEPARTMENT FLEET MANAGEMENT STATUS

MARCH 9, 2016

ATTACHMENT A

Vehicle Description	Model Year	Mileage	Engine Hours	Pump Hours	Location	Functional Ability
Engine 111	1997 Pierce Saber (19-years old) Out of Service Permanently	56,051 miles	5,769	1,018	East Side	Frame Failure
Engine 121	2001 Pierce Saber (15-years old)	77,771 miles	6,699	2,087	East Side	Fire Engine – Water, Pump, Hose, Ladders, Compressed Air, Foam, Rescue Tools “Jaws”
Engine 122	1995 Pierce Saber (21-years old)	43,255 miles	4,250	1,106	West Side	Fire Engine – Water, Pump, Hose, Ladders
Ladder 111	1993 Pierce Arrow (23-years old)	35,411 miles	4,068	---	East Side	Aerial Ladder – 100-Foot Platform, Ladders
Ambulance 111	2009 Ford/Horton (7-years old)	87,518 miles	6,227	---	East Side	Ambulance – Advanced Life Support, Transport
Ambulance 112	2007 Ford Medtec (9-years old)	78,270 miles	6,267	---	East Side	Ambulance – Basic Life Support, Transport
Ambulance 121	2014 Chevrolet/Horton (2-year old)	27,728 miles	1,965	---	West Side	Ambulance – Advanced Life Support, Transport
Chief 101	2007 Dodge Ram (9-years old)	47,047 miles	---	---	East Side	Command Vehicle - Rescue Tools “Jaws”
Chief 102	2006 Chevrolet 2500 (11-years old)	51,530 miles	---	---	East Side	Command Vehicle

**DE PERE FIRE RESCUE
PROPOSAL F-16-01**



**QUOTATION FOR ONE (1) 2016 OR CURRENT PRODUCTION YEAR
TYPE 1, MEDIUM DUTY, CONFIGURATION WALK
THROUGH AMBULANCE**

**TABULATION OF BIDS
BID OPENING: MARCH 4, 2016 AT 3:00 P.M.**

ATTACHMENT B

<u>COMPANY</u>	<u>BASE BID PRICE</u>	<u>TRADE-IN ALLOWANCE</u> (Base bid pricing does reflect trade-in allowance)
1. Pomasl Fire Equipment Antigo, WI	\$242,365 (Demers)	\$8,500 *
2. Foster Coach Sterling, IL	\$250,733 (Freightliner) \$255,594 (International)	\$8,500 * \$8,500 *
3. Everest Emergency Vehicles, Inc. St. Paul, MN	\$270,250 (Road Rescue)	\$15,000 *
4. North Central Emergency Vehicles Lester Prairie, MN	\$278,952 (Braun)	\$7,500 *

* Trade-in allowance is reflected in the base bid price

Attachment: AMBULANCE PURCHASE (4519 : Consider request to purchase a new Fire Rescue Department Ambulance.*)

DE PERE FIRE RESCUE					
COST COMPARISON USE CHART					
ATTACHMENT C					
	Vendor #1	Vendor #2	Vendor #3	Vendor #4	Vendor #5
	POMASL- Demers	FOSTER COACH- HORTON	FOSTER COACH- HORTON	EVEREST- ROAD RESCUE	NORTH CENTRAL AMBULANCE SERVICE- BRAUN
LOCATION	ANTIGO, WI	STERLING, IL	STERLING, IL	ST. PAUL, MN	LESTER PRAIRIE, MN
Cab and Chassis	2016 Freightliner M2	2017 Freightliner M2	2017 International 4300 LP	2017 International 4300 LP	2017 International 4300 LP
Body	Demers MXP170 Medium Duty	Model 623	Model 623	Ultramedic Type I Medium Duty	Super Chief
Complete Unit Price: Not Including Equipment	\$242,365	\$259,233	\$264,094	\$285,250	\$271,452
Trade in Allowance	\$8,500	\$8,500	\$8,500	\$15,000	\$7,500
Early Payment Discounts/Terms		Horton will pay 3% per annum interest rate from time of receipt prepayment check until time of completion at horton factory	Horton will pay 3% per annum interest rate from time of receipt prepayment check until time of completion at horton factory		
Other		Pre Payment due within 10 days of order placed. Pre Payment discount: \$4750.00	Pre Payment due within 10 days of order placed. Pre Payment discount: \$4750.00		
Other		Additional \$2500.00 per unit will be received after delivery through the WEMSA Discount	Additional \$2500.00 per unit will be received after delivery through the WEMSA Discount		
Total Net Unit Price	\$242,365	\$243,483	\$248,344	\$270,250	\$278,952
Warranties					
Modular Body	25 year(considered life of vehicle)	30 year	30 year	Lifetime	Lifetime

Cabinet	25 year(considered life of vehicle)	30 year	30 year	Lifetime	Lifetime
Product Conversion Warranty	5 year/ 180,000 miles materials and workmanship	2 year/24,000 mile	2 year/24,000 mile	5 years/ 60,000 mile adds \$2000.00 to price	2 Year/ 30,000 mile
Electrical	5 year/ 180,000 miles	10 year/ 100,000	10 year/ 100,000	6 year/72,000 mile	7 Year/ 84,000 miles
CNG Option	Does Not Meet NFPA	Does Not Meet NFPA	Does Not Meet NFPA	Does Not Meet NFPA	Does Not Meet NFPA
Optional Equipment					
Loose Oxygen Tank Boss	2,195 + Shipping Liamatic QR-CL Tank Lift \$1,795	\$2,099	\$2,099	Vertical \$2,500 Horizontal \$2,500	\$2,100
Mobile Radio and MDC uninstall and reinstallation	\$500	\$720	\$720	\$1,131.52	\$2,000
Portable radio 12V Charge base uninstall and reinstall	\$150	\$115	\$115	\$165	\$500
Communication Headsets	Wireless \$5,150 Wired: \$2,790	Wireless: \$3,630 Wired: \$3,030	Wireless: \$3,630 Wired: \$3,030	Wireless: \$460 Wired: \$680	N/A for both
Mounting 3 Fire Vulcan Hand lights	\$150	\$90	\$90	N/C	\$300
Vinyl seat covers		\$100 or credited if ordered with chassis	\$100 or credited if ordered with chassis	Standard in Chassis spec	N/A
TOTAL OPTIONS PRICE	\$5,785	\$6,054	\$6,054	\$4,311.52	\$4,900

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

MEETING DATE: April 12, 2016

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consider Construction Change Orders for Fire Station 2 Renovation.*

ATTACHMENTS:

- FIRE STATION 2 CHANGE ORDERS (PDF)

City of De Pere Fire Department

Memo

To: Honorable Mayor Walsh
Members of the Finance and Personnel Committee
From: Dennis L. Rubin, Fire Chief *DL Rubin*
Date: April 11, 2016
Subject: Fire Station 2 Renovation – Construction Change Orders

The Fire Department is requesting permission to move forward with four (4) construction change orders for materials and workmanship needed to complete the renovation at Fire Station 2 located at 1180 Grant Street (West Side). The four (4) requested change orders are listed below:

- | | |
|---|----------------|
| 1. Adding a locker room in the basement & furring out a wall to support the column west of the bunk room area to support the roof. (CB#2) | \$9,610 |
| 2. Revising the kitchen layout to incorporate a commercial style range with hood vs. residential style appliance | \$1,150 |
| 3. Add data cabling with termination point | \$6,440 |
| 4. Relocate electrical from concrete topping to overhead | <u>\$5,725</u> |

Total Contract Increase: \$22,925

De Pere Fire Station #2 - Remodel: Construction Changes				4/8/2016
Item #	Change Description	Requested By	Cost Change	Accepted by City
1	CB#2: 1. Add basement Locker Room, Move wall in first floor corridor / eliminate locker area 2. Fur out wall at support column and west wall of Bunk Room 104.	1. City 2. Unforeseen	\$9,610	STAFF RECOMMENDS
2	CB#3: Revised Kitchen layout / add gas at range / add Stainless Steel surround at Range	City	\$1,150	STAFF RECOMMENDS
3	CB#4: Addition of Casework to Corridor 106	City	\$6,582	REJECTED
4	CB#5: Addition of Data cabling / termination	City	\$6,440	STAFF RECOMMENDS
5	Electrical relocation from concrete topping to overhead	Unforeseen	\$5,725	STAFF RECOMMENDS
The base chart was prepared by SEH, Inc.				
Total of Requested Changes:			\$29,507	
Total of Recommended Changes:			\$22,925	\$0
			Original Contract Sum:	\$261,950
			Adjusted Contract Sum:	\$261,950

In summary, this project was budgeted in the FY15-16 Capital Improvement Plan at \$500,000. The following is a detailed breakdown of the current financial status of this project:

<u>STARTING FUND BALANCE:</u>	<u>\$500,000</u>	
1. Provide Fiber Optic Cable to this facility	<u>39,950</u>	(actual)
Project balance:	460,050	
2. Architectural design	<u>32,680</u>	(actual)
Project balance:	427,370	
3. Construction costs	<u>261,950</u>	(actual)
Project balance:	165,420	
4. Asbestos Abatement (testing and removal)	<u>2,000</u>	(estimate)
Project balance:	163,420	
5. Commercial appliances	<u>15,000</u>	(estimate)
Project balance:	148,420	
6. Extraction washer (machine for firefighting gear with installation)	<u>12,000</u>	(estimate)
Project balance:	136,420	
7. Technology, furnishings and household goods	<u>20,000</u>	(estimate)
Project balance:	116,420	
8. Apparatus room painting and floor sealed	<u>25,000</u>	(estimate)
Project balance:	91,420	
9. Miscellaneous items (dumpster, storage shed, rental, etc.)	<u>5,000</u>	(estimate)
Project balance:	86,420	
10. Fire Rescue radio equipment; removal, updates and installation	<u>15,000</u>	(estimate)
Project balance:	71,420	
11. Turn-out gear lockers, clothing lockers and shelving (installed by firefighters post construction)	<u>15,000</u>	(estimate)
Project balance:	56,420	
12. Outside lighting improvements (identified by MSC Maintenance – installed by City post construction)	<u>5,000</u>	(estimate)
Project balance:	51,420	
13. Foyer and office space floor covering (installed by firefighters post contract)	<u>4,000</u>	(estimate)
Project balance:	47,420*	

*Available for unforeseen issues and contingency.

These essential changes are needed to properly complete this renovation work and to ensure that this facility is able to serve the City of De Pere citizens and visitors now and decades into the future. It is our belief that this project will be completed within the prescribed time (4-months) and within or under budget.

Thank you for your consideration of this request. We respectfully urge the Finance and Personnel Committee to approve this request and forward it for final approval by the City of De Pere Common Council.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: April 12, 2016

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve agreement with FMX for Building Maintenance Software.
*

Issue: Staff is requesting the approving an agreement with FMX for building maintenance software.

Summary: The 2016 Budget has allocated \$5000 for the purpose of acquiring Building Maintenance software to aid in organizing repair and maintenance tasks throughout the City. We feel incorporating the software will provide greater efficiency and effectiveness to our growing level or tasks. Staff began to research various companies in December of 2015. After a review of various companies, staff settled on four companies to research further. As part of the research, staff went through on-line demonstrations of the software with company representatives. After going through the research, staff is recommending going with FMX. A brief summary of comments on each software researched is below.

FMX - Staff recommends this company.

- Easy to navigate and understand
- Unlimited licenses
- Web Based
- Expense (\$3000 yearly subscription, no start up costs)

Maintenance Connection - Staff does not recommend this company.

- Have to pay for each license
- Staff liked the flow and ease of use
- Expense (\$6400 set up, \$400/month)
- Web based

HIPPO - Staff does not recommend this company.

- Unlimited licensing
- Web based
- Expense (\$300 Set up, \$3240 Annual)
- Staff felt ease of use was average.

Facility Dude - Staff does not recommend this company.

- Unlimited license
- Web based.
- Indicated they own the information.
- Expense (\$2370 Set up, \$4340 annual charge)
- Staff felt the ease of use was average.

ATTACHMENTS:

- QUOTES (PDF)



Facilities Management eXpress

www.gofmx.com
1 (844) 664-4400
1515 Lake Shore Drive Columbus, OH 43204

Prepared by: Katie Milantoni Account Executive

Date: 3/10/2016

Expires: 3/31/2016

Executive Summary

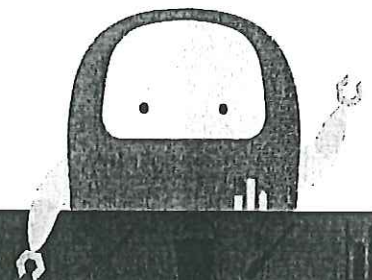
On behalf of Facilities Management eXpress we are excited at the prospect of working with The City of De Pere to streamline your facilities management. We plan to work closely with you in order to drive success in this program and your organization. We have taken the time to prepare this proposal based on our prior discussions and look forward to working together to establish a long-term partnership between our companies.

FMX Annual Subscription	Total Price
FMX Software Includes: Asset Management, Maintenance Requests, Planned Maintenance, Schedule Requests, Technology Requests, Planning Requests, Inventory Management, Custom Module Requests.	\$3,000
Unlimited Support	\$0
Implementation and On Boarding Training (one-time fee)	\$0
Dedicated Customer Success Manager	\$0
Total Subscription and Support	\$3,000

Annual subscription billing options: Credit card due upon receipt or mailed check upon request.

Subscription Includes:

- Dedicated Customer Success Manager
- Unlimited users (administrators, technicians, requesters, etc.)
- Premier support and training
 - Access to online FMX Learning Center
 - Unlimited training via GoToMeeting
 - Live email and telephone support (Monday - Friday 8:00am-6:00pm EST)



MAINTENANCE CONNECTION®

Quote

Maintenance Connection, Inc.
1477 Drew Ave Suite 103
Davis, CA 95616
United States

T: 888-567-3434
F: 775-255-6324

Date	2016/02/12
Expires	2016/04/12
Quote #	9039 v2
Created By	Scott Lasher

Prepared for City of DePere
Debbie Zierson
De Pere, Wisconsin
United States
E: dzierson@mail.de-pere.org

Cloud

Type	Item	SKU	Qty	Price	Total
Licensing	Cloud - Monthly Standard License Includes access to Maintenance Connection software, nightly database backups, general network administration, toll-free telephone support, etc. Base package offers users access to software for all modules within MRO WorkCenter, Technician WorkCenter and access to Reporter application.	Cloud-LIC	1	\$199.00	\$0.00*
Licensing	Cloud - Service Requester - Included Allow users to submit maintenance requests electronically and check the status of these requests with a web browser. Includes access for unlimited users to submit service requests.	Cloud-SR-Free	1	\$0.00	\$0.00*
Licensing	Cloud - Agent / Rules Manager - Included The Agent / Rules Manager is used to manage a number of automated features in the system. When installed, it continuously checks for "actions" that need to be executed. Common outputs include automation for Notifications Emails/Text Defined in the Rules Manager, Scheduled Reports via Email/Saved Files, KPI Trending/Alarms, Work Order Rapid Entry, Database Job Scheduler, and Email to Work Order Manager.	Cloud-AGENT-Free	1	\$0.00	\$0.00*
Licensing	MC Express - Cloud Starter Pack (Mobile) Includes software licenses to allow users access to a robust yet simple mobile interface. This license can be accessed from most browsers on most modern devices that have access to the web or intranet. The licensing model is on a concurrent basis. The Starter Pack includes two (2) concurrent user licenses.	MCX-Cloud-B	1	\$199.00	\$0.00 [†]
Professional Services	Limited Setup Package (4 Days) These projects typically have minimal requirements which include implementing core CMMS modules (e.g., Assets, PMs, WOs) and some complementary modules (e.g., Departments, Accounts) for a single group/site. The limited services are best utilized with a train-the-trainer approach and the most successful projects are led by someone with CMMS experience. Common outputs include simple project planning, core configuration, process design, go-live and managing results for the core modules. Services are typically delivered through a combination of in-person/remote training which may include a single in-person visit (travel costs applicable).	LSU	1	\$6,400.00	\$6,400.00

MAINTENANCE CONNECTION*

Quote

* Recurring fees billed monthly with 0 upfront payment(s).

† Non-taxable item

Please contact us if you have any questions.

Total Due \$6,400.00 USD

Cost Breakdown

Type	Up-front Fees	Recurring Fees
Licensing	—	\$398.00*
Professional Services	\$6,400.00	—
Total	\$6,400.00 USD	\$398.00 USD*

* Recurring fees billed monthly with 0 upfront payment(s).

Implementation Services

Unless otherwise requested, professional services quoted here will be invoiced upon ordering and will be held as a retainer to be used as needed.

Services may be delivered remotely or in-person, however, in-person training will result in additional travel costs which may include: airfare, accommodations, transportation, and a fixed per diem for meals/incidentals (\$60/Day). MC follows standard business travel guidelines and will invoice incurred costs following an in-person visit. If you prefer to arrange travel on our behalf, please communicate this directly to your Implementation Consultant. Please note that in-person visits are not typically scheduled for a duration of less than two service days and confirmation of purchase is required before scheduling may take place. Finally, purchased services may be utilized for any topics that you request.

To proceed read the following and click below

1) Professional Services may be used for project planning, data migration, core configuration, process design, go-live and managing results for the core and complementary modules. They may also be used for scoping, development, testing, and installation for a modification request. 2) Source code for Maintenance Connection will be provided upon purchase. Upon each new release, if Customer is under support contract, source code for new releases will be provided as well. 3) Payment terms will be NET 30. Invoice will reflect software licensing + implementation services and first year annual support fees. Hosting fees (if applicable) will begin being billed the month after the database is available online.

ORDER NOW



HIPPO CMMS PRICE QUOTE

PREPARED FOR THE CITY OF DE PERE

March 15, 2016

Eric:

Thank you for your interest in Hippo CMMS. We seek to simplify your maintenance operations by delivering a powerful CMMS solution, a flexible pricing structure and of course, an unbeatable support team. The following is a detailed cost breakdown based on our discussions of your needs. We believe our HipPro package will provide City of De Pere with the right features and functions needed to streamline your operations and realize greater efficiencies.

This price quote is based on the following criteria:

- ✓ 21-25 Buildings (\$300/month)
- ✓ Unlimited Users
- ✓ Unlimited Work Requesters
- ✓ Complete Data Integration (Approx 100 pieces of Equipment & Locations)
- ✓ Unlimited Technical Support
- ✓ Unlimited Web-Training for First 6 Months
- ✓ 10% Discount for Annual Subscription

TYPE	ITEM	TERM	INVESTMENT
LICENSE PACKAGE	HipPro	Annual	\$3,240
PROFESSIONAL SERVICES	Hippo Setup	One Time	\$300
	Training	Unlimited - First 6 Months	Included

TOTAL INITIAL INVESTMENT:	\$3,540
---------------------------	---------

Annual renewal amount is: \$3,240



HIPPO CMMS PRICE QUOTE

USERS

Unlimited Licensed Users

Unlimited Work Order Requesters

DASHBOARDS

✓ Hippo Standard Dash

✓ Hippo Calendar Dash

FEATURES

✓ On Demand Work Order Management

✓ Preventive Maintenance Management

✓ Asset and Equipment Management

✓ Hippo Reports

✓ Hippo Mobile App

✓ Resource and Vendor Management

PROFESSIONAL SERVICES

✓ Account Setup

✓ Data Integration

✓ Unlimited Web Training for First 6 Months

TERMS OF SERVICE: The price quote has been prepared for the City of De Pere. The initial term of license is 12 months. All professional service fees below \$3,000 will be invoiced following sign off. License fees are paid annually, and will commence the first of the month upon written acceptance of terms and conditions of the proposal.

GUARANTEES: This price quote will be active for 90 days. After this period, the quote is not guaranteed and is subject to change. Software licensing fees shall not increase by more than 3% per year to account for inflation. All prices are shown with the appropriate currency and the City of De Pere will be invoiced in US Dollars.

PROFESSIONAL SERVICES: The estimated man-hours and associated cost estimates for professional services are based upon a general understanding of the requirements as discussed with Hippo personnel. These estimates are provided for budgetary purposes and to assist in your evaluation of the proposed implementation plan. There are instances when professional service costs exceed the estimate. The hourly rate for professional services are \$150/hour. Hippo reserves the right to charge an additional fee of 15% of the estimated professional service fee for projects that go beyond 3 months from the sign off date.

CONFIDENTIALITY: All content included in this quote is confidential and should not be disclosed to other parties without the expressed, written permission of Hippo.

CANCELLATION POLICY: Automatic invoicing of annual license fee will

occur at the end of each term unless Hippo CMMS is notified of cancellation. Clients have the ability to terminate service with Hippo CMMS at any time. Clients own all of their data and can export it at any time.

PACKAGE BREAKDOWN: The full package breakdown is shown in the chart located above. The HipPro license package is comprised of most of Hippo CMMS's dashboards and features. The price quote also includes professional services, data integration, account setup, and training. In addition, the package includes free technical support throughout the duration of the contract, access to on demand video tutorials, daily data backups, and quarterly software updates. Technical support is available M-F from 8:30 AM- 5 PM CST.

Thank you again for your interest in Hippo CMMS solutions. Please feel free to contact me with any questions at (866) 956-2859 x 247 or by email at jorel@hippocmms.com.

The undersigned accepts the above detail and agrees to the terms herein.

Client Signature

Date

Print Name

Position

**Please fax or email a copy of the signed price quote to (204) 943-5704 or jorel@hippocmms.com.

City Of De Pere

PREPARED BY

Dude Solutions, Inc.

PREPARED FOR

City Of De Pere

PUBLISHED ON

March 04, 2016

March 04, 2016

Marty Kosobucki
City Of De Pere
925 South 6th Street, De Pere, WI 54115
De Pere, WI 54115

Dear Marty,

Thank you for your interest in our affordable suite of powerful, easy-to-use online tools and services that allow you to save money, increase efficiency, and improve services. We are dedicated to providing best in class solutions with top notch support and training. Our additional services are designed to help you maximize the value of your investment. Your subscription includes unlimited users and pricing is based on the following:

100 developed acres

Up to 150,000 square feet

MaintenanceEdge	8 months	\$2,893.33
MaintenanceEdge - Quick Start	One-Time[]	\$2,370.00
Total Investment:		\$5,263.33

Annual renewal amount from 01/01/2017 to 12/31/2017 is \$4,340.00

Training & Support

Online support and training is standard with each subscription and includes:

Product Launch Services

Work 1:1 with a client advisor from your initial purchase to determine your needs, goals, and timeline. Then, we will design a success plan tailored to your specific environment and requirements.

Lifetime Training

You have lifetime training for all active product subscriptions, including:

- Scheduling online training sessions for new product administrators.
- Holding group training for specific product roles.

Lifetime Support

You have lifetime support for all active product subscriptions:

- A live representative is happy to help Monday to Friday 8am - 6pm ET. After hours inquiries will be responded to the next business day.
- A friendly representative will answer the phone within 3 rings and direct you to a knowledgeable team member who can help.
- Send us an email – we answer 99% of our support emails within 1 hour.
- Reach us instantly through our software with live chat!
- Best practices webinars and podcasts which share new trends, popular reports, and tips.
- Training review webcasts are a great resource for clients who need a refresher after their initial training , or for new employees that could benefit from a training session.

Scope of Work & Terms

Terms of Service:

- Proposal has been prepared for City Of De Pere.
- Proposal is valid for 30 days.
- Initial Term: 8 months
- Automatic invoicing of annual fee will occur at the end of each term unless request for non-renewal is received in writing 30 days prior to renewal date.
- Payment: Terms are net 30 days.
- Applicable sales taxes are in addition to the quoted price. If City Of De Pere is tax exempt please email a copy of your Tax Exemption Certificate to accounting@facilitydude.com (<mailto:accounting@facilitydude.com>).
- Please address purchase order to: FacilityDude.com, 11000 Regency Parkway Suite 200, Cary, NC 27518
- Training and startup assistance are available in an online format and through telephone support as indicated on our website.
- Technical Support is available from 8am to 6pm EST. Please call (877)655-3833 for or email support@facilitydude.com (<mailto:support@facilitydude.com>) for technical support.
- Subscription begins upon written acceptance of terms and conditions of the proposal.
- Data Imports, project management, and onsite training are outside of the scope of this proposal and are available at an additional cost.

- Pricing is based upon FacilityDude.com's standard Terms of Use (<https://facilitydude.com/privacy-terms-of-use/>)
- com's Terms of Use are governed by our online terms of use statement available at: <http://facilitydude.com/privacy-terms-of-use/> (<http://facilitydude.com/privacy-terms-of-use/>).

At FacilityDude, we are happy to work with your yearly budgeting cycle. If you would prefer a pro-rated annual fee based on your budget cycle, please let me know. I will provide you with the pro-rated cost based on the number of months remaining in your fiscal year.

Payment and Delivery Terms:

- If within 60 days of order you are not completely satisfied, you can cancel your service for a full refund.

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

MEETING DATE: April 12, 2016

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider Amendments Regarding Fee Setting in Mobile Food Establishment Ordinance.*

ATTACHMENTS:

- Food Truck License Fee Ord changes memo (DOCX)
- Ord16-XX food truck license fee changes (DOCX)
- Ord Food Truck License fees with changes 2016 (DOCX)

CITY OF DE PEREMEMO

To: Michael J. Walsh, Mayor
 Members of the Finance/Personnel Committee
 From: Judith Schmidt-Lehman, City Attorney
 RE: Amending §106-4(c) De Pere Municipal Code (DPMC) Regarding Food Truck
 License Fees
 Date: April 12, 2016

Last year, the Council enacted §106-4(c) DPMC regarding mobile food establishments (food trucks.) Due to an oversight, the fees attendant with the license required under this ordinance were included in the ordinance itself rather than adopted by Resolution, which is the current Council practice. Therefore, the following proposed Ordinance and Resolution corrects this oversight by repealing the fee designations in the Ordinance and inserting language referencing fee setting by resolution. Please see the attached red-lined version of this paragraph of the ordinance.

Also attached is the accompanying Resolution setting the fees consistent with the fee structure in the current ordinance.

If you have any questions or concerns, please let me know.

ORDINANCE #16-XX

AMENDING §106-6 DE PERE MUNICIPAL CODE REGARDING
LICENSE FEE SETTING FOR MOBLIE FOOD ESTABLISHMENT

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

SECTION 1: § §106-4(c)(2)d. and e., *License Required*, are hereby repealed and recreated to read as follows:

d. License fee. The license to operate a mobile food establishment shall be as determined by resolution of the Common Council. If an applicant requests a license under this subsection from an existing City of De Pere based business that sells food based products, the license, as determined by resolution of the Common Council, shall be less than the fee for a non-City of De Pere based business..

e. License renewal. Upon renewal of license, each applicant must provide a new application, such renewal fee as is determined by resolution of the Common Council and any new permitting documentation upon the license renewal. License renewal from an existing City of De Pere based businesses shall be as determined by resolution of the Common Council, which shall be less than the renewal fee for a non-City of De Pere based business. If the applicant fails to submit the application and renewal fee within 30 calendar days after the expiration of the license, the applicant shall reapply as a new applicant.

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

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of April, 2016.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____
Nays: _____
Board/Committee Approval: _____
Publication Date: _____
Effective Date: _____

De Pere Municipal Code §106-4(c)

(2) *License required.*

- a. No mobile food vendor and/or mobile food establishment shall vend, sell or dispose of or offer to vend, sell or dispose of goods, wares or merchandise, produce or any other thing at any place whatsoever in the City of De Pere, without having obtained an approved license from the city clerk-treasurer.
- b. All mobile food establishments used for vending food shall be licensed for such use by the City of De Pere Health Department and all other applicable health agencies (hereinafter referred to as city health department). Mobile food establishments shall acquire the appropriate licenses and permits for any additional food items not required under this subsection if deemed necessary by the city health department.
- c. License. Every mobile food vendor shall have a license issued by the city clerk-treasurer to conduct business in the City of De Pere. Each mobile food establishment shall be licensed separately. A mobile food establishment license shall expire on June 30 each year.
- d. License fee. The license to operate a mobile food establishment shall be as determined by resolution of the Common Council~~\$500.00~~. If an applicant requests a license under this subsection from an existing City of De Pere based business that sells food based products, the license ~~fee shall be as determined by resolution of the Common Council, shall be less than the fee for a non-City of De Pere based business, \$300.00.~~
- e. License renewal. Upon renewal of license, each applicant must provide a new application, ~~as such~~ renewal fee as is determined by resolution of the Common Council~~of \$500.00~~, and any new permitting documentation upon the license renewal. License renewal from an existing City of De Pere based businesses shall be as determined by resolution of the Common Council, which shall be less than the renewal fee for a non-City of De Pere based business, \$300.00. If the applicant fails to submit the application and renewal fee within 30 calendar days after the expiration of the license, the applicant shall reapply as a new applicant.
- f. Transfer of license. A license issued under this subsection shall be not transferable from person to person. A license is valid for one vehicle only and shall not be transferrable between vehicles.
- g. Surrender of license; alteration of license; failure to display license. On the expiration of a license issued under this subsection, the license holder shall surrender the license to the city clerk-treasurer. No person shall alter or change in any manner any license issued under the provisions of this subsection, and such alteration or the failure of the holder of the license to display the license in a conspicuous place on the mobile unit or his or her person or to exhibit the license upon demand of any officer or customer or prospective vendee shall be cause for revocation of such license.

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

MEETING DATE: April 12, 2016

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consideration of Ordinance Changes Concerning Concealed Knives
and Knives in City Buildings.*

ATTACHMENTS:

- Mayor & F-P - Amending Ch 8 3-23-16-148-007-11 (DOCX)
- Ord16-amending Ch 8 (DOCX)
- Sec._8_12.____Firearms_restricted_in_certain_city_buildings redlined (DOCX)
- Sec._8_1.____Offenses_against_state_law_subject_to_forfeiture redlined (DOCX)

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
 Members of the Finance/Personnel Committee
 From: Judith Schmidt-Lehman, City Attorney
 RE: Proposed Ordinance Changes Regarding Carrying Concealed Knives and
 Possession of Knives in City Buildings
 Date: March 23, 2016

Recent changes to state law have resulted in knives no longer being defined as a “weapon”. Generally, this change in turn results in removing knives from the prohibition against carrying a concealed weapon and results in knives not being considered a weapon for purposes of prohibiting them in municipal buildings. The legislation does prohibit a person who is prohibited from possessing a firearm from carrying a concealed weapon. The legislation also allows municipalities to prohibit the possession of knives on municipal property.

The proposed draft ordinance revises current ordinance as follows:

1. Revised the definition of weapon to conform with state law;
2. Creates a definition of knife (which is consistent with Federal Transportation Security Administration definitions);
3. Prohibits the possession of knives in city buildings consistent with the prohibition of firearms; and
4. Makes clear that the restrictions found in §8-2 concerning carrying other loaded or uncased/uncovered weapons are likewise prohibited in city buildings.

The Police Department requested that this ordinance be drafted and placed on the Finance/Personnel agenda for review and recommendation to the Common Council.

If you have any questions or concerns, please feel free to call me at your convenience.

c: Alderpersons Boyd, Kneiszel, Raasch and Bauer
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ORDINANCE #16-

AMENDING CHAPTER 8 DE PERE MUNICIPAL CODE
REGARDING POSSESSION OF WEAPONS IN CITY BUILDINGS

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

SECTION 1: Section 8-12(a) and (b) *Firearms restricted in certain city buildings*, is
hereby repealed and recreated as follows:

(a) *Definitions.*

- (1) Firearm means a weapon that acts by force of gunpowder.
 - (2) Knife means sabers, swords, meat cleavers, box cutters, utility knives, razor blades, excluding safety razors, and other bladed devices of any length except for a pocket knife with a blade of less than 2 ½ inches in length.
 - (3) Law enforcement means any person employed by the State of Wisconsin or any political subdivision of this state, for the purpose of detecting and preventing crime and enforcing laws or ordinances and who is authorized to make arrests for violations of the laws or ordinances he or she is employed to enforce.
 - (4) Weapon means a handgun, an electronic weapon as defined at Wis. Stats. §941.295(1c)(a), or a billy club.
- (b) In addition to the regulations concerning possession of certain weapons in the City found in §8-2(c)(1), and in addition to the provisions of Wis. Stats. §175.60 enumerating places where the carrying of a weapon, a knife or a firearm is prohibited, including exceptions thereto, it shall be unlawful for any person other than a law enforcement officer to enter the following city municipal buildings while carrying a prohibited weapon, a knife or a firearm:
- (1) City Hall.
 - (2) Fire Station #1.
 - (3) Fire Station #2.
 - (4) Community center.
 - (5) Legion Park pool house.
 - (6) VFW Park pool house.
 - (7) All city well/pump stations.
 - (8) Municipal service center.

SECTION 2: Section 8-1 *Offenses against state law subject to forfeiture*, is hereby amended by incorporating the prohibitions found in Wis. Stats. §941.231, carrying a concealed knife, as §8.9431.231 of this Code.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This ordinance shall take effect on and after passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this _____ day of _____, 2016.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Board/Committee Approval: _____

Publication Date: _____

Effective Date: _____

Sec. 8-12. - Firearms restricted in certain city buildings.

(a) Definitions.

(1) Firearm means a weapon that acts by force of gunpowder.

(2) Knife means sabers, swords, meat cleavers, box cutters, utility knives, razor blades, excluding safety razors, and other bladed devices of any length except for a pocket knife with a blade of less than 2 ½ inches in length.

(23) Law enforcement means any person employed by the State of Wisconsin or any political subdivision of this state, for the purpose of detecting and preventing crime and enforcing laws or ordinances and who is authorized to make arrests for violations of the laws or ordinances he or she is employed to enforce.

(34) Weapon means a handgun, an electronic weapon as defined at Wis. Stats. § 941.24941.295(1c)(a), or a billy club.

(b) In addition to the regulations concerning possession of certain weapons in the City, and ~~in~~ in addition to the provisions of Wis. Stats. § 175.60 enumerating places where the carrying of a weapon, a knife or a firearm is prohibited, including exceptions thereto, it shall be unlawful for any person other than a law enforcement officer to enter the following city municipal buildings while carrying a weapon, a knife or a firearm:

(1) City Hall.

(2) Fire Station #1.

(3) Fire Station #2.

(4) Community center.

(5) Legion Park pool house.

(6) VFW Park pool house.

(7) All city well/pump stations.

(8) Municipal service center.

(c) Signs meeting the requirements of Wis. Stats. § 943.13(2)(bm)1 shall be posted in prominent places near all entrances of such buildings regarding such restrictions.

(d) Any person who enters or remains in any aforementioned city building contrary to such signage shall be considered a trespasser subject to penalty as proscribed under § 8.943.13 of this code.

(Ord. No. 11-13, § 1, 8-2-2011)

Sec. 8-1. - Offenses against state law subject to forfeiture.

The following state statutes, together with all amendments thereto as may be enacted from time to time, are hereby adopted and incorporated by reference as if fully set forth in this section. The penalty for violation of these statutes shall be determined by Resolution of the Common Council.

- 8.167.10, fireworks regulated (Wis. Stats. § 167.10);
- 8.167.31, safe use and transportation of firearms and bows (Wis. Stats. § 167.31);
- 8.254.92, purchase or possession of cigarettes or tobacco products by persons under 18 prohibited (Wis. Stats. § 254.92).
- 8.940.19(1), battery; substantial battery; aggravated battery (Wis. Stats. § 940.19(1));
- 8.941.13, false alarm (Wis. Stats. § 941.13);
- 8.941.20, endangering safety by the use of a dangerous weapon (Wis. Stats. § 941.20);
- 8.941.23, carrying concealed weapon (Wis. Stats. § 941.23);
- [8.941.231, carrying a concealed knife \(Wis. Stats. § 941.231\);](#)
- 8.941.235, carrying a firearm in a public building (Wis. Stats. § 941.235);
- 8.941.237, carrying a handgun where alcohol beverages may be sold or consumed (Wis. Stats. § 941.237);
- 8.941.26, machine guns and other weapons; use in certain cases; penalty (Wis. Stats. § 941.26);
- 8.941.28, possession of short barreled shotgun or short barreled rifle (Wis. Stats. § 941.28);
- 8.941.29, possession of firearms (Wis. Stats. § 941.29);
- 8.941.37, obstructing emergency or rescue personnel (Wis. Stats. § 941.37);
- 8.943.01(1), damage to property (Wis. Stats. § 943.01(1));
- 8.943.13, trespass to land (Wis. Stats. § 943.13);
- 8.943.14, criminal trespass to dwelling (Wis. Stats. § 943.14);
- 8.943.15, entry onto a construction site or into a locked building, dwelling or room (Wis. Stats. § 943.15);
- 8.943.20, theft (Wis. Stats. § 943.20);
- 8.943.21, fraud on a hotel or restaurant keeper, recreational attraction, taxicab operator, or gas station (Wis. Stats. § 943.21);
- 8.943.225, refusal to pay for motor bus ride (Wis. Stats. § 943.225);
- 8.943.34, receiving stolen property (Wis. Stats. § 943.34);
- 8.943.37, alteration of property identification marks (Wis. Stats. § 943.37);
- 8.943.38, forgery (Wis. Stats. § 943.38);
- 8.943.41, financial transaction card crimes (Wis. Stats. § 943.41);

- 8.943.45, theft of telecommunications service (Wis. Stats. § 943.45);
- 8.943.46, theft of video service (Wis. Stats. § 943.46);
- 8.943.47, theft of satellite cable programming (Wis. Stats. § 943.47);
- 8.943.50, retail theft; theft of services (Wis. Stats. § 943.50);
- 8.943.55, removal of shopping cart (Wis. Stats. § 943.55);
- 8.943.61, theft of library material (Wis. Stats. § 943.61);
- 8.943.70, computer crimes (Wis. Stats. § 943.70);
- 8.943.82, fraud against a financial institution (Wis. Stats. § 943.82);
- 8.943.201, unauthorized use of individual's personal identifying information or documents (Wis. Stats. § 943.201);
- 8.944.15, public fornication (Wis. Stats. § 944.15);
- 8.944.17, sexual gratification (Wis. Stats. § 944.17);
- 8.944.20, lewd and lascivious behavior (Wis. Stats. § 944.20);
- 8.945.02, gambling (Wis. Stats. § 945.02);
- 8.946.41, resisting or obstructing officer (Wis. Stats. § 946.41);
- 8.946.42, escape (Wis. Stats. § 946.42);
- 8.947.01, disorderly conduct (Wis. Stats. § 947.01);
- 8.947.012, unlawful use of telephone (Wis. Stats. § 947.012);
- 8.947.0125, unlawful use of computerized communication systems (Wis. Stats. § 947.0125);
- 8.947.013, harassment (Wis. Stats. § 947.013);
- 8.947.04, drinking in common carriers (Wis. Stats. § 947.04);
- 8.947.06, unlawful assemblies and their suppression (Wis. Stats. § 947.06);
- 8.948.51, hazing (Wis. Stats. § 948.51);
- 8.948.605, gun-free school zone (Wis. Stats. § 948.605);
- 8.951.01 - 8.951.18, crimes against animals (Wis. Stats. §§ 951.01 - 951.18);
- 8.961.41(3g), possession (Wis. Stats. § 961.41(3g));
- 8.961.573(1) and (2), possession of drug paraphernalia (Wis. Stats. § 961.573);
- 8.961.574(2), manufacture or delivery of drug paraphernalia (Wis. Stats. § 961.574(2));
- 8.961.575(2), delivery of drug paraphernalia to a minor (Wis. Stats. § 961.575(2)).

For purposes of charging and prosecution of any forfeiture action under this Code, the city hereby adopts section Wis. Stats. § 939.05, party to a crime, and section Wis. Stats. § 939.32, attempt.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: April 12, 2016

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider Amending §10-17 De Pere Municipal Code Regarding Designation of Legal Custodians and Public Offices. *

ATTACHMENTS:

- Mayor & F-P - Amending §10-7 3-21-16 (DOCX)
- Ord16-amending §10-17 (DOCX)
- Sec._10_17.____Public_records redlined (PDF)

CITY OF DE PERE**MEMO**

To: Michael J. Walsh, Mayor
Members of the Finance/Personnel Committee
From: Judith Schmidt-Lehman, City Attorney
RE: Amending §10-17(c) De Pere Municipal Code (DPMC)
Date: March 21, 2016

Under §10-17(c) of the DPMC, the various department heads are delegated the responsibility of records custodian for the records kept and maintained by that department. We discovered recently (in response to a public records request) that when the position of Information Technology Administrator was created (late 1990s), the ordinance was not amended to include that position.

This proposed amendment incorporates the responsibilities of records custodian for that department head position.

If you have any questions or concerns, please let me know.

H:\jdupont\Memos\2016\Mayor & F-P - Amending §10-7 3-21-16.docx

Attachment: Mayor & F-P - Amending ?10-7 3-21-16 (4534 : Consider amending ?10-17 DPMC)

ORDINANCE #16-

AMENDING SECTION 10-17 DE PERE MUNICIPAL CODE
REGARDING DESIGNATION OF LEGAL CUSTODIANS AND PUBLIC OFFICES

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

SECTION 1: Section 10-17(c)(1) *Legal custodians*, is hereby amended by adding the following department head position to the designated legal custodians of record listed therein: Information Technology Administrator.

SECTION 2: Section 10-17(d) *Local public offices*, is hereby amended by adding the following department head position to the City offices listed therein: Information Technology Administrator.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This ordinance shall take effect on and after passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this _____ day of _____, 2016.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____
Nays: _____
Board/Committee Approval: _____
Publication Date: _____
Effective Date: _____

Attachment: Ord16-amending ?10-17 (4534 : Consider amending ?10-17 DPMC)

Sec. 10-17. - Public records.

- (a) Definitions. The provisions of Wis. Stats. §§ 19.32—19.39 are adopted in this section as if fully set forth in this section. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Authority means any of the following city entities having custody of a city record: an office, elected official, agency, board, commission, committee, council, department or public body, corporate and politic, created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.

Custodian means that officer, department head, division head, or employee of the city designated under subsection (c) of this section or otherwise responsible by law to keep and preserve any city records or file, deposit or keep such records in the officer's office, or is lawfully in possession or entitled to possession of such public records, and who is required by this section to respond to requests for access to such records.

Local public office has the meaning given in Wis. Stats. § 19.42(7W) and also includes any appointive office of position of the City of De Pere government unit in which an individual serves as the head of a department, agency or division of the city, but does not include any office or position filled by a municipal employee as defined in Wis. Stats. § 111.70(4)(i).

Record means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. The term "record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes and computer printouts. Record does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to the officer's office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for inspection at a public library.

- (b) Duty to maintain records.

- (1) Except as provided under subsection (g) of this section, each officer and employee of the city shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited or kept in his or her office or which are in the lawful possession or control of the officer or employee or the officer's deputies, or to the possession or control of which the officer or they may be lawfully entitled as such officers or employees.
- (2) Upon the expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to the officer's successor all records then in the officer's custody, and the successor shall receipt therefor to the officer or employee, who shall file the receipt with the city clerk-treasurer. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the clerk, on behalf of the successor, to be delivered to such successor upon the latter's receipt.

- (c) Legal custodians.

- (1) The clerk-treasurer, or in the officer's absence or disability or in case of vacancy, the deputy clerk is hereby designated the legal custodian of all city records. The clerk-treasurer may designate, in writing, that certain other city officers or employees act as the legal custodian of records ordinarily kept by such officer or employee. Authorized designees shall include the city administrator, assessor, attorney, building inspector, clerk-treasurer, director of parks, recreation and forestry, director of planning and economic development, director of public works, financial services director, fire chief, health officer director, human resources director, [information technology administrator](#) and police chief.

- (2) The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under Wis. Stats. ch. 19, subch. 11 and this section. The designation of a legal custodian does not affect the powers and duties of an authority under this section.
- (d) Local public offices. The following shall constitute local public offices in the city for the purposes of Wis. Stats. § 19.34(1).
- (1) Clerk-treasurer;
 - (2) City administrator;
 - (3) City attorney;
 - (4) City assessor;
 - (5) Building inspector;
 - (6) Director of parks, recreation and forestry;
 - (7) Director of public works;
 - (8) Director of planning and economic development;
 - (9) Human resources director;
 - (10) Financial services director;
 - (11) Police chief;
 - (12) Fire chief;
 - (13) Health officer director;
 - (14) [Information technology administrator.](#)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: April 12, 2016

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration of Increasing Video Production Coordinator One Pay Grade due to Increase in Responsibilities *

ATTACHMENTS:

- memo to finance and Council adjustment Video Production Coordinator (DOCX)
- Video Production and Marketing Coordinator- April 2016 (DOCX)

Memo

City of De Pere

To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 RE: Consideration of Moving Video Production Coordinator up One Pay Grade Due to Increase in Responsibilities
 Date: April 12, 2016

In 2013, the City hired Carlson and Dettmann consulting firm to conduct a classification and compensation study of all of non-union positions. The new compensation plan was then implemented in 2014. The City's compensation policy says that pay grade ranges, classifications, and internal pay compensation issues will be reviewed on an as needed basis, at least every 5 years, in order to properly reflect both the external municipal job market and internal pay equity. The policy allows for pay changes in between a review of all positions if an employee's job duties have changed sufficiently to warrant a reevaluation.

The Video Production Coordinator position has had a change in responsibilities which warranted a review of the position. Additional IT related responsibilities have been added to the position which are outlined in the attached job description. This position is responsible for:

1. Creating and disseminating video and audio content for the City of De Pere's government access station to provide government information and transparency to residents;
2. Managing station operations;
3. Managing City social media accounts to reach a larger and more diverse audience; and
4. Providing IT support for internal personnel to allow end users to accomplish operational tasks

Carlson and Dettmann consulting firm reviewed the change in responsibilities and are recommending that the position be increased one pay grade level.

- **Current** Grade Level F \$16.89-\$23.16
- **Proposed** Grade Level G \$18.74-\$25.71

I am in agreement with this recommendation. The wage increase is \$2.01 per hour. Based on the remaining payrolls, the total cost to the 2016 budget is \$2,734. The department does not have sufficient funds to cover the cost of this increase. Therefore, we are asking to allocate monies from the unassigned funds. If you have any questions please feel free to contact me at 339-4045.

Thank you.

CITY OF DE PERE JOB DESCRIPTION

I. IDENTIFICATION:

Position Title: Video Production and Marketing Coordinator
Dept. / Division: Information Management
Reports To: Information Technology Administrator
Supervises: None
FLSA Status: Non-exempt
Job Summary: Perform a full range of video production duties to support the on-going operation of De Pere-TV, the City's government access cable television channel. Coordinate and monitor live and videotaped productions. Operate, install, maintain, and troubleshoot City TV equipment and develop advertising and promotional campaign. Provide IT desktop support and assist in IT projects. Manage primary social media accounts for the City, and provide support to other departments in their social media efforts.

II. ESSENTIAL FUNCTIONS:

Direct camera, audio, lighting, video engineering, off-line and on-line editing, graphics, playback operations, video tape recording, program scheduling, and new technology implementation. Coordinate and monitor live and videotaped coverage of public meetings.

Develop advertising and promotional campaigns for businesses and others interested in advertising on the cable television channel. Solicit donations and sponsorship revenues. Serve as initial point of contact for sales.

Build and maintain a web presence for the cable television channel.

Determine the proper encoding and exporting settings for maximum quality while maintaining compatibility with output sources.

Provide technical and administrative assistance to interns and production staff. Train staff members in the proper use of video production equipment.

Provide desktop and IT support to internal personnel. Troubleshoot and solve technical issues related to computer hardware, software, networks, servers, etc. Assist the Information Technology Administrator with projects and tasks.

Manage and maintain the primary social media accounts for the City of De Pere. Post relevant content and information on behalf of the City to reach a different demographic and increase followers. Assist and support departmental social media users in their efforts.

Perform other duties as assigned.

III. KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of a wide range of video and audio equipment. Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming. Knowledge of media production, communication, and dissemination techniques, and

Video, Production, and Marketing Coordinator
Department of Information Technology
Page 2

methods including alternative ways to inform and entertain via written, oral, and visual media.

Skill in project management to effectively schedule shoots. Skills in preparing and executing work orders, contracts and budgets are necessary. Skill in the operation of equipment needed to effectively perform the duties and responsibilities of the position, including video and audio production equipment, studio lighting, and computers ~~including~~.

Knowledge of computers and peripherals. Ability to understand, troubleshoot, and solve IT related issues including hardware, software, networks, servers, etc. Effectively communicate technical details to City employees.

Knowledge of social media best practices in a government or business environment.

Ability to process confidential information with discretion. Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other City employees with courtesy and tact. Ability to develop and maintain effective working relationships with staff and the public. Ability to promote, sell and market sponsorships and services to community sources and partners to create revenue. Ability to utilize a computer and required software.

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

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

1. Associate's Degree, from an accredited college or university, in Television Production, or related field.
2. One year of experience performing similar duties is desired.

A combination of education and experience may be considered.

V. PHYSICAL REQUIREMENTS:

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

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. Occasionally lift up to 70 lbs. without assistance. Frequently required to travel to other locations within and outside the City, and use hands to finger, handle, or feel. Regularly required to stand and walk. Frequently required to attend meetings. Extended periods of standing during certain video recording sessions. Occasionally required to kneel and crawl.

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

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

Video, Production, and Marketing Coordinator
Department of Information Technology
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Employee Name (Please Print)

Date

Employee Signature

| Date last modified: ~~July 1, 2014~~ April 6, 2016