



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, April 11, 2023

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 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 11, 2023 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

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

OR

You can also dial in using your phone.

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

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

Access Code: 154-883-285

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the March 14, 2023, Regular Meeting of the Finance/Personnel Committee.
3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f) DPMC
4. Consideration and Possible Action on the Fire Department Overtime and LifeQuest Services Billing Reports for March, 2023.
5. Consideration and Possible Action on the March 2023 Police Overtime Report.
6. Consideration and Possible Action on Request from the Chief of Police to Authorize the Over Hire of 1 Police Officer *
7. Consideration of Request to Over Hire One Firefighter Position for the Fire Department.*
8. Consideration and Possible Action on Request from the Chief of Police to authorize expenditure of \$5,000 to purchase recruitment materials, backdrops, signage, and branding materials for the Police Department. The funding source would be the Wisconsin Grant Allocated to the De Pere Police Department. *
9. Consideration and Possible Action on Request from the Chief of Police to authorize expenditure of \$4,000 to purchase less lethal "Pepperball Launchers" for the Police Department. The funding source would be the Wisconsin Grant Allocated to the De Pere Police Department. *

10. Consideration and Possible Action on Request from the Chief of Police to authorize expenditure of \$20,000 to fund repairs and updates to common areas in the Police Department. The funding source would be the Wisconsin Grant Allocated to the De Pere Police Department. *
11. Consideration and possible action on proposed development agreement terms with the City of De Pere, Wolter Investment Company LLC, and Wolter, Inc. for a proposed development on of Parcel WD-364-D-505-8 for the development of an 88,000-square-foot manufacturing, warehouse, and office facility*
12. Consideration and Possible Action on the proposed amendment to the Consulting Services Agreement Between the City of De Pere and Vierbicher Associates, Inc. (SP21-02 Community Development Block Grant Special Project Grant Program Administration for Affordable Housing Conversion Project located at 525 North Tenth Street).*
13. Consideration and Possible Action on the proposed amendment to the Consulting Services Agreement Between the City of De Pere and Walker Consultants, Inc. (Parking Study Implementation and Parking Analysis).*
14. Consideration and Possible Action on proposed development agreement terms with MASK LLC (Belmark) for a proposed redevelopment of 1862 Commerce DR to include a 20,000-square-foot central maintenance shop.*
15. Consideration and Possible Action on Noise Consultant Study and De Pere Municipal Code Chapter 146 Ordinance Revisions.*
16. Review and Possible Action on City of De Pere Investments and Cash Detail report for February 2023.
17. Future agenda items.
18. Adjournment

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

***Items with an asterisk require City Council approval.**

Agenda Sent To:

Alders
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
John Hodgson
Joe Nicks
Ron Manning



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 11, 2023

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the March 14, 2023, Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- March 14, 2023 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, March 14, 2023

7:30 PM

Council Chambers and Virtual

1. Call to Order. The meeting was called to order at 7:30 PM by Mayor James Boyd.

Attendee Name	Title	Status	Arrived
Devin Perock	Aldersperson	Present	
Pamela Gantz	Aldersperson	Present	
James Boyd	Mayor	Present	
Amy Chandik Kundinger	Aldersperson	Late (City Hall door locked)	7:35 AM
John Quigley	Aldersperson	Present	

Also Present: City Administrator Lawrence Delo, City Attorney Anthony Wachewicz, Fire Chief Alan Matzke, Finance Director-Treasurer Joe Zegers, Video Production Specialist Justine Braun (remote), Health Officer/Director Deborah Armbruster (remote) and members of the public.

2. Approval of the Minutes of the January 10, 2023, Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [4 TO 0]
MOVER:	Devin Perock, Aldersperson
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Devin Perock, Pamela Gantz, James Boyd, John Quigley
AWAY:	Amy Chandik Kundinger

3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f) DPMC.

Mayor Boyd offered the public (both virtual and in person) the option to speak on any item not on the Agenda; no one responded.

4. Consideration and Possible Action on the January 2023 Police Overtime Report.

RESULT:	ADOPTED [4 TO 0]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Aldersperson
AYES:	Devin Perock, Pamela Gantz, James Boyd, John Quigley
AWAY:	Amy Chandik Kundinger

5. Consideration and Possible Action on the February 2023 Police Overtime Report.

RESULT:	ADOPTED [4 TO 0]
MOVER:	John Quigley, Aldersperson
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Devin Perock, Pamela Gantz, James Boyd, John Quigley
AWAY:	Amy Chandik Kundinger

6. Consideration and Possible Action on the Fire Department Overtime and LifeQuest Billing Services Reports for January, 2023.

RESULT:	ADOPTED [4 TO 0]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Devin Perock, Pamela Gantz, James Boyd, John Quigley
AWAY:	Amy Chandik Kunding

7. Consideration and Possible Action on the Fire Department Overtime and LifeQuest Services Billing Reports for February, 2023.

RESULT:	ADOPTED [4 TO 0]
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Devin Perock, Pamela Gantz, James Boyd, John Quigley
AWAY:	Amy Chandik Kunding

8. Consideration and Possible Acceptance of a Donation of Flagpole & Monument from VFW Post 2113 for Fire Stations #1 & 2.*

Mayor Boyd requested Chief Matzke provide an overview of this item. Chief Matzke explained that the Wisconsin VFW Post 2113 approached him and offered a donation of financial support to an item on the department wish list. Staff brought forward the suggestion of a flagpole for Station 1, with matching monuments for both fire stations as Station 2 already has a flagpole. The VFW team did the work designing, planning and soliciting funding for the project. The design of each monument is depicted in the Agenda packet. (Alderperson Chandik Kunding arrived at 7:35 p.m.) Chief Matzke then reviewed the solicited donations, shown in monetary amounts or in-kind donations in his memo from VFW Post 2113, Van Gemert Memorials, Fly Me Flag, Ryan Funeral Home, Valley Unit Step, Inc. and the De Pere Fire Department donation account. He advised that the flagpoles will have the national flag and a city flag underneath. Chief advised the Committee that no part of the project will utilize taxpayer funds. Mayor Boyd confirmed that final renderings will be created following approval.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

9. Consideration and Possible Action on a \$250 Sponsorship from the Kress Inn and Bemis Conference Center in support of De Pere TV.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

10. Consideration and Possible Action on Noise Consultant Study and De Pere Municipal Code Chapter 146 Ordinance Revisions.*

City Attorney Tony Wachewicz advised the Committee that this item was brought forward to essentially begin discussions for potential revisions to the noise ordinance and to report on Avant's work to this point. A request for proposal process was conducted for complaints on noise issues, and the City settled on hiring Avant. Avant reviewed the current ordinance and did a noise study. A report was provided on ordinance revisions,

measurements were taken at various locations and updates/reports were submitted. It is desired to continue to move this issue forward and share the recommendations, as well as seek feedback to proceed with revisions; unfortunately, Avant was not able to attend this meeting but will be available for the April 11 meeting.

In response to Mayor Boyd, City Attorney Wachewicz confirmed that Avant did recommend some substantial changes, and he would like to have some further discussions and solicit recommendations from the Committee to determine a plan of action, whether to proceed with all changes or various smaller ones, working toward a full revision.

Aldersperson Quigley indicated he had been contacted by a resident regarding noise on the Fox River from boats; he discussed with City Attorney Wachewicz whether this would apply to the noise ordinance or is geared towards a water basis, if it should be directed to the county potentially or the DNR to follow-up. Administrator Delo added that the City has occasionally received complaints to control speed but he has not heard of noise complaints; he is unaware if the City can do anything.

Mayor Boyd made a Motion to open the meeting at 7:45 p.m.; seconded by Aldersperson Quigley. Joe Nicks spoke on this item as he saw that action might be taken per the Agenda. The Council has an opportunity to do some good. This item started a year ago with quite a few noise complaints and the general impression that there are some noise issues in De Pere and the City is not equipped to deal with complaints on the enforcement side and the ordinance is out of date for what is needed. The goal was to get it analyzed, find proper noise limits and do it in a time period in conjunction with the rezoning effort. He is concerned that Avant's report is not suggesting changes to noise levels, and he hopes to hear from Avant to explain how noise levels work and how loud is considered loud. Finally, he is hoping for coordination with code administration and the Plan Commission for noise in newly-constructed buildings.

Mayor Boyd made a Motion to return to regular order at 7:52 p.m.; seconded by Aldersperson Gantz. Mayor Boyd indicated that Joe Nicks made some good points. Although it can be tough to identify where a noise is coming from, the City needs to be cognizant as it moves forward on this issue to work toward compliance. He appreciates the comments made.

No action was taken on this item; it will be brought back to a future Finance/Personnel Committee Meeting.

RESULT:	NO ACTION
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11. Consideration and Approval of Health Department Grants*

In response to Mayor Boyd, Attorney Wachewicz advised the Committee that it is acceptable to approve the Grants submitted by the Health Department altogether.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	John Quigley, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

12. Review and Possible Action on City of De Pere Investments and Cash Detail report for Dec. 2022.

Finance Director-Treasurer Zegers advised the Committee that December Cash and Investments total \$46 million, up \$13 million primarily due to tax collection. The Money Market account went up and earned interest of \$51,100. The Local Government Investment Pool decreased \$2.45 million for payment of accounts payable and payroll, offset by interest of \$47,000. He shared additional account balances with the Committee and advised that funds did rebound in the last quarter and that the City's investment return decreased \$138,000 in depreciation for the year ended December 2022.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

13. Review and possible action on City of De Pere Investments and Cash Detail report for January 2023.

Finance Director-Treasurer Zegers advised the Committee regarding the January 2023 Investment Summary report and indicated that the City is still getting an income stream from investments, with \$49 million in interest. There is \$3.7 million in total cash, with the City Checking and Health Checking having similar balances of approximately \$1.8 million and \$100,000 in Dental Checking.

The rate of return to market is \$200,000 in January, which will flatten out over the year, but is averaging 3 percent. The LGIP account increased \$414,000, with \$49,000 in interest and receipt of \$365,000 in state transportation aids; the Money Market account went up due to tax collection and \$59,000 in interest.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

14. Future agenda items.

None.

15. Adjournment.

Mayor Boyd made a Motion to Adjourn at 8:03 p.m., seconded by Alderperson Quigley. Motion carried by unanimous vote.

***Items with an asterisk require City Council approval.**

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 11, 2023

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consideration and Possible Action on the Fire Department Overtime and LifeQuest Services Billing Reports for March, 2023.

ATTACHMENTS:

- FIRE DEPT MONTHLY OT REPORT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2022

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	66.75	29.75	15.00	36.00	24.00	20.50	46.75	18.00	12.00	6.00	30.00	9.00	313.75
EMS TRAINING	162.75	193.00	146.50	120.25	52.25	5.25	5.25	67.75	189.50	299.25	54.00	139.50	1,435.25
FIRE TRAINING	50.00	7.75	59.25	70.00	78.75	47.25	13.50	8.50	42.75	19.50	35.75	12.00	445.00
RESCUE CALLS	11.25	12.75	18.25	14.00	1.25	9.00	5.25	9.75	6.75	4.00	21.00	6.00	119.25
FIRE CALLS	0.00	2.00	4.50	0.00	17.50	0.00	9.00	0.00	3.75	2.25	0.00	0.75	39.75
MEETINGS	5.00	21.50	15.75	3.00	29.00	6.75	8.50	58.25	24.00	6.75	0.00	24.00	202.50
STAFFING REP.	232.50	139.75	387.50	180.00	89.75	336.00	1,032.75	589.75	404.25	566.25	400.25	127.50	4,486.25
MAINTENANCE	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50
PUB. ED.	0.00	5.50	0.00	0.00	0.00	27.25	0.00	0.00	45.00	5.50	6.00	0.00	89.25
SPECIAL EVENTS	11.00	17.00	10.25	24.50	14.25	41.25	6.00	51.00	9.75	12.00	0.00	11.00	208.00
# FIRE RUNS	35	31	35	22	38	32	43	25	31	31	34	31	388
# EMS RUNS	252	199	252	205	241	234	233	213	223	214	232	219	2,717
DISPATCH ERRORS	3	1	1	1	4	2	2	2	4	3	2	5	30
TOTAL HRS.	539.25	429.00	657.50	447.75	306.75	493.25	1,127.00	803.00	737.75	921.50	547.00	329.75	7,339.50

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through January 3, 2023, \$172,643

*Period: 12/24/21-01/21/22 +Period: 04/02/22-04/29/22 ^Period: 06/25/22-07/22/22 #Period: 10/01/22-10/28/22
 **Period: 01/22/22-02/18/22 ++Period: 04/30/22-05/27/22 ^^Period: 07/23/22-09/02/22 ##Period: 10/29/22-11/25/22
 ***Period: 02/18/22-04/01/22 +++Period: 05/28/22-06/24/22 ^^^Period: 09/03/22-09/30/22 ###Period: 11/26/22-12/23/22

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2023

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	69.00	40.50	53.00										162.50
EMS TRAINING	74.25	247.00	115.75										437.00
FIRE TRAINING	13.50	49.50	21.00										84.00
RESCUE CALLS	19.50	21.25	20.00										60.75
FIRE CALLS	8.75	6.25	9.50										24.50
MEETINGS	10.75	3.00	36.75										50.50
STAFFING REP.	39.75	509.25	220.50										769.50
MAINTENANCE	3.00	0.00	0.75										3.75
PUB. ED.	0.00	0.00	0.00										0.00
SPECIAL EVENTS	0.00	3.00	14.25										17.25
# FIRE RUNS	36	18	24										78
# EMS RUNS	216	189	226										631
DISPATCH ERRORS	5	2	6										13
TOTAL HRS.	238.50	879.75	491.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,609.75

Special Events included in Overtime

Total Overtime Budget \$115,000, Expenditures through March 31, 2023, \$19,247, 17%

*Period: 12/24/22-01/20/23 +Period: ^Period: #Period:
 **Period: 01/21/23-03/03/23 ++Period: ^^Period: ##Period:
 ***Period: 03/04/23-03/31/23 +++Period: ^^^Period: ###Period:

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR MARCH, 2023



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
3/4/2023	403 Third Street	Passenger vehicle fire	BC111, E121	Extinguishment by fire service personnel, salvage & overhaul	N/A
3/11/2023	600 Grant Street	Smoke detector activation, due to malfunction	E121	Investigate, restore fire alarm system	N/A
3/12/2023	200 S. Ninth Street	Alarm system activation, no fire, unintentional	E121	Investigate	N/A
3/13/2023	850 Morning Glory Lane	Smoke detector activation, due to malfunction	E121	Investigate	N/A
3/13/2023	1110 Terry Lane	Carbon monoxide incident	E121	Investigate	N/A
3/15/2023	1764 Burgoyne Court	Alarm system activation, no fire, unintentional	BC111, E111	Investigate	N/A
3/16/2023	805 S. Sixth Street	Building fire	C102, C102, BC111, E111, E121, A121	Incident command, extinguishment by fire service personnel, salvage & overhaul	Ashwaubenon, Cty Rescue, Denmark, GB, Hobart, Lawrence, Ledgeview, Morrison & Wrightstown
3/18/2023	1002 Amhart Drive	Carbon monoxide detector activation, due to malfunction	BC111, E121, A111	Investigate	N/A
3/18/2023	825 East River Drive	Carbon monoxide detector activation, due to malfunction	E121	Investigate	N/A
3/18/2023	2052 Holmgren Way (Village of Ashwaubenon)	Building fire	BC111, L111	Incident command, salvage & overhaul	N/A
3/22/2023	1168 Jordan Road	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
3/25/2023	2022 Charles Street	Gas leak	E111	Investigate	N/A
3/25/2023	209 Fort Howard Avenue	Hazmat release investigation with no hazmat	BC111, E121	Investigate	N/A
3/28/2023	1560 Morning Mist Way (Village of Ashwaubenon)	Structure fire	BC111, L111	Dispatched & canceled en route	N/A
3/30/2023	700 S. Superior Street	Alarm system sounded, due to malfunction		Investigate	N/A
3/31/2023	2636 Lavender Lane (Village of Howard)	Building fire		Extinguishment by fire service personnel, salvage & overhaul	N/A

**DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
MARCH, 2023**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
3/13/2023	7.5	11.25
3/14/2023	6.5	9.75
3/20/2023	4	6
3/22/2023	29	43.5
3/27/2023	4	6
3/29/2023	48	72
3/31/2023	24	36
TOTAL	123	184.5

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

**Pay periods 03/04/23-03/31/23

**LIFEQUEST MEDICAL BILLING - 2023
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	249,747	228,076	251,116			
PAYMENTS	94,422	100,536	102,969			
CREDIT ADJUSTMENTS	119,181	120,031	111,822			

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

Payments to LifeQuest	
January	6,282
February	6,498
March	7,790
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total Paid	\$20,571

**See attached details

City Of De Pere
Income and Expenditures
March 2023
All Phases

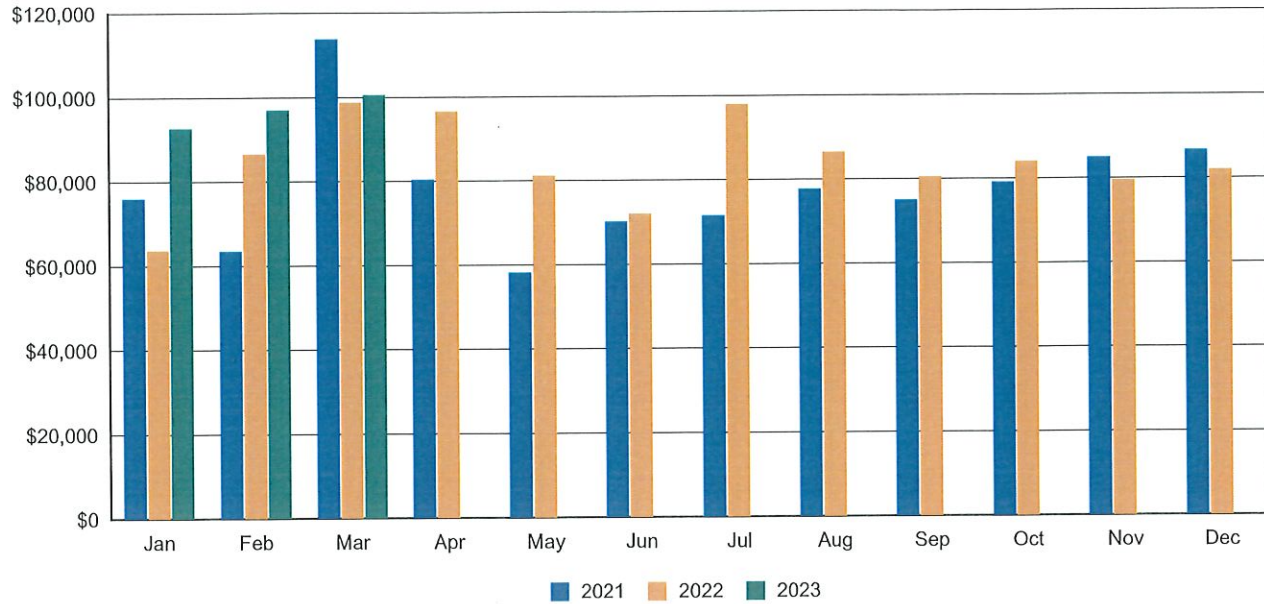
Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$212,437.00	\$38,678.79	\$251,115.79
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$212,437.00	\$38,678.79	\$251,115.79
Account Transfers		\$23,730.59	\$15,660.80	\$39,391.39
Credit Summary				
Total Credits		\$194,450.21	\$20,793.00	\$215,243.21
Less Adjustments	-	\$112,534.71	\$(712.60)	\$111,822.11
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$2,850.43	\$2,850.43
Less Overpayments	-	\$(1,813.64)	\$(584.40)	\$(2,398.04)
Gross Payments Received		\$83,729.14	\$19,239.57	\$102,968.71
Plus Overpayment Returns	+	\$(1,045.64)	\$0.00	\$(1,045.64)
Net Payments Received		\$82,683.50	\$19,239.57	\$101,923.07
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$82,683.50	\$19,239.57	\$101,923.07
Summary of Disbursement				
Total Deposits & Payments Kept By		\$82,683.50	\$19,239.57	\$101,923.07
Plus Overpayment Refunds	+	\$(768.00)	\$(584.40)	\$(1,352.40)
Gross Revenue		\$81,915.50	\$18,655.17	\$100,570.67
LifeQuest Fee		\$3,686.20	\$4,104.14	\$7,790.34
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$3,686.20	\$4,104.14	\$7,790.34
Service Revenue		\$78,229.30	\$14,551.03	\$92,780.33
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$78,229.30	\$14,551.03	\$92,780.33

Messages:

Total deposits differ from bank statement by \$11038.12 due to prior month DD (2/17 UHC \$69, 2/27 VA \$980, 2/28 WPS \$278.38, 2/28 VA \$1267) now posted and current month DD (3/2 SHP \$69, 3/24 HWHO \$550.91, 3/24 UHC \$591.70, 3/24 COMPCARE \$522.53, 3/24 UHC \$667.73, 3/29 COMPCARE \$591.86, 3/29 HUMANA \$619.19, 3/29 VA \$1180.00, 3/29 UMR \$1273, 3/30 UHC \$69, 3/30 ECHO \$496.31, 3/30 ICARE \$69, 3/30 VA \$1249, 3/30 AARP \$578.65, 3/30 UHC \$542.51, 3/31 UHC \$375.66, 3/31 NGS \$855.82, 3/31 HWHO \$508.23, 3/31 WPS \$129.29, 3/31 COMPCARE \$13.41, 3/31 DEAN \$833.96, 3/31 UHC \$800.10) not being posted JAL 4.3.23

All Phases Gross Revenue

City of De Pere
January 2021 to March 2023



	2021	2022	2023
January	\$76,068	\$63,841	\$92,717
February	\$63,602	\$86,624	\$96,954
March	\$113,896	\$98,825	\$100,571
April	\$80,392	\$96,607	\$0
May	\$58,325	\$81,259	\$0
June	\$70,239	\$72,087	\$0
July	\$71,566	\$97,965	\$0
August	\$77,763	\$86,527	\$0
September	\$75,107	\$80,584	\$0
October	\$79,194	\$84,134	\$0
November	\$85,024	\$79,587	\$0
December	\$86,681	\$81,992	\$0
Total Gross Revenue	\$937,858	\$1,010,034	\$290,241

City Of De Pere

Billing Summary

March 2023

Phase 1

Charges

Billing Charges		\$212,437.00	
Other	+	\$0.00	
Subtotal of Charges			\$212,437.00

Account Transfers

Billing to Collections Transfer Total			\$23,730.59
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Credit Summary

Total Credits		\$194,450.21	
Less Adjustments	-	\$112,534.71	
Less Overpayments	-	\$(1,813.64)	
Gross Payments Received			\$83,729.14
Plus Overpayment Returns	-	\$(1,045.64)	
Net Payments Received			\$82,683.50
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$82,683.50

Summary of Disbursement

Total Deposits & Payments Kept By		\$82,683.50	
Plus Overpayment Refunds	+	\$(768.00)	
Gross Revenue			\$81,915.50
LifeQuest Fee		\$3,686.20	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$3,686.20
Service Revenue		\$78,229.30	
Less Payment Kept By Service	-	\$0.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$78,229.30

Messages:**Legend:****Charges - Other:** Includes insurance interest, transaction fees, probate fees**Credit Summary - Less Overpayments:** Includes recoupments, refunds, returns, service payables**Credit Summary - Plus Overpayment Returns:** Includes NSF/bank returned type payments

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Totals
Apr 2022	7944	36694	12390	9634	1835	2006	100	50	0	0	0	0 \$	70654
162556	4.9	22.6	7.6	5.9	1.1	1.2	0.1	0	0	0	0	0 %	43.5
May 2022		10020	39770	19683	7823	1962	1126	242	241	50	50	-718 \$	80248
181374		5.5	21.9	10.9	4.3	1.1	0.6	0.1	0.1	0	0	-0.4 %	44.2
Jun 2022			6148	43991	17570	6212	1538	1738	219	271	349	88 \$	78125
182315			3.4	24.1	9.6	3.4	0.8	1	0.1	0.1	0.2	0 %	42.9
Jul 2022				11811	50340	16296	6529	4277	131	150	150	150 \$	89834
212516				5.6	23.7	7.7	3.1	2	0.1	0.1	0.1	0.1 %	42.3
Aug 2022					4148	39546	17217	3603	8227	705	1352	150 \$	74947
188907					2.2	20.9	9.1	1.9	4.4	0.4	0.7	0.1 %	39.7
Sep 2022						5420	43706	23508	8301	3026	1852	1292 \$	87104
192420						2.8	22.7	12.2	4.3	1.6	1	0.7 %	45.3
Oct 2022							8983	35308	15297	7932	3620	2587 \$	73728
183413							4.9	19.3	8.3	4.3	2	1.4 %	40.2
Nov 2022								5006	35903	22782	5091	1744 \$	70527
176364								2.8	20.4	12.9	2.9	1 %	40
Dec 2022									5364	42270	17049	4898 \$	69580
185954									2.9	22.7	9.2	2.6 %	37.4
Jan 2023										3506	49033	23626 \$	76165
208255										1.7	23.5	11.3 %	36.6
Feb 2023											7272	39910 \$	47181
185421											3.9	21.5 %	25.4
Mar 2023												4646 \$	4646
162578												2.9 %	2.9
Averages	1st Mo	2nd Mo	3rd Mo	4th Mo	5th Mo	6th Mo	7th Mo	8th Mo	9th Mo	10th Mo	11th Mo	12th Mo	
Extended	3.6	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	3.6	22.2	9.9	3.6	1.8	0.8	0.3	0.1	0.1	0	-0.2	0	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 11, 2023

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Consideration and Possible Action on the March 2023 Police Overtime Report.

The overtime (OT) report covers the month of March 2023. March 2023 overtime was much higher than February 2020, 2021, and 2022.

Sick Relief Overtime accounted for only 8 hours. Training overtime was 91.75 hours.

Staffing Level OT accounted for 263 hours, a very high number. The armed, suicidal male at a major retailer incident generated a lot of overtime as it necessitated calling in the afternoon shift early as well as holding day shift over after the end of their shift. We also had an officer who was out on maternity leave. The maternity leave officer is not back to work, however, we are anticipating two additional officers being out on FMLA for new family members starting in April and August.

We are still in the hiring process for 2 new hires to fill two vacancies due to retirement which continue to contribute to higher OT expenditures. Any new hires will need approximately 16 weeks of Field Training before they count toward staffing and help ease the OT burden. We are anticipating a May start date for both officers so they would not be ready for solo patrol until mid to late September.

I have updated the new trend chart to help visualize trends.

ATTACHMENTS:

- 2020 PD OT Summary (PDF)
- 2021 PD OT Report Summary (PDF)
- 2022 PD OT Summary (PDF)
- Trend Chart March 2023 (PDF)
- March 2023 PD OT Report (PDF)

**DEPARTMENT OF POLICE
OVERTIME BY REASON
2020**

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

TOTAL OVERTIME BUDGET : \$ 175,000.00

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

PERCENT OF TOTAL BUDGET : 135%

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

Additional notes

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

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

REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	24.75	11.50	21.50	39.50	11.50		21.25	15.25	3.00	16.00		37.75	202.00
OFFICER WORKED ON HOLIDAY	94.00	16.50		30.00	66.00	4.00	61.00	20.00	117.25		61.50	114.25	584.50
OFFICER FOR COURT	2.75	4.00	16.00	10.00	2.00	14.00	9.00	18.00	12.25	8.00	10.00	6.00	112.00
OFFICER TRAINING	73.00	71.25	82.50	33.25	128.25	55.25	26.75	45.50	131.50	110.50	130.25	28.25	916.25
OFFICER RELIEF FOR FUNERAL			6.75										6.75
OFFICER ATTEND MEETING		7.75		1.00	15.50	7.75	11.25	13.50			7.75		64.50
STAFFING LEVEL	144.25	96.50	124.50	124.25	275.00	256.50	265.00	229.25	137.50	124.75	88.00	167.00	2032.50
INVESTIGATION	68.50	52.50	47.00	28.50	49.75	50.25	64.75	68.25	47.75	52.00	37.75	26.00	593.00
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	28.75	21.25	11.75	42.50	25.50	22.25		18.00	63.75	82.50	9.50	26.00	351.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT	34.50			2.00	60.00								96.50
SPECIAL ASSIGNMENT REIMBURSED							2.00	20.50	6.00	18.00	26.50		73.00
MISCELLANEOUS	11.25	5.25	1.00	8.75	3.25	35.50		5.50	14.25	15.00	19.00	12.00	130.75
MISCELLANEOUS REIMBURSED			21.50	26.25	19.50	1.00		33.50	16.25	11.75	11.25	35.00	176.00
GROSS OFFICER OVERTIME	481.75	286.50	332.50	346.00	656.25	446.50	461.00	487.25	549.50	438.50	401.50	452.25	5339.50
SUBTOTAL REIMBURSED OVERTIME	(28.75)	(21.25)	(33.25)	(68.75)	(45.00)	(23.25)	(2.00)	(72.00)	(86.00)	(112.25)	(47.25)	(61.00)	(600.75)
NET OFFICER OVERTIME	453.00	265.25	299.25	277.25	611.25	423.25	459.00	415.25	463.50	326.25	354.25	391.25	4738.75

*TOTAL OVERTIME BUDGET: \$ 175,000.00

EXPENDITURES THROUGH 12/31/2021 \$ 202,559.08

PERCENT OF TOTAL BUDGET: 116%

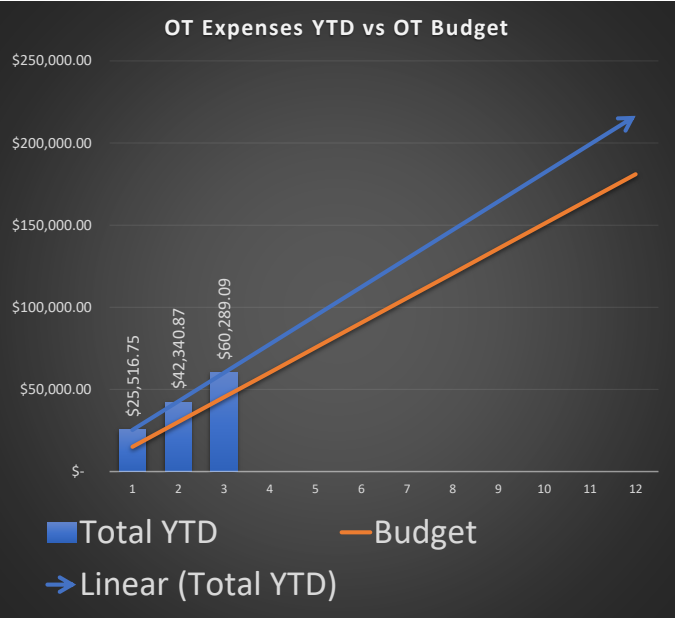
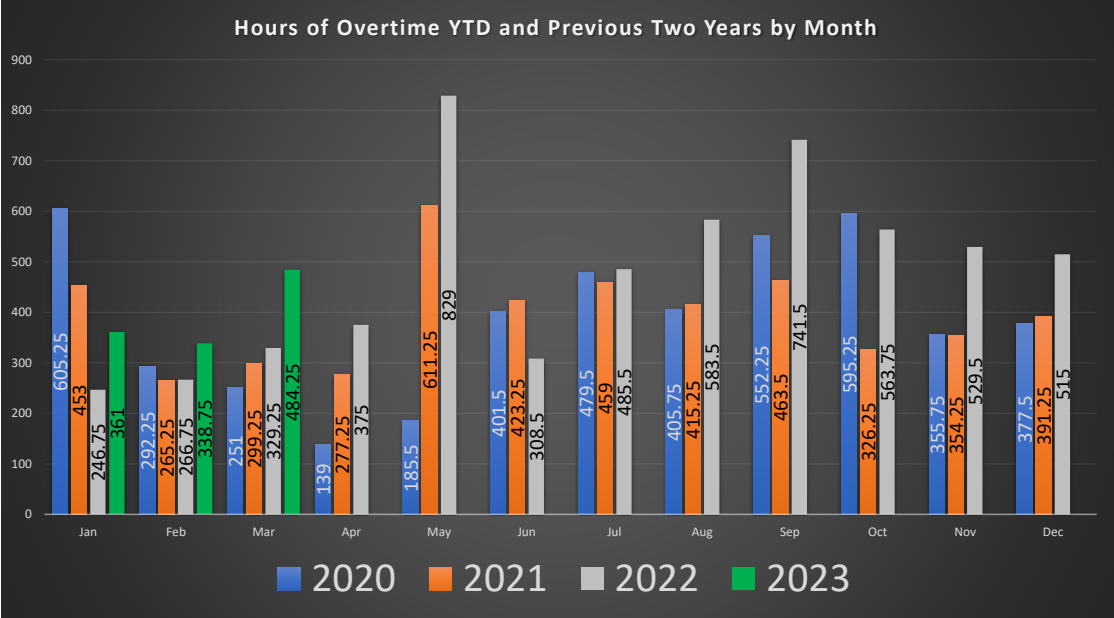
**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2022**

REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	29.25	18.75	40.50	5.50	3.75	7.50	39.75	4.50	3.75	39.75	46.25	47.50	286.75
OFFICER WORKED ON HOLIDAY	58.25	9.75	8.00	34.75	81.25	18.00	60.00	16.75	114.75	24.25	54.25	120.00	600.00
OFFICER FOR COURT	8.00	12.50	23.00	10.00	12.00	26.00	6.00	18.00	21.00	14.00	16.50	6.00	173.00
OFFICER TRAINING	63.25	32.50	53.75	113.00	384.00	34.50	46.00	33.00	243.25	155.00	96.25	56.75	1311.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING		21.25	2.75		6.00	5.00	2.25	4.00	2.00	9.75			53.00
STAFFING LEVEL	55.50	126.50	149.25	152.25	153.50	94.00	267.00	369.75	301.75	261.25	232.00	222.50	2385.25
INVESTIGATION	31.00	34.25	38.50	44.75	69.75	40.75	47.00	50.00	46.75	23.50	67.25	52.75	546.25
HONOR GUARD FOR FUNERAL				2.00	1.50	2.00							5.50
SCHOOL LIAISON REIMBURSED	26.25	49.50	20.50	18.00	25.00	32.50		23.00	68.75	45.00	26.00	28.75	363.25
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT					104.00	67.50		25.25		32.75			229.50
SPECIAL ASSIGNMENT REIMBURSED		9.75		2.25	81.00		2.00		5.00	21.50	38.00		159.50
MISCELLANEOUS	1.50	11.25	13.50	12.75	13.25	13.25	17.50	62.25	8.25	3.50	17.00	9.50	183.50
MISCELLANEOUS REIMBURSED	23.25	57.25	37.50	31.75	29.00	56.75	49.00	29.00	34.50	16.25	20.75	24.50	409.50
GROSS OFFICER OVERTIME	296.25	383.25	387.25	427.00	964.00	397.75	536.50	635.50	849.75	646.50	614.25	568.25	6706.25
SUBTOTAL REIMBURSED OVERTIME	(49.50)	(116.50)	(58.00)	(52.00)	(135.00)	(89.25)	(51.00)	(52.00)	(108.25)	(82.75)	(84.75)	(53.25)	(932.25)
NET OFFICER OVERTIME	246.75	266.75	329.25	375.00	829.00	308.50	485.50	583.50	741.50	563.75	529.50	515.00	5774.00

TOTAL OVERTIME BUDGET: \$ 175,000.00
 EXPENDITURES THROUGH 12/30/2022 \$ 259,460.55
 PERCENT OF TOTAL BUDGET: 148%

2023 PD Overtime Trends Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Yearly Hours	Total Yearly Expend	Total OT Budget
2020	605.25	292.25	251	139	185.5	401.5	479.5	405.75	552.25	595.25	355.75	377.5	4640.5	\$ 236,436.94	\$ 175,000.00
2021	453	265.25	299.25	277.25	611.25	423.25	459	415.25	463.5	326.25	354.25	391.25	4738.75	\$ 202,559.08	\$ 175,000.00
2022	246.75	266.75	329.25	375	829	308.5	485.5	583.5	741.5	563.75	529.5	515	5774	\$ 195,590.66	\$ 175,000.00
2023	361	338.75	484.25										1184	\$ 25,516.75	\$ 181,000.00
Total YTD	\$ 25,516.75	\$ 42,340.87	\$ 60,289.09										128146.71		
% of Budget	14.0%	23.0%	33.0%										0.7		
Budget	\$ 15,083.33	\$ 30,166.66	\$ 45,249.99	\$ 60,333.32	\$ 75,416.65	\$ 90,499.98	\$ 105,583.31	\$ 120,666.64	\$ 135,749.97	\$ 150,833.30	\$ 165,916.63	\$ 180,999.96			



**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2023**

REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	11.00	15.75	8.00										34.75
OFFICER WORKED ON HOLIDAY	68.00	8.00	4.00										80.00
OFFICER FOR COURT	18.00	29.50	15.00										62.50
OFFICER TRAINING	53.50	98.50	91.75										243.75
OFFICER RELIEF FOR FUNERAL	0.00												0.00
OFFICER ATTEND MEETING	30.00	8.25	5.25										43.50
STAFFING LEVEL	152.00	81.75	263.00										496.75
INVESTIGATION	16.00	67.50	76.25										159.75
HONOR GUARD FOR FUNERAL	0.00	20.00											20.00
SCHOOL LIAISON REIMBURSED	41.50	29.00	29.25										99.75
COMMUNITY RELATIONS	0.00												0.00
SPECIAL ASSIGNMENT	0.00												0.00
SPECIAL ASSIGNMENT REIMBURSED	0.00	14.00	5.25										19.25
MISCELLANEOUS	12.50	9.50	21.00										43.00
MISCELLANEOUS REIMBURSED	20.25	37.50	24.25										82.00
GROSS OFFICER OVERTIME	422.75	419.25	543.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1385.00
SUBTOTAL REIMBURSED OVERTIME	(61.75)	(80.50)	(58.75)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(201.00)
NET OFFICER OVERTIME	361.00	338.75	484.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1184.00

TOTAL OVERTIME BUDGET: \$ 181,000.00

EXPENDITURES THROUGH 3/31/2023 \$ 60,289.09

PERCENT OF TOTAL BUDGET: 33%



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 11, 2023

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Consideration and Possible Action on Request from the Chief of Police to Authorize the Over Hire of 1 Police Officer *

Please see the attached memo.

ATTACHMENTS:

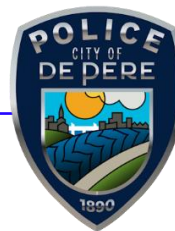
- Request for Overhire (PDF)

DE PERE

POLICE DEPARTMENT

325 S. Broadway
De Pere, WI 54115
920-339-4079

Jeremy A. Muraski
Chief of Police



To: Finance and Personnel Committee, De Pere City Council

From: Jeremy A. Muraski, Chief of Police

Date: April 11, 2023

Subject: Request for Authorization to Over Hire 1 Police Officer

As mentioned in a previous spending request, law enforcement recruitment is extremely challenging and high-quality, high-character candidates are in relatively short supply. When we locate, or develop such a candidate internally through our CSO program, it is extremely important to our future success that we are able to hire them for our agency before losing them to a competing agency. I am therefore requesting permission to over hire one police officer position at a cost of approximately \$64,200 in 2023. If no vacancy would occur in 2024, the position would cost approximately \$110,000 in 2024. If, in the very unusual case we would have no vacancies the following years, the cost would go up approximately 6.6% each year.

We are currently in a hiring process and have established an eligibility list of 3 high quality candidates. Two have already accepted conditional offers and are anticipated to start in May of this year. The third candidate would be the candidate we would like to hire, if approved.

Time-to-fill Gap

Any new officer we hire requires approximately 16 weeks of field training with our agency before they are certified for solo patrol. We often do not have the benefit of 16 weeks of notice when we are going to be losing an employee to retirement or transition to another job. In some cases, we may only have 2-4 weeks of notice. Between the time it takes to run a recruitment, perform all of the necessary background checks, and adding the 16 weeks of field training, there is usually a gap of at least 8 or 9 months before we actually have that vacancy filled. That vacancy creates staffing overtime in the interim because we still need to staff the position during the 8-9 month time-to-fill gap.

Vacancies and Their Causes

In addition to permanent vacancies such as retirements or transitions, we also have a large number of temporary vacancies due to work related injuries, FMLA due to injuries, medical conditions, or light duty concerns for injury or new family additions. I asked HR to assist by providing FMLA and Worker Compensation data. We average 700 vacancy hours per year just from FMLA related leave.

FMLA Usage Year	Total Hours Used
2019	1,159.5
2020	525.25
2021	974
2022	260.25
2023 YTD	584.5*
Average	700 Hours per year**

*2023 we have two officers that will be out yet this year for FMLA for new family members.

** Conservative estimate based on anticipated FMLA usage to come in 2023.

DePereWI.gov | [Facebook: @DePerePD](https://www.facebook.com/DePerePD) | [Twitter: @DePerePD](https://twitter.com/DePerePD) | [YOU Get It First!](#)

The Mission of the De Pere Police Department is to provide an integrated team approach to pro-active patrol, crime prevention, and criminal investigation utilizing city and community resources to improve the safety and quality of life in De Pere.

In addition to the hours lost for FMLA reasons, there are also shift vacancies created by officers utilizing benefit time such as vacation days, comp time, or sick time. We are averaging around 40.6 days lost per year, but as you can see from the data, some years are particularly bad which tends to skew the data a bit. Policing is not getting any easier and injuries are, unfortunately, not uncommon.

WC Usage Year	Total Days Lost due to Work Related Injury
2019	0
2020	180
2021	4
2022	19
2023 YTD	0
Average	40.6days lost per year

In addition to the temporary vacancies caused by FMLA leave, Worker Compensation, and the use of benefit time for sick leave, vacations, and comp days we have been operating at less than our fully allotted staffing of 37 sworn officers for some portion of each of the past 5 years.

In 2022 Staffing Related Overtime was the largest cause of police overtime with a total of 2,385.25 hours of OT. That is more hours than one full time position works in a year. Our current payroll and scheduling software does not allow me to determine exactly what percentage of that overtime was caused by vacant positions. Nor does it allow me to effectively calculate the “salary savings” we accrued by keeping that position vacant or allow me to calculate the difference between the costs of the overtime subtracting the salary savings.

Mean Time Between Employment Separations

Looking at the Employment End dates for the Police Department since January of 2015, I was able to calculate that

the police department has employees ending their employment on average, once every 173 days. In other words, while there is no specific guarantee when the next employment separation will occur, it is not unusual to have at least one vacancy occur every year. Some are retirements, others are new officers that do not successfully pass field training, and some are employees seeking other employment.

Date of Separation	Days elapsed
12/19/2015	716
6/5/2016	169
12/10/2016	188
12/15/2017	370
6/8/2018	175
8/2/2018	55
2/18/2019	200
3/20/2019	30
3/22/2019	2
5/3/2019	42
7/5/2019	63
3/13/2020	252
6/26/2020	105
12/29/2020	186
4/30/2021	122
12/22/2021	236
12/22/2021	0
3/7/2022	75
1/3/2023	302
Average Days Elapsed	173.05

Age
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Age Demographics of Police Department Employees

The average age of PD sworn officers is 38.3 years.

That is somewhat misleading, as it does not tell that you 9 officers are currently within 5 years of the minimum retirement age for protected service employees. 3 have already reached the minimum retirement age of 50 and could theoretically retire at any time. 14 Employees are 35 years of age or younger, leaving only 9 that are in the age range that are generally no longer having children and are also more than 5 years away from the minimum retirement age.

Older officers, traditionally though less likely to have children, are more likely to be injured or have medical conditions that would cause them to be absent from work or on

FMLA leave. Younger officers, conversely, are more likely to be having children and absent for those reasons. Regardless of the reason for the absence, vacant shifts need to be filled and that generates significant staffing related overtime for the police department every budget cycle.

With all of the above in mind, I am requesting permission to over-hire for one officer position at this time. I believe this will benefit the city by reducing current staffing related overtime and also preparing us for the next vacancy. In this particular case, it also benefits the city by preventing us from losing a high-quality candidate.

We have an identified candidate who is up next on our current hiring eligibility list that we believe will be a high quality hire. The applicant has been a CSO with our agency for almost a year so we have gotten to know their character, and work ethic. This particular candidate is also on eligibility lists with other law enforcement agencies and is likely to be hired by them in the very near future if we do not have a position available to offer. This request is not specific to this person, but a strategy designed to help anticipate future vacancies and minimize the impacts of long-term vacancies and the hiring gap.

Thank you for your time and consideration.

A handwritten signature in black ink, appearing to read "Jeremy A. Muraski". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jeremy A. Muraski, Chief of Police



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 11, 2023

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consideration of Request to Over Hire One Firefighter Position for the Fire Department.*

ATTACHMENTS:

- REQUEST TO OVER HIRE ONE FIREFIGHTER (PDF)

Memo



To: Honorable Mayor James Boyd
Members of the Common Council

From: Alan Matzke, Fire Chief *AGM*

Date: April 11, 2023

Re: Consideration of Request to Over Hire One Firefighter Position

On behalf of De Pere Fire Recuse, I respectfully request your consideration to allow me to over hire one employee starting at approximately June 1st, at a cost of \$21,496 for the 2023 budget.

We are currently in the process of hiring one full time firefighter and several part time firefighters to bring our staffing levels back to normal operational numbers on the roster; however, one of our members is off work through August caring for a child with a serious illness and we are about to lose another member for the summer due to the birth of a child.

Each year, our department has experienced members being off work due to injury or approved leave under the Fair Labor Standards to care for a family member or the birth of a child for example. When this leave occurs during the summer season, we often fall below operational levels, and this creates an operational hardship for the organization. This is reflected in the monthly overtime report as staffing replacement. In the past four years, this category has increased almost 100% with a four-year annual average of 2,845 hours, which is equivalent to one full time employee. Based on the anticipated absences outlined above, this trend will continue again in 2023.

Over the past four years, we have experienced an average employee turnover at the rate of three per year. Currently our organization has several retirement eligible members and I believe we will lose one or more members by the end of 2023. Based on the average age of our staff, which is 43, I believe this trend will continue for the next several years.

In anticipation of these vacancies, it would be very operationally advantageous to have the replacement in place prior to the summer season. The summer season for us means the membership will utilize most of their vacation time. In accordance with the Collective Bargaining Agreement, the organization must allow up to two members off on vacation at one time, and when we have a member off on medical leave, there will be many occasions we will backfill the shifts at overtime rates.

The overtime cost is a factor, but it is not the primary one. The work group has changed over the past several years and they no longer seek overtime opportunity like they had in the past. The current attitude is to reject

overtime opportunity and the work group has reversed its position from trying to create overtime opportunities for senior members to forcing the overtime to the junior members.

The city has been unsuccessful in negotiating a successor collective bargaining agreement with the union, so we are bound to follow the CBA that expired in 2021. The agreement dictates we offer the overtime opportunities on a voluntary basis starting with the most senior member and moving to the most junior member, who is forced in if no one voluntarily offers to work.

The city would like to negotiate a process where we would force the most junior member first and then move up the seniority list, so the burden of being forced in would be shouldered by more of the group instead of the most junior member every time. The union has not been receptive of this concept choosing to force the junior members every time.

The practice of forcing the junior members has been very detrimental to our organization by putting undue burden on the newest most impressionable members. We have been extremely successful in attracting seasoned and experienced employees to join our organization. The average age of the last eight employees we have hired is 35, so most come to us with many life and family responsibilities, which makes it very difficult for them to be told at the conclusion of their shift they are ordered to stay another 24-hours.

Last year, this force in practice cost us one of our highest trained employees. We were able to attract him here with fifteen plus years of experience and more certifications than anyone else in our organization; however, unfortunately his spouse had a very important job, and he was unable to manage childcare responsibilities when he was consistently ordered to stay at work for an additional 24-hours with short notice.

I would ask you consider allowing me to over hire one employee starting approximately June 1st, which would considerably reduce the burden on the junior members to be forced in to fill vacancies during the summer vacation season due to the current and impending FMLA leave occurrences. This will help us retain our high-quality experienced work force.

Because we are currently going through the work of hiring and onboarding one employee the economies of scale apply if we could over hire one. The additional staff member will save approximately 900 hours of overtime, which equates to approximately \$23,202.

We will also recognize savings in the overall salary budget because we are replacing an employee at top pay with an employee at starting pay, which equates to approximately \$15,000 and allows us to onboard another high-quality employee and sets the organization up for a successful transition upon the next retirement.

Below is a quick cost breakdown from June through December 2023:

-Proposal gross cost	\$59,628
-Overtime savings	(\$23,202)
-Salary savings	(\$15,000)
-Proposal net cost 2023	\$21,426
 -Proposed gross cost 2024	 \$105,500.00 (If we have no vacancies in 2023)

There are no articles in the collective bargaining agreement that specify the number of firefighters in the organization or the number of firefighters on duty at any time. All of these decisions fall under management rights so no negotiation with the union is required for this proposal.

I propose permanently hiring this employee as we have experienced three vacancies per year and will likely stay on pace for the next several years. In the event we do not have any vacancies the cost to support this extra employee would be \$105,500.00 in the 2024 budget.

Thank you for your consideration of this proposal. If you have any questions, please do not hesitate to ask.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 11, 2023

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Consideration and Possible Action on Request from the Chief of Police to authorize expenditure of \$5,000 to purchase recruitment materials, backdrops, signage, and branding materials for the Police Department. The funding source would be the Wisconsin Grant Allocated to the De Pere Police Department. *

The City of De Pere Police Department has been allocated a grant from the State of Wisconsin in the amount of \$56,452.50. Approximately \$34,740 still remains available for use. We are seeking authorization to purchase recruitment supplies, backdrops, signage, and branding materials from that grant fund. Please see the attached justification memo, which details other purchase requests and funds remaining.

ATTACHMENTS:

- Expenditures and Proposed Spending Spreadsheet Final (PDF)
- Request for Recruitment Materials April 2023 56K Allocation (PDF)

De Pere Police Department 56K Allocation Funding Projects

Allocation Awarded by State of Wisconsin

\$ 56,452.00

Previous Expenditures

Description	Amount	Remaining Allocation
2 RECON E-Bikes for Bike Patrol	\$ 9,974.00	\$ 46,478.00
SQL Server Licenses for Mobile Users	\$ 4,630.80	\$ 41,847.20
4 Handheld Radar Units	\$ 2,967.00	\$ 38,880.20
3 Rechargeable Scene Lighting	\$ 1,618.00	\$ 37,262.20
PBT Alcohol Sensors	\$ 1,150.00	\$ 36,112.20
12 Emergency Entry Crow Bars	\$ 1,371.60	\$ 34,740.60

New Proposed Spending 2023

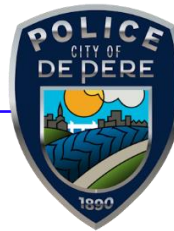
Department Facilities Updates	20,000	\$ 14,740.60
Pepperball Less Lethal Launchers	4,000	\$ 10,740.60
Recruitment Materials, Signage, etc.	5,000	\$ 5,740.60

DE PERE

POLICE DEPARTMENT

325 S. Broadway
De Pere, WI 54115
920-339-4079

Jeremy A. Muraski
Chief of Police



To: Finance and Personnel Committee, De Pere City Council

From: Jeremy A. Muraski, Chief of Police

Date: April 11, 2023

Subject: Request for Authorization to Spend \$5,000 for Recruitment Materials from the \$56,000 Grant Allocation received by the De Pere Police Department.

There are a ton of challenges facing law enforcement in this day and age, but perhaps none are larger than Recruitment and Retention of high quality, high character police officers. For a variety of reasons, recruitment pools are a fraction of the size they were even 5 years ago, meaning that we must cast a much wider recruiting net to ensure that we are locating the best possible candidates in that ever-shrinking pool.

Department recruitment efforts have become extremely competitive and although unheard of a few years ago, departments are now even actively recruiting officers as lateral transfer candidates from other law enforcement agencies. Chiefs commonly call this “poaching officers” and until relatively recently this was looked down upon and considered somewhat dishonorable. Many agencies are even assigning personnel to be full-time recruiters. The reality is that we have entered what I refer to as the “Free Agency Era” of policing. To be competitive in this environment, departments really need to stand out, to showcase their cities, their facilities, their equipment, their work environment, and their workplace culture in an effort to attract the best and brightest applicants. We also find ourselves sending our recruitment team to ever-larger geographic areas.

For the above reasons, I am asking for approval to spend \$5,000 for the purchase of recruitment materials such as custom printed brochures, signage, a visual backdrop for job fairs, press releases, and public appearances, and other branding materials that showcase our agency and city. Of the \$56,452 originally allocated to the police department, \$34,740 still remains available for use pending other proposed expenditures I have forwarded for your consideration. I have attached a spreadsheet to this request and another request showing spending to date and remaining funds in that allocation for your reference.

Thank you for your time and consideration.

Jeremy A. Muraski, Chief of Police



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 11, 2023

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Consideration and Possible Action on Request from the Chief of Police to authorize expenditure of \$4,000 to purchase less lethal "Pepperball Launchers" for the Police Department. The funding source would be the Wisconsin Grant Allocated to the De Pere Police Department. *

The City of De Pere Police Department has been allocated a grant from the State of Wisconsin in the amount of \$56,452.50. Approximately \$34,740 still remains available for use. We are seeking authorization to purchase 2 Pepperball launchers and related supplies and training materials from that grant fund. Please see the attached justification memo, which details other purchase requests and funds remaining.

ATTACHMENTS:

- Expenditures and Proposed Spending Spreadsheet Final (PDF)
- Request for Pepperballs April 2023 56K Allocation (PDF)

De Pere Police Department 56K Allocation Funding Projects

Allocation Awarded by State of Wisconsin

\$ 56,452.00

Previous Expenditures

Description	Amount	Remaining Allocation
2 RECON E-Bikes for Bike Patrol	\$ 9,974.00	\$ 46,478.00
SQL Server Licenses for Mobile Users	\$ 4,630.80	\$ 41,847.20
4 Handheld Radar Units	\$ 2,967.00	\$ 38,880.20
3 Rechargeable Scene Lighting	\$ 1,618.00	\$ 37,262.20
PBT Alcohol Sensors	\$ 1,150.00	\$ 36,112.20
12 Emergency Entry Crow Bars	\$ 1,371.60	\$ 34,740.60

New Proposed Spending 2023

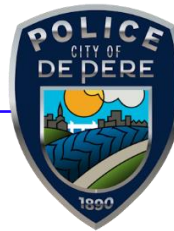
Department Facilities Updates	20,000	\$ 14,740.60
Pepperball Less Lethal Launchers	4,000	\$ 10,740.60
Recruitment Materials, Signage, etc.	5,000	\$ 5,740.60

DE PERE

POLICE DEPARTMENT

325 S. Broadway
De Pere, WI 54115
920-339-4079

Jeremy A. Muraski
Chief of Police



To: Finance and Personnel Committee, De Pere City Council

From: Jeremy A. Muraski, Chief of Police

Date: April 11, 2023

Subject: Request for Authorization to Spend \$4,000 for less lethal “Pepperball” Launchers from the \$56,000 Grant Allocation received by the De Pere Police Department.

In the past 6 months, our officers have encountered resistive or assaultive individuals in situations that made conventional arrest tactics ineffective. In one case, a male who had committed several crimes and led officers in a pursuit ended up in a culvert, yet still refused to give up. Due to the presence of water and the tight confines, Tasers were not able to be deployed. In the second scenario, a male under the influence of methamphetamines armed himself with knives inside a major retailer in our city and barricaded himself in a bathroom, and utilize the bathroom stall as cover.

In both of these cases, our agency needed to request outside assistance from other agencies for the use of “Pepperball” launchers, which resulted in a delay getting them on scene. These less lethal devices have a similar function to a paintball gun, however, instead of dispensing paintball rounds, they dispense rounds with powdered Oleoresin Capsicum (the O.C. in O.C. spray). These launchers allow officers to deploy pepper spray much farther than a traditional can of pepper spray, and also allow the officer to deploy them on an armed or resistive individual from a safer distance helping to keep the officer safe, while acting to impede a suspect’s ability to resist. In both of the above mentioned cases these devices were needed to safely effectuate the arrest of the involved individuals, while also keeping the officers at safer distances and giving the officers a tactical advantage while still being a much less lethal use of force than other means.

For the above reasons, I am asking for approval to spend \$4,000 for the purchase of 2 “Pepperball” launchers and associated training materials. Of the \$56,452 originally allocated to the police department, \$34,740 still remains available for use pending on other proposed expenditure I have forwarded for your consideration. I have attached a spreadsheet to this request and another request showing spending to date and remaining funds in that allocation for your reference.

Thank you for your time and consideration.

Jeremy A. Muraski, Chief of Police

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

MEETING DATE: April 11, 2023

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Consideration and Possible Action on Request from the Chief of Police to authorize expenditure of \$20,000 to fund repairs and updates to common areas in the Police Department. The funding source would be the Wisconsin Grant Allocated to the De Pere Police Department. *

The City of De Pere Police Department has been allocated a grant from the State of Wisconsin in the amount of \$56,452.50. Approximately \$34,740 still remains available for use. We are seeking authorization to fund repairs and updates to police department common area facilities from that grant fund. Please see the attached justification memo.

ATTACHMENTS:

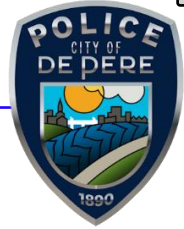
- Request for Facility Remodel April 2023 56K Allocation (PDF)
- Expenditures and Proposed Spending Spreadsheet Final (PDF)

DE PERE

POLICE DEPARTMENT

325 S. Broadway
De Pere, WI 54115
920-339-4079

Jeremy A. Muraski
Chief of Police



To: Finance and Personnel Committee, De Pere City Council

From: Jeremy A. Muraski, Chief of Police

Date: April 11, 2023

Subject: Request for Authorization to Spend \$20,000 for Department facility repairs and updates to common areas from the \$56,000 Grant Allocation received by the De Pere Police Department.

Many areas of the police department have not been remodeled, updated, or improved in over 2 decades. The police break room is particularly run down, having cabinets that have sustained water damage and are easily 40 years old. Officers are taking their lunch breaks, if call volume allows, in a really run down environment that while very unwelcoming, is also hard to clean and maintain. This can negatively impact the morale of our existing officers and is notably embarrassing when we give facility tours to prospective new employees. In an era where recruitment and retention of police personnel is proving to be very difficult and extremely competitive, things that seem minor on the surface like the quality of our daily use facilities, can actually have a serious detrimental impact on our ability to convince the ever-shrinking pool of high-quality candidates to come and work for our city.

The same applies to our locker rooms and common areas of the department. Other than new carpeting on the first floor, there have been no updates, not even a fresh coat of paint in most of these areas due to budget constraints and myriad other funding priorities. Facility improvements such as new paint, electrical wiring upgrades, replacement cabinets, countertops, sinks, a table and chairs, and basic food preparation options for the break room, locker rooms, and common areas are some of the much needed improvements to our department and will certainly benefit current employees while also making us more attractive to potential future employees.

For the above reasons, I am asking for approval to spend \$20,000 to repair, update, and improve our break rooms and common meeting areas within the police department facility. Of the \$56,452 originally allocated to the police department, \$34,740 still remains available for use. I have attached a spreadsheet to this request and another request showing spending to date and remaining funds in that allocation for your reference.

Thank you for your time and consideration.

Jeremy A. Muraski, Chief of Police

De Pere Police Department 56K Allocation Funding Projects

Allocation Awarded by State of Wisconsin

\$ 56,452.00

Previous Expenditures

Description	Amount	Remaining Allocation
2 RECON E-Bikes for Bike Patrol	\$ 9,974.00	\$ 46,478.00
SQL Server Licenses for Mobile Users	\$ 4,630.80	\$ 41,847.20
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12 Emergency Entry Crow Bars	\$ 1,371.60	\$ 34,740.60

New Proposed Spending 2023

Department Facilities Updates	20,000	\$ 14,740.60
Pepperball Less Lethal Launchers	4,000	\$ 10,740.60
Recruitment Materials, Signage, etc.	5,000	\$ 5,740.60



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 11, 2023

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and possible action on proposed development agreement terms with the City of De Pere, Wolter Investment Company LLC, and Wolter, Inc. for a proposed development on of Parcel WD-364-D-505-8 for the development of an 88,000-square-foot manufacturing, warehouse, and office facility*

ATTACHMENTS:

- Wolter Comp - Matthew Drive Term Sheet Memo - April 2023 (PDF)
- Wolter De Pere 3 23 23 LOI (PDF)
- Wolter Exhibit Map (PDF)
- Exhibit A - Wolter De Pere Preliminary Conceptual Site Plan 3-24-2023 (reduced size) (PDF)
- Exhibit B - TID 11 Amendment Map DRAFT (PDF)

CITY OF DE PERE MEMO



To: Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: April 11, 2023

RE: **Consideration and possible action on proposed development agreement terms with the City of De Pere, Wolter Investment Company LLC, and Wolter, Inc. for a proposed development on of Parcel WD-364-D-505-8 for the development of an 88,000-square-foot manufacturing, warehouse, and office facility***

Background

The City of De Pere ("City") received a request from Wolter Investment Company LLC (Developer/ Owning Entity) and Wolter, Inc. (Occupying Entity) to acquire and develop an unaddressed parcel on Matthew Drive (WD-364-D-505-8). Wolter (formerly Wisconsin Lift Truck) currently leases the adjacent 102,000-square-foot facility at 1776 W Mathew Drive. Their lease is set to expire in 2024 and they would like to move aggressively to construct a new facility in De Pere to open in 2024. The proposed facility would be owned and managed by Wolter Investment Company, LLC, and occupied by Wolter, Inc. Per Wolter:



Intended Use, Site Plan, and Building Development:

The Property would be used for Wolter's existing material handling business already operating in the De Pere Business Park. Site plan and building layout are presently being designed. Building shall be single story and approximately 88,000 SF including 10% office space. There will also be an area of fenced and screened outdoor storage.

Proposed Development

The proposed project would be modeled after their existing facility in materials and color palettes and would be subject to the zoning code requirements for materials, setbacks, landscaping, etc. The proposal includes an 88,000-square-foot facility comprised of approximately 10,000 square feet of office, 6,000 square feet of flexible space, and 72,000 square feet for a workshop, warehouse, and service areas. The site also includes exterior fencing, loading bays, and 76 total parking stalls. Said facility is expected to cost approximately \$8,000,000. Wolter will guarantee an anticipated value of \$4,800,000, which calculates to an \$82,000 minimum annual tax payment.

The Developer requests site assembly and project cost assistance to relocate their facilities. Specifically, the Developer requests a site assembly grant valued at \$257,880 to be issued to Wolter Investment Company LLC and a project cost reimbursement grant valued at \$320,000 issued to Wolter, Inc. payable at the completion of the project. The total value of the request is approximately 12% of the guaranteed value and is similar to other development projects in the business parks.

WOLTER DEVELOPMENT SITE INFORMATION SUMMARY:

Address:	TBD
Parcel IDs:	WD-364-D-505-8
Acres:	8.596
Anticipates Sale Value:	\$257,880

Purpose Use:	Office/ warehouse/equipment service shop/ exterior fenced storage
Future Land Use:	Business Park
Zoning:	Business Park 1 (BP-1)
Proposed Zoning:	Unchanged

Current Total Assessed Value (full value):	\$0
Current Total Assessed Value (equated):	\$0

Potential New Building Value (full):	\$5,016,000
Office:	\$1,056,000 (8,800 sq ft x \$120 per square foot)
Storage/Warehouse:	\$3,960,000 (79,200 sq ft x \$50 per square foot)
Potential New Building Value (equated):	\$4,806,331 (rounded to \$4,800,000)

Guaranteed Annual Revenue	\$82,000 (rounded) <i>\$4,800,000 x 0.017160374 (current mill rate)</i>
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Example Site Plan



PROPOSED TERMS**General Information**

Parties:	City of De Pere Wolter Investment Company LLC (Developer/ Owing Entity) Wolter Inc (Occupying Entity)
Purpose Use:	Office/ warehouse/equipment service shop/ exterior fenced storage
Anticipated Construction Value:	\$8,000,000
Anticipated New Assessed Value (equated):	\$4,800,000
Anticipated New Increment Value:	\$4,800.000
Newly Generated Annual Increment Revenue:	\$82,000

Developer Obligations:

1. **Proposed Development:** The developer shall construct a minimum 88,000-square-foot single story building.
2. **Timelines:**
 - a. Secure site plan approvals by August 31, 2023.
 - b. Commence construction by November 1, 2023.
 - c. Complete Construction by November 1, 2024.
 - d. Final assessed value by January 1, 2025.
3. **Assessed Value and Tax Revenue:** Developer guarantees a minimum annual tax increment revenue value of \$82,000. The City and/or State of Wisconsin shall assess the development project in accordance with the real estate valuation requirements for similar mixed commercial under Wis. Stats, §70.32. The Total Project Grant is premised upon the completed development project having an equated assessed value equal to the guaranteed value for real property tax purposes of not less than \$4,800,000; however, in no case shall the annual tax value be less than \$82,000. The Developer 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 annual tax increment revenue.

City Obligations:

1. **TID No. 11 Amendment.** The City shall work with the Joint Review Board to amend TID No. 11 to include the subject parcel. The amendment is intended to be completed no later than September 30, 2023; however, approval of the TID amendment is subject to the Joint Review Board's discretion and a condition precedent required prior to the execution of a development agreement between the parties.
2. **Site Assembly Grant.** The City shall provide the Developer with a Site Assembly Grant of \$257,880 at the close of the purchase of the subject property. Site Assembly Grant shall be issued to *Wolter Investment Company LLC*.
3. **Developer Project Cost Reimbursement Grant.** The city shall provide Occupant with a Project Cost Reimbursement Grant ("project grant") of \$320,000 to reimburse Project Costs incurred by the Developer. Such project grant shall be payable after the Certificate of Occupancy is issued and the Development Services Director has reviewed and verified final project costs, which such review may not be unreasonably withheld or delayed. However, at no point shall the project grant be issued prior to September 1st of the subject year unless the Developer notifies the City by October 1st of the preceding year that they expect to

complete the project between January 1st and August 31st of the subject year. The project grant shall be issued to *Wolter, Inc.*

4. **Sales Commission:** The City shall pay a sales commission of \$12,894 to Jones Lang LaSalle Brokerage Inc. A Texas Corporation. The sale commission is calculated as 5% of the sale value of the property prior to the Site Assembly Grant.

Recommendation:

Staff recommends approval of the term sheet and if the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting.

March 9th, 2023

Mr. Daniel J Lindstrom

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

RE: Parcel ID: WD-364-D-505-8
8.59 Acres on W. Matthew Dr., ("The Property")
De Pere, WI

Dan:

Per our recent conversation, I am submitting this Letter of Intent to Purchase ("LOI") the above referenced Property from the City of De Pere, WI ("Seller") on behalf of Wolter Investment Company, LLC ("Buyer").

Business/ Project Name:

Wolter Investment Company, LLC. /Acquisition of 8.59 Acres for the purpose of constructing an approximately 88,000 SF Light Industrial/ Office facility on the property.

A short introduction summary and property management structure:

Wolter (Formerly Wisconsin Lift Truck Corp.) currently leases a 102,000 SF light industrial facility at 1776 W. Matthew Dr., De Pere, WI. Wolter is interested in purchasing subject Property for the purpose of constructing a new 80,000 SF facility to replace 1776 W. Matthew Dr. The new facility would be owned and managed by Wolter Investment Company, LLC.

The intended use of the property, including a description of site plan and building development:

The Property would be used for Wolter's existing material handling business already operating in the De Pere Business Park. Site plan and building layout are presently being designed. Building shall be single story and approximately 88,000 SF including 10% office space. There will also be an area of fenced and screened outdoor storage.

Anticipated square feet and unit breakdown:

88,000 SF with approximately 10% office space

Conceptual site plan sketch:

Attached as 'Exhibit A Wolter De Pere Preliminary Site Test Fit'

Anticipated land use:

Light Industrial/ Manufacturing with fenced and screened outdoor storage.

Anticipated construction value/ cost:

\$8,000,000.00

James M. Young

Senior Vice President
250 E. Wisconsin Ave.
Milwaukee, WI 53202

T +1 262 853 4002
E James.Young@jll.com
W us.jll.com



Anticipated new assessed value:

\$4,800,000.00 or @ 60% of construction value, predicated on TIF assistance and a TID amendment to reach the parcel, in addition to the land buy down incentive.

Anticipated/guaranteed property value:

\$4,800,000.00 (@60% per above)

If requested, the type of TIF request (cash grant, milestone cash grant, **land grant**, NPV – PAYGO, etc.) and proforma documentation showing the projected gap:

Land Grant requested/ Projected gap to be determined, if any, and any other potential relevant cash grants/ tax credits available.

Request to amend the comprehensive plan future land use and existing zoning (if applicable)

TIF/TID Extension

A timeline of development:

Wolter's intended timeframe would be to close on the land within 90 days of an accepted 'Letter of Intent' with a groundbreaking upon all required local, State approvals of the project. Time is of the essence given Wolter's current lease expires June 30th, 2024 and their intention would be to complete this new facility no later than October 31st, 2024.

The development agreement date:

On or around June 10th, 2023

The desired construction start date:

On or around August/ September 1, 2023 – Subject to All necessary State, Local, Governmental Etc., approvals of the project.

Target Certificate of Occupancy date/opening:

On or around November 1, 2024

Full Assessed Value date:

\$4,800,000.00

The terms contained herein are intended to establish the basic business terms for a transaction between Wolter Investment Company, LLC., and the City of De Pere, WI for the acquisition of land owned by the City of De Pere, WI. This LOI is non-binding on all parties. Only a mutually agreed to and mutually executed Purchase and Sale Agreement / Offer to Purchase shall bind parties.

Jones Lang LaSalle., Inc. ("Broker") is recognized by the City of De Pere as the representative of Wolter Investment Company, LLC for purposes of this land acquisition and shall be paid a standard market real estate commission subject to a separate agreement between Seller and Broker.

James M. Young
Senior Vice President
250 E. Wisconsin Ave.
Milwaukee, WI 53202

T +1 262 853 4002
E James.Young@jll.com
W us.jll.com



We look forward to your prompt response to this Letter and the terms contained herein. Please acknowledge receipt of this document to me at james.young@jll.com

Sincerely,

A handwritten signature in black ink, appearing to be "JY", written over a light blue circular background.

James M. Young
JLL Brokerage Inc.
C: (262) 853-4002

CC: Jerry Weidmann, Steve Kletzien

James M. Young
Senior Vice President
250 E. Wisconsin Ave.
Milwaukee, WI 53202

T +1 262 853 4002
E James.Young@jll.com
W us.jll.com



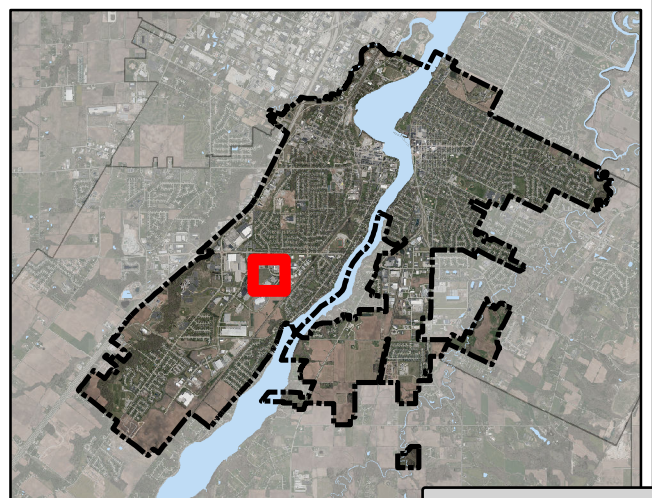
Property Map WD-364-D-505-8 City of De Pere



- Subject Parcel
- Current Wolter Building

0 125 250 500 750 1,000 Feet

This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map.



Data Source



1

PRELIMINARY CONCEPTUAL SITE PLAN

SCALE: 1" = 40'-0"



SITE INFORMATION

SITE INFORMATION	
SIZE (TOTAL)	8.59 ACRES (374,421 SF)
ZONING	BP-1
OPEN SPACE:	
REQUIRED	20% = 1.72 ACRES (74,884 S.F.)
PROVIDED	37.1% = 3.19 ACRES (138,952 S.F.)
SETBACKS	
40' STREET FRONTAGE	
20' SIDE	
20' REAR	
PARKING INFORMATION	
PARKING PROPOSED	72 STALLS
HCP PARKING PROPOSED	4 STALLS
TOTAL PARKING PROPOSED	76 TOTAL STALLS
BUILDING INFORMATION	
HEIGHT	28'-0"
SQUARE FOOTAGE	88,000 SQ. FT.

WOLTER, INC.

W. MATTHEW DR.
DE PERE, WI

SHEET TITLE:
PRELIMINARY CONCEPTUAL SITE PLAN

A0.1

Packet Pg. 49

PROJECT NUMBER: 23-203



REVISIONS:

-	X
-	
-	
-	
-	
-	
-	
-	

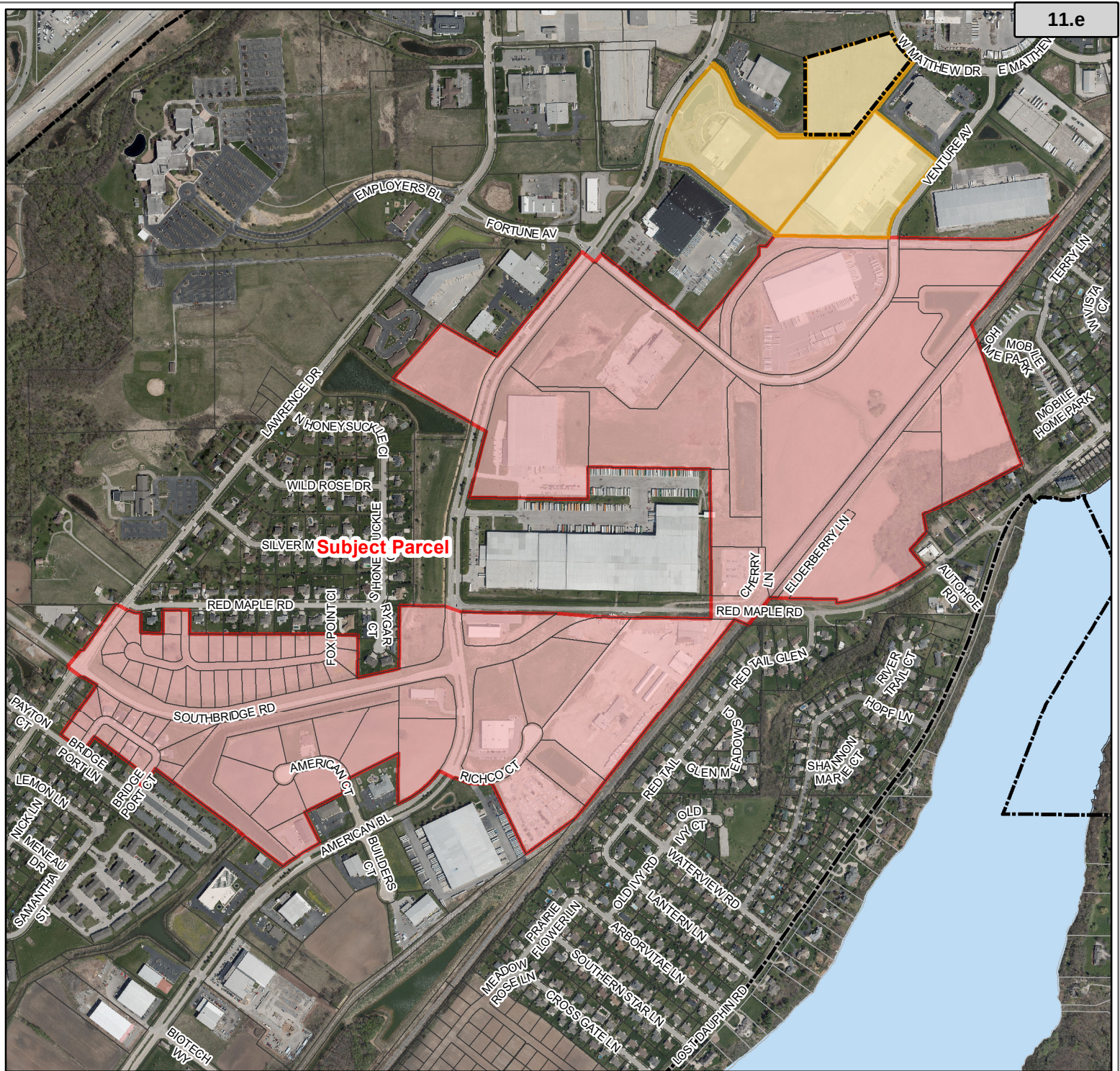


(OFFICE) 262-784-1010

(OFFICE) 262-786-6776

11.d

WOLTER, INC. IS UNLAWFUL FOR ANYONE TO USE OR REPRODUCE BY ANY MEANS ALL OR ANY PORTION OF THESE CONSTRUCTION DOCUMENTS WITHOUT THE EXPRESSED WRITTEN PERMISSION OF PATERA LLC.



Property Map WD-364-D-505-8

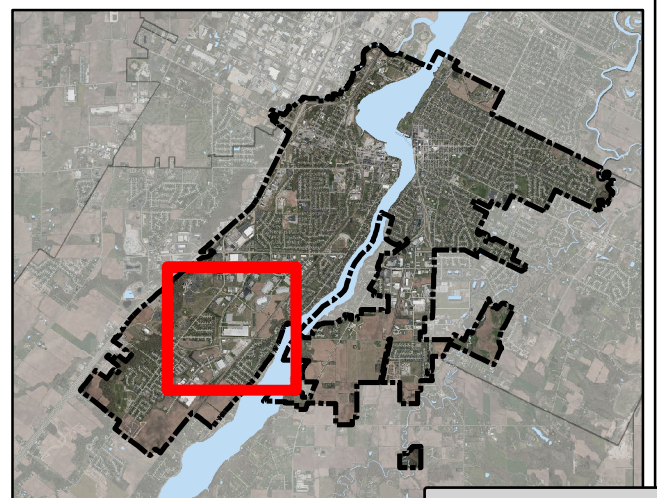
City of De Pere



- Subject Parcel
- TID No. 11
- Anticipated TID No. 11 Amendment Area

0 500 1,000 2,000 3,000 4,000 Feet

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Data Source



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 11, 2023

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and Possible Action on the proposed amendment to the Consulting Services Agreement Between the City of De Pere and Vierbicher Associates, Inc. (SP21-02 Community Development Block Grant Special Project Grant Program Administration for Affordable Housing Conversion Project located at 525 North Tenth Street).*

ATTACHMENTS:

- Proposed CDBG Grant Management Agreement Amendment - April 2023 (PDF)
- 2023_03_28 Amendment 220045 Vierbicher De Pere CDBG SP (PDF)
- Post Monitoring Letter -De Pere (PDF)

CITY OF DE PERE MEMO



To: Finance and Personnel Committee
 From: Daniel Lindstrom, Development Services Director
 Date: April 11, 2023

RE: **Consideration and possible action on the proposed amendment to the Consulting Services Agreement Between the City of De Pere and Vierbicher Associates, Inc.** (Community Development Block Grant Special Project Grant Program Administration for Affordable Housing Conversion Project located at 525 North Tenth Street).

Background

In 2021, the City of De Pere applied to the Wisconsin CDBG Special Project fund for a 55+ older/senior housing affordable housing conversion of the vacant former assisted living facility at 525 N Tenth Street. The City was awarded a grant from the Wisconsin Department of Administration for Northpointe Development to renovate and reopen the vacant building as a senior living facility in 2022. The City anticipated not having the in-house expertise or capacity to complete the necessary federal grant reporting and as such included grant administration in the proposed project budget. Therefore, the City was awarded \$1,522,500 for the project. (\$1,500,000 project, and \$22,500 for grant administration).

In April of last year, the Common Council approved an agreement with Vierbicher Consultants Inc. in the amount of \$17,500 for grant management. The project utilized the lump sum fee but the City; however, through our grant manager, the DOA has requested additional contractor coordination outside of the originally anticipated scope. Therefore, city staff requests an amendment to the agreement for an additional \$5,000 to finalize the requests by the Department of Administration (DOA) and close out the project. The proposed amended total scope and fee shall be \$22,500 and paid through the CDBG grant.

Finally, I also wanted to inform the Council that the DOA recently complete a required desk monitoring visit for the CDBG Grant. The DOA reviewed all the files related to (1) Administration, (2) National Objective Compliance, (3) Procurement and Contracting, (4) Environmental Review, (4) Equal Opportunity, Fair Housing, and Section 3 Compliance, (5) Labor Standards, and (6) Reporting, and (7) Contract language and found the project to be in compliance and they have no additional concerns with the grant management.



999 Fourier Drive, Suite 201
Madison, Wisconsin 53717
(608) 826-0532 phone
(608) 826-0530 fax
www.vierbicher.com

April 11th, 2023

Re: Agreement Amendment No. 1
De Pere CDBG SP 21-02 – De Pere, WI

Dear Daniel Lindstrom:

We propose to amend our current Agreement, (April 11th, 2023) for consulting services for the City of De Pere CDBG SP 21-02 to include the additional services requested. The following services shall be provided:

I. SCOPE OF ADDITIONAL SERVICES:

- A. Additional Labor standards monitoring beyond the original scope.
 - 1. Additional contractor coordination is required.
- B. Coordination with the developer.

II. SCHEDULE:

- A. The schedule to complete the activities noted above are as follows:

<u>Activity</u>	<u>Date</u>
-----------------	-------------

- | | |
|----------------------------------|--------------------------------|
| 1. Final Project Close out | April 25 th , 2023. |
|----------------------------------|--------------------------------|

III. FEE STATUS:

- | | |
|--|-----------------|
| A. Original Agreement | \$17,500 |
| B. Agreement Amendment No. 1 | \$5,000 |
| Current Total Agreement Amount: | \$22,500 |

All other terms and conditions of the original Agreement remain in effect.

If the Agreement amendment is acceptable, please sign below and return one executed copy to our Madison office.

Sincerely,

Vierbicher Melissa M. Hunt
Department Manager

James Boyd, City of De Pere Mayor

Authorization to Proceed:

© 2023 Vierbicher Associates, Inc.

Date: _____



Tony Evers, Governor
Kathy Blumenfeld, Secretary
Susan Brown, Division Administrator

March 27, 2023

The Honorable James Boyd, Mayor
City of De Pere
335 S Broadway
De Pere, WI 54115

RE: City of De Pere, Community Development Block Grant Affordable Housing Special Project
Desk Monitoring Notice for CDBG SP 21-02

Dear Mayor Boyd:

This letter is to follow up the review of the City's CDBG Special Project funded by the Division of Energy, Housing and Community Resources Community Development Block Grant Program, Grant Agreement SP 21-02. We would like to thank Ms. Lisa Marone, from Vierbicher, for the assistance provided. She was very helpful in providing information and project documentation for our review.

During the desk monitoring, the Division reviewed the following files:

- Administration
- National Objective Compliance
- Procurement and Contracting
- Environmental Review
- Equal Opportunity, Fair Housing, and Section 3 Compliance
- Labor Standards
- Reporting
- Contract language

The monitoring review resulted in no finding(s) and no concern(s).

Please contact me at (608) 261.7744, or via email at: Cassandra.Dobson1@Wisconsin.gov, if you have any questions.

Sincerely,

Cassandra Dobson, Grant Specialist- Advanced
Bureau of Community Development
Division of Energy, Housing and Community Resources

cc: Carey Danen, City Clerk, City of De Pere
Larry Delo, City Administrator, City of De Pere
Lisa Marone, Vierbicher
Tamra Fabian, Section Chief, DEHCR
David Pawlisch, Director, Bureau of Community Development



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 11, 2023

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and Possible Action on the proposed amendment to the Consulting Services Agreement Between the City of De Pere and Walker Consultants, Inc. (Parking Study Implementation and Parking Analysis).*

ATTACHMENTS:

- Parking Agreement Amendment - April 2023 (PDF)
- WalkerAddServicesProposal_DePereParkingPlanning_03.31.23 (PDF)

CITY OF DE PERE MEMO



To: Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: April 11, 2023

RE: **Consideration and possible action on the proposed amendment to the Consulting Services Between the City of De Pere and Walker Consultants, Inc. (Parking Study Implementation and Parking Analysis).**

Background

Last August, the Common Council approved an agreement with Walker Consultants to perform several downtown parking-related services described below.

- Task 1: Redevelopment Agreement Consulting
- Task 2: Parking Garage Financial Analysis
- Task 3: Parking Needs Study

Task 3 included understanding the impact to parking in downtown as a result of the development of the former Shopko store. Last year, Walker began Task 3 by analyzing basic land use assumptions given to the staff from the new ownership group (De Pere 230 Development Partners LLC); however, the ownership group modified the assumptions to include a greater mix of land uses; therefore, Walker needs to update the parking needs assessment and update the parking study to accurately reflect the potential impact of the redevelopment of the former Shopko building. Walker utilizes the ULI Shared Parking methodology to develop a model to determine development parking needs at full-build out and occupancy. The cost to re-evaluate the land use assumptions in task three is \$6,000. Walker can commence work on the attached expanded scope of services within one (1) week of receiving a signed copy of this agreement and could complete an amended analysis within four (4) weeks of receipt of a signed agreement.

Funding

Staff requests the continued use of unassigned reserves for the amendment. During future development discussions with the former Shopko ownership group, the City could consider including professional services reimbursements for any consulting services necessary to properly evaluate the project.



1660 S. Highway 100, Suite 545
Minneapolis, MN 55416
952.595.9116
WalkerConsultants.com

March 31, 2023

Mr. Daniel J. Lindstrom, AICP
Director of Development Services
City of De Pere, Wisconsin
335 S. Broadway
De Pere, Wisconsin 54115

Re: *Proposal for Parking Planning Services Related to the Shopko Redevelopment*
Parking Needs Study Update
De Pere, Wisconsin

Dear Mr. Lindstrom:

Per Walker's proposal for parking planning services dated August 10, 2022, Task 3 involved projecting the anticipated parking needs of the development proposed on the former Shopko site in downtown De Pere. Walker completed its analysis based on a previous development proposal which has since been dramatically altered. Now, the City of De Pere is requesting that Walker perform a similar parking needs analysis for the site, based on a new development proposal.

To complete this new parking needs analysis, Walker proposes the following scope of services:

1. Request from the City and review detailed program data for the development.
2. Request from the City and review available data related to the current use of existing City-owned parking facilities that will be displaced, sold, or transferred to a private owner as part of the project.
3. Using the Urban Land Institute's Shared Parking methodology, develop a model to determine the peak parking needs of the development at full-build out and occupancy. Provide recommendations for the number of spaces required to serve the development and identify how the development's parking needs may vary by:
 - a. Month of year;
 - b. Day of week; and
 - c. Hour of day.
4. Compare the projected peak parking demand expected to be generated by the development with the proposed parking supply and, if necessary, identify strategies to manage parking demand among user types and mitigate any projected parking supply shortages.
5. Prepare a summary memorandum documenting the process, results, and conclusions of the shared parking analysis using narrative, tables, and graphics. Conclusions will include projected parking need for each user type based on proposed development plans.



6. Submit the draft memorandum to the City for review and comment.
7. Participate in one (1) conference call with the City to discuss the results of the parking demand analysis and answer any questions.
8. Update the memorandum based on the review call and any comments received in writing from the City and deliver the final memorandum to the City in electronic format.
9. Based on program information for the development provided by the City

Schedule

Walker can commence work on the above scope of services within one (1) week of receiving a signed copy of this agreement. Walker anticipates completing and delivering its draft memorandum to the City within four (4) weeks of receipt of a signed agreement.

Final deliverables can typically be provided within two (2) weeks of receiving comments on draft deliverables.

Professional Fee

Walker proposes to complete the above scope of services for a lump sum professional fee of Six Thousand Dollars (\$6,000.00). Reimbursable expenses will be billed at 1.15 times the cost of travel and living expenses, purchase or rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile charges, additional service consultants, and other project related expenses. However, Walker does not anticipate incurring any expenses in the completion of this scope of services.

Walker is dedicated to providing our clients with professional services that meet project requirements and deadlines. If you should have any additional questions, please do not hesitate to call or email us.

Sincerely,

WALKER CONSULTANTS

A handwritten signature in black ink, appearing to read "K. White".

Kevin White, AICP, CAPP
Parking and Mobility Consultant

A handwritten signature in black ink, appearing to read "Eric Haggett".

Eric Haggett, LEED Green Associate
Director of Planning



Authorization

Trusting that this proposal meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

City of De Pere

Authorized Signature _____

Printed Name _____

Title _____

Date _____



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 11, 2023

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and Possible Action on proposed development agreement terms with MASK LLC (Belmark) for a proposed redevelopment of 1862 Commerce DR to include a 20,000-square-foot central maintenance shop.*

ATTACHMENTS:

- 1862 Belmark Plant 8 - Term Sheet Memo (PDF)
- Belmark Map (PDF)
- Exhibit A - Plant 8 Proposed Site Plan (PDF)
- Exhibit B - Shawano Plant Example (PDF)
- Exhibit C - Shawano Building Profile Sheet (PDF)
- Exhibit D - De Pere Campus Material (PDF)

CITY OF DE PERE MEMO



To: Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: April 11, 2023

RE: **Consideration and possible action on proposed development agreement terms with MASK LLC (Belmark) for a proposed redevelopment at 1862 Commerce DR to include a 20,000-square-foot central maintenance shop. ***

The City of De Pere ("City") received a request from Belmark Inc/MASK LLC, ("Belmark" or "Developer") to assist with the construction of a central maintenance facility (commonly known as Plant No. 8). Belmark recently completed construction on Plant No. 7, a warehouse and office facility at the current southern terminus of Commerce Drive. Belmark originally intended to purchase the former Song Industries building following their relocation to expand plant No. 2 at 1862 Commerce Drive. During the Plant No. 2 design, Belmark determined that site was not large enough to accomplish the needed addition, so the decision was made to work with the City to construct what is now Belmark Plant No. 7 at 2020 Commerce Drive. Per Belmark:

Intended Use, Site Plan and Building Development:

Plant #8 will be used to centralize our Maintenance and Facility Management. Plant #2 will be repurposed for our Digital Flexible Packaging Operation. Plant #8 will be new construction of approximately 100' x 200' and will consist of 6,000 sq. ft. of office with a mezzanine for parts storage above and another 14,000sq. ft. of maintenance material storage. Plant #2 manufacturing space will be remodeled to accommodate the new technology with the future expansion footprint thought through as to not interfere with plant #8. Exhibit A shows the locations of the buildings on the site.

Proposed Development

The proposed project is modeled from Belmark's other recently completed projects. The central maintenance facility will be constructed either using the same material used in both Plant #6 in Shawano or the New Plant #7 in De Pere or will be a metal construction with the offices and front of the building using the same block and materials as currently on the De Pere Campus as allowed by the zoning code. Exhibits B and C show the example of the Shawano facility and the material used. Exhibit D illustrates the block used for the De Pere Campus. Belmark anticipates the cost of the facility to run from \$180 to \$220 per sq. ft. or \$3,600,000 to \$4,400,000 plus the site work needed.

BELMARK DEVELOPMENT SITE INFORMATION SUMMARY:

Address: 1862 Commerce Drive
Parcel IDs: ED-344-101-5
Acres: Approximately 5.014 Acres

Proposed Use:	Plant No. 2 - unchanged Plant No. 8 - central maintenance facility
Future Land Use:	Business Park
Zoning:	Business Park 2 (BP-2)
Proposed Zoning:	Unchanged

Current Total Assessed Value (full value):	\$3,020,500
Current Total Assessed Value (equated):	\$2,894,300 (ratio 0.958208071)

Potential New Building Value (full):	\$1,620,000
Office:	\$720,000 (6,000 sq ft x \$120 per square foot)
Storage/Warehouse:	\$700,000 (14,000 sq ft x \$50 per square foot)
Mezzanine:	\$200,000 (assumed 4,000 sq ft x \$50 per square foot)
Potential New Building Value (equated):	\$1,552,297

Less Former Song Assessed Value (full value):	\$480,100
Less Former Song Assessed Value (equated):	\$460,035

New Increment Value (full):	\$1,139,900
New Increment Value (equated):	\$1,092,000 (rounded)

New Total Parcel Value (full):	\$4,160,400
New Total Parcel Value (equated):	\$3,986,300

Example Site Plan



PROPOSED TERMS**General Information**

Purpose Use:	Warehouse, office, and mezzanine
Anticipated Construction Value:	\$3,6000,000 to \$4,400,000
Anticipated New Assessed Value (equated):	\$3,986,300 (Plant 2 and Plant 8)
Anticipated New Increment Value:	\$1,092,000
Newly Generated Total Annual Revenue:	\$57,705 (Plant 2 and Plant 8)
Newly Generated Annual Increment Revenue:	\$15,950 (Plant 8)

Developer Obligations:

1. **Proposed Development:** Construction of a minimum 20,000-square-foot warehouse, office, and mezzanine facility.
2. **Timelines:**
 - a. Secure site plan approvals by August 31, 2023.
 - b. Commence construction by October 1, 2023.
 - c. Complete Construction by June 30, 2024.
 - d. Final assessed value by January 1, 2025.
3. **Assessed Value and Tax Revenue:** Developer guarantees a minimum annual tax increment revenue value of \$57,705. The City and/or State of Wisconsin shall assess the Development Project in accordance with the real estate valuation requirements for similar mixed commercial under Wis. Stats, §70.32. The Total Project Grant is premised upon the completed Development Project having an equated assessed value equal to the guaranteed value for real property tax purposes of not less than \$3,986,300; however, in no case shall the annual tax value be less than \$57,705, of which approximately \$15,800 is attributed to the actual project. The Developer 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 annual tax increment revenue.
4. **Stormwater Easement:** Developer shall grant the City a stormwater easement for approximately 0.25 acres of land identified as Attachment A. Any required expansions or new stormwater facilities resulting from the proposed development shall be constructed by the City and charged back to the developer. Costs shall include without limitation construction and associated engineering, inspection, legal, and administrative expenses.

City Obligations:

1. **Stormwater Easement:** City shall, at its own expense, have a stormwater easement and maintenance agreement and boundary map prepared to grant the City access to the stormwater facility for routine maintenance and improvements.
2. **Developer Project Cost Reimbursement Grant.** The City shall provide Developer with a grant of \$100,000 ("project grant") to reimburse Project Costs incurred by the Developer. Such project grant shall be payable after the Certificate of Occupancy is issued and the Development Services Director has reviewed and verified final project costs, which such review may not be unreasonably withheld or delayed. However, at no point shall the project grant be issued prior to September 1st of the subject year unless the Developer notifies the City by October 1st of the preceding year that they expect to complete the project between January 1st and August 31st of the subject year.

If the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting. Staff requests that if the Developer elects to divide the land between the two facilities, the proposed terms above be amended in the development agreement to reflect the land division.



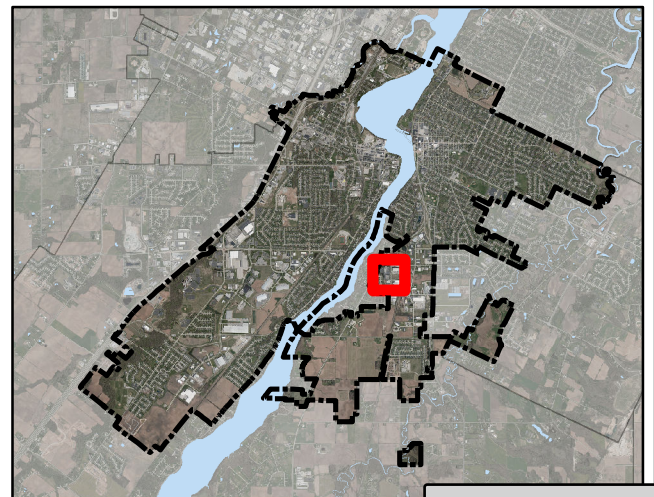
Property Map: 1862 Commerce Drive City of De Pere



 Subject Parcel

0 125 250 500 750 1,000 Feet

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Data Source

EXHIBIT A

Plant 2

Proposed Future Plant 2 Addition

ED-344-101-5
18P41
218,433 SF

LOT 1
35CSM 9396

Proposed Plant 8

Visitor Parking

Employee Parking

60'-0"
100'-0"

200'-0"

ED-344-101-6
18P41
65,799 SF

LOT 1
35CSM233

RC LLC
428.80'

BELLEVUE BAKE
SHOPPE LLC

0 0.01 0.02 mi

This is a custom map created by an online user of GIS map services provided by Brown County Municipalities, Brown County, Brown County WI

Part of Brown County WI

Map printed on 3/20/2023

1:720

1 inch = 60 feet*

1 inch = 0.0114 miles*

*original page size: 8.5"x11"
Appropriate format depends on zoom level

Parcel ownership key

- Parcel Boundary
- Condominium
- Gap or Overlap
- "hooks" indicate parcel ownership crosses a line

- Parcel line
- Right of Way line
- Meander line
- Lines between deeds or lots
- Historic Parcel Line
- Vacated Right of Way

A complete key (legend) is available at:
tinyurl.com/BrownDogLegend



EXHIBIT B





EXHIBIT C

PROJECT PROFILE

BELMARK PLANT 6 NEW MANUFACTURING PLANT & OFFICE



Owner: Belmark Inc.

Architect: Performa Inc.

Project: \$15,693,572

Building Area: 139,152 SF

Completion: January 2018

Delivery Method: Design-Build



Belmark, a leader in the pressure-sensitive label, flexible packaging, and folding carton industry, grew beyond its De Pere, Wisconsin, operations. A greenfield 15-acre site, located in Shawano, Wisconsin, was selected for a new production facility to complement operations in De Pere, WI.

Belmark partnered with the Miron team to facilitate site selection, manage the design process, and ultimately to construct their new production facility and an additional office space, to accommodate this growth. The facility consists of a small office, locker room, break room, loading dock, and manufacturing area.



EXHIBIT D





City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 11, 2023

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Consideration and Possible Action on Noise Consultant Study and De Pere Municipal Code Chapter 146 Ordinance Revisions.*

This item is being brought forward from the March 14, 2023, Finance/Personnel Committee Meeting. Representative(s) of City's Noise Consultant, Avant Acoustics, LLC will be available.

ATTACHMENTS:

- Update on Noise Consultant and Ordinance Revisions (PDF)
- De Pere Acoustics Report 01 (C2050) 2022-08-19 (PDF)
- De Pere Community Noise Study Report 02 (C2050) 2022-10-20 (PDF)
- De Pere Acoustics Report 03 (C2050) 2023-02-17 (1) (PDF)

**CITY OF DE PERE
MEMO**

To: Mayor James G. Boyd, Chair
Finance & Personnel Committee Members/Common Council

From: Tony Wachewicz, City Attorney

Date: March 8, 2023

RE: Discussion and Possible Action on Noise Consultant Study and Ordinance Revisions

Previously, the City went through a RFP process in Spring of 2022 to hire a noise consultant to review issues concerning noise complaints and the application of the City's noise ordinance. As a result, Avant Acoustics was hired to conduct a noise study and ordinance review. Avant provided suggested revisions to the noise ordinance in August 2022 and conducted a series of tests to measure noise levels in numerous locations throughout the City in September 2022. Thereafter, City staff met with Avant in late January of 2023 to revisit these matters after a transition in the City Attorney position. Avant provided an updated report on February 17, 2023.

Copies of Avant's suggested revisions to the City's noise ordinance along with a copy of Avant's September 2022 visit findings and measurements as well as a copy of Avant's February 17, 2023, updated report are attached. This information is being provided so that the Committee and Council may review the results of Avant's measurement findings and provide further direction on possible ordinance revisions. Further, staff can provide the Committee and Council with information on additional challenges concerning the application of the City's noise ordinance to include, without limitation, issues such as: the purchase, use, calibration and training required for necessary equipment to enforce the ordinance; the availability and feasibility of trained staff to investigate and process complaints, especially those that may occur during non-business hours; the ability to enforce and prove alleged violations; whether to draft additional revisions to the City's building code as an attempt to enforce common-wall noise disputes between private parties, and any other relevant considerations.

Attachments: August 19, 2022, Letter to City Attorney Kristen Johnson – Ordinance Revisions
October 20, 2022, Letter to City Attorney Kristen Johnson – Community Noise Study
February 17, 2023 Letter to City Attorney Tony Wachewicz – Noise Ordinance Review

AVANTACOUSTICS®

14827 West 95th St. Lenexa, Kansas 66215
ph. 913.888.9111 fx. 913.888.9193

August 19, 2022

Ms. Kristen Johnson
Assistant City Attorney
335 S. Broadway
De Pere, WI 54115

Re: De Pere Noise Ordinance Review
De Pere, Wisconsin
AVANT File: C2050

Dear Kristin:

We have reviewed the current noise ordinance for the City of De Pere, Wisconsin and offer the following commentary and suggested revisions. Our review is limited to the portions of the ordinance that relate to acoustics such as terminology, measurements, and regulations. In addition to the report below, please refer to the attached Ordinance Markup document with detailed revision markups of this section.

SEC. 146-3. DEFINITIONS AND TERMINOLOGY.

This section is best used for defining unfamiliar technical terms and specific or legal terms that directly relate to the ordinance. In our opinion, it is best to keep this section simple and avoid overly mathematical definitions, instead referring to outside technical sources for this information.

Please refer to the attached Ordinance Markup document with detailed revision markups of this section.

NEW PROPOSED SEC. 146-6 PUBLIC HEALTH

One of the goals of any noise ordinance is to ensure the health and safety of persons within the city. A common regulation that is missing from this ordinance is an overarching section, not subject to exemption, that imposes noise limits based on protecting people from hearing loss. We have added a section to address this and included the necessary technical information. Additional legal language may be added by the city as needed.

SEC. 146-7. EXEMPTIONS.

There are many good reasons to list exemptions to the lot-line regulation to facilitate construction projects, maintenance, and special uses. Our only comment on this section is to avoid unmeasurable or undefined terms such as "unnecessary" or "reasonable". These terms leave exemptions open ended and subject to opinion and interpretation.

SEC. 146-8. VARIANCES FOR TIME TO COMPLY.

This section is well written but includes one section involving technical information that may benefit from revision. Paragraph 3 indicates a notification zone consisting of a 300-foot radius around the property seeking variance. However, depending on the level of noise, the properties affected may exceed this distance. We suggest revising this paragraph to indicate a minimum of 300-foot radius and a stipulation to include a larger zone depending on the actual noise in question.

SEC. 146-9. LOT LINE NOISE REGULATION.

We have many suggested comments and revisions on this section, as our goal is to create very clear and concise regulation that relies on standard and repeatable measurements that do not leave room for opinion or interpretation.

De Pere Noise Ordinance Review
 De Pere, Wisconsin
 AVANT File: C2050
 August 19, 2022
 Page 2 of 2

Using noise levels measured at property lot-lines is a very typical method and we concur with its use. Defining two sets of regulatory levels based on daytime and nighttime hours is also a standard practice and highly recommended.

One atypical regulation listed in this ordinance is varied noise level limits based on the source property zone-type and the receiving zone-type. This results in higher limits for properties adjacent to different zone types, and caters to commercial and industrial activities, to the detriment of residential areas that border these types of zones. This may be intentional by the city in order to lighten restriction on businesses and we recommend a discussion on this topic to explore the full implications.

Most of our comments in this section relate to the measurement procedures and reporting to address various conditions using industry standard methods.

SEC. 146-10. VIBRATIONS.

Most noise ordinances do not include a section on vibration, but we think it is very applicable and fine to do so. We recommend adding measurable vibration limits to this section as indicated in the attached markup.

SEC. 146-11. NOISES CREATED BY HUMAN BEHAVIOR.

Paragraphs (a) and (b) of this section indicate a regulation dependent on the perception of receiving individuals, rather than measurable data, and apparently in lieu of the regulations indicated in section 146-8. This could be considered confusing and create difficulty with enforcement. We recommend a discussion on this section with regard to the intent of this language and how to resolve discrepancies.

SEC. 146-12. NEIGHBORHOOD QUIET ZONES.

This section also appears to include discrepancies with regulation set forth in Section 146-8, and relies upon human perception, rather than measurable data. We recommend that noise criteria similar to the tables used in Section 146-8 be implemented for neighborhood quiet zones, albeit with a stricter regulation as desired for these exclusive zones. In fact, neighborhood quiet zones could be added to those same tables as another residential column. As such, we recommend that the definition of nighttime hours of 10pm – 7am be applied to the quiet zones, instead of 11pm-6am.

Please let us know if you have any questions.

Very truly yours,

AVANT ACOUSTICS, LLC


 John M. Hodgson
 Technical Operations Manager

Enclosure

Noise Ordinance Markup

14827 West 95th St. Lenexa, Kansas 66215
ph. 913.888.9111 fx. 913.888.9193

October 20, 2022

Ms. Kristen Johnson
Assistant City Attorney
335 S. Broadway
De Pere, WI 54115

Re: De Pere Community Noise Study
De Pere, Wisconsin
AVANT File: C2050

Dear Kristin:

We visited the city of De Pere, Wisconsin from September 19th to September 22nd, 2022. During that period, we performed a series of long- and short-term noise measurements at a number of locations throughout the city. This report presents the measurement locations, results of the measurements, and some discussion on the noise levels measured.

Measurement Locations

Twelve points throughout the city were considered as noise measurement locations and eleven of those were utilized. The locations were selected to include a diverse representation of the various types of zoning intermixed throughout the city. Several locations at the borders of dissimilar zones were included to gain an understanding of how the noise levels vary between the zones. The following section gives brief descriptions of the measurement locations and what types of measurements were performed at each location. An overall satellite view of the measurement locations is attached at the end of this report along with more detailed views of each measurement location.

1. Point 1 (ED-2077-1) – This point is located on N Enterprise Drive midway between Heritage Road and O’Keefe Road at the north end of the east business park. The area is mainly zoned for industrial and business with some residential areas to the east and west. The primary noise sources in this area included some industrial noise to the west and insects/wildlife in the field where the measurements were taken. There was also some noise from traffic traveling along N Enterprise Drive. Short term measurements were taken at this location during a typical rush-hour and during daytime off-hours.
2. Point 2 (ED-2315) – This point is located at the northwest corner of the intersection between Enterprise Drive and Rockland Road at the south end of the east business park. The area is at the border between industrial, business, and residential zones to the south. The primary noise sources in this area included industrial noise from the west and insects/wildlife in the field where the measurements were taken. There was also some noise from traffic traveling along Enterprise Drive and Rockland Road. Short term measurements were taken at this location during a typical rush-hour and during daytime off-hours.
3. Point 3 (ED-1472) – This point is located at Optimist Park on the south side of the parking lot along Cook Street and is a midpoint between the east business district and downtown to the north. The area is zoned residential with some nearby business areas. Traffic noise from nearby highway 32 was the main noise source in this area. Short term measurements were taken at this location during typical rush-hour, during daytime off-hours, and at night.



4. Point 4 (Walsh Plaza) – This collection of three measurement points (4A, 4B, and 4C) is located around the Walsh Plaza downtown area. Point 4A is located near the intersection of James Street and N Wisconsin Street. Point 4B is located near the intersection of James Street and N Broadway. Point 4C is located near the intersection of George Street and N Broadway. This area is primarily zoned for business with adjacent and interspersed residential areas. Noise along N Broadway was the main noise source in this area. There was a distinct tonal noise from vehicles driving over the brick-paved crosswalks around this area. Short term measurements were taken at all four locations during typical rush-hour and daytime off-hours. An additional nighttime measurement was taken at point 4B.



Figure 1: Brick-paved Crosswalks Near Walsh Plaza.

5. Point 5 (WD-364-D-505-8) – This point is located along Matthew Drive between Scheuring Road and Venture Avenue and is at the north end of the west business park. The area is mainly zoned industrial and business with some nearby residential areas. The main sources of noise were industrial from several directions, insects/wildlife in the field where measurements were taken, and truck traffic along Matthew Drive. Short term measurements were taken at this location during typical rush hour and daytime off hours.
6. Point 6 (WD-1620) – This point is located midway along American Court just off American Blvd in the middle of the west business park. The area is mainly zoned industrial and business with some nearby agricultural and residential areas. The main source of noise in this area was from traffic noise to the north and west as well as nearby activity from the daycare on American Court. Short term measurements were taken at this location during typical rush hour and daytime off hours.
7. Point 7 (WD-L492-B) – This point was considered for noise measurements but was omitted due to the close proximity to Point 10.
8. Point 8 (WD-792-G-50, Carney Park) – This point is located at the south end of Carney Park along Outward Avenue. The surrounding area is zoned residential. The main sources of noise in this area were insects/wildlife and, during the rush hour measurement, and lawn care equipment at nearby houses. Short term measurements were taken at this location during typical rush-hour, during daytime off-hours, and at night.

9. Point 9 (WD-926, Nicolet Parking Lot) – This collection of four measurement points (9A, 9B, 9C, and 9D) are located around the downtown area on the west side of the river. Point 9A is located along Reid Street midway between 3rd street and 4th street. Point 9B is located along 32nd Division Memorial Highway midway between 3rd street and 4th street. Point 9C is located at the junction of 3rd street and 32nd Division Memorial Highway on the north side of the highway. Point 9D is located at the north end of the parking lot located at the junction of 3rd street and 32nd Division Memorial Highway. This downtown area is a mix of business and residential zoning. Traffic was the predominant noise source at all these locations. The paper mill to the north was audible from point 9D but not from the other three points. Short term measurements were taken at all four locations during off hours, at points 9A, 9B, and 9C during rush hour, and at point 9C at night.
10. Point 10 (WD-1275, Samantha Park) – This point is located midway along the southeast boundary of Samantha Park. The surrounding area is residential to the north and west and business/industrial to the south and east. The primary noise sources at this point were traffic, insects/wildlife, thunder and rain, as well as some industrial noise. A 24-hour, long term measurement was taken at this location.
11. Point 11 (Nicolet Place) – This point is located at the east side of the cul-de-sac at the end of Nicolet Place off Lost Dauphin Road. The surrounding area is mostly residential. The main sources of noise at this point were traffic, insects/wildlife, and some noise from recreational activities and mowing at nearby residences. An 18-hour, long term measurement was taken at this location.



Figure 2: Long-term Measurement Equipment at Nicolet Place.

12. Point 12 (O'Keefe Court) – This point is located at the north side of the cul-de-sac at the end of O'Keefe Court off O'Keefe Road. The surrounding area is a mix of residential and business/industrial. The main noise sources at this point were traffic, insects/wildlife, and recreational activities and mowing from the nearby residences. A 24-hour, long term measurement was taken at this location.

Figure 3 below gives a graphical summary of when measurements were taken at each location throughout our study.

	Monday		Tuesday					Wednesday			
	PM Off	PM Rush	AM Rush	AM Off	PM Off	PM Rush	Night	AM Rush	AM Off	PM Off	PM Rush
Point 1		X	Rain		X						
Point 2		X			X						
Point 3		X			X		X				
Point 4						X	X		X		
Point 5				X							X
Point 6				X							X
Point 7											
Point 8				X			X				X
Point 9	X						X	X	X		
Point 10	Long-term Measurement										
Point 11										Long-term Measurement	
Point 12					Long Term Measurement						

Figure 3: Graphical Schedule of Measurements.

Measurement Methodology

- All measurements were taken using NTI XL2 Sound Level Meters with M2211 Type 1 microphones with 4-inch diameter windscreens. The long-term measurements also included an NTI WP-30 weather protective housing on the measurement microphone. Appropriate correction factors were applied to account for the effect of the housing. The sound level meters were calibrated before and after each series of measurements with an NTI Class 1 Sound Calibrator. Wind speed and temperature readings were taken at the beginning and end of each measurement series.
- Short term measurements consisted of a 10-, 15-, or 20-minute continuous measurement. The meter was mounted on a tripod during the measurements. Audio recordings were also made during the measurements for future reference. The following lists the specifics of each type of short-term measurement taken.
 - Rush Hour measurements were taken either between 7:30 and 8:30 AM or between 4:30 and 5:30 PM to capture the higher noise levels associated with increased traffic during these periods. These measurements were taken over 15-minute periods.
 - Off Hour measurements were taken between 9:30 and 11:30 AM or between 1:30 and 3:30 PM to capture normal daytime hours. These measurements were taken over 20-minute periods.
 - Nighttime measurements were taken between 9:45 and 11:00 PM to capture typical nighttime noise levels. These measurements were taken over 10-minute periods.
- Long term measurements were taken with an unmonitored sound level meter secured at the measurement location in a weatherproof case. The microphone was remotely mounted on a stand that was staked to the ground near the case. Audio recordings were made during the measurements for future reference.
- The primary sound level metric of interest for this study is the A-weighted equivalent sound pressure level (abbreviated LAeq). This is a time-weighted average of the sound pressure level over the period measured with a frequency-weighting applied to account for the variation in sensitivity to different frequencies of the human ear.
- The attached details, NS-01 through NS-17, show satellite views of the measurement locations, the measured LAeq values for each measurement point, and the frequency spectrum for the short-term measurements and rolling 10-minute equivalent LAeq values measured throughout the period of the long-term measurements

Discussion

- Figures 4 and 5 below gives a summary of the short- and long-term measurements. The following sections discuss notable characteristics regarding the measured noise levels.

Location	Zone	Off Hours LAeq (dBA)	Rush Hour LAeq (dBA)	Night LAeq (dBA)
Point 1	Industrial	56	52	-
Point 2	Industrial	57	54	-
Point 3	Residential	56	55	48
Point 4A	Business/Residential	55	56	-
Point 4B	Business/Residential	65	66	58
Point 4C	Business/Residential	61	62	-
Point 5	Industrial/Business	62	61	-
Point 6	Industrial/Business	51	58	-
Point 8	Residential	46	60	45
Point 9A	Business/Residential	66	68	-
Point 9B	Business/Residential	68	70	-
Point 9C	Business/Residential	69	69	62
Point 9D	Business/Residential	62	-	-

Figure 4: Summary Short-Term Measurements.

- The measurements at points 1, 2, and 5 (highlighted in red in Figure 4) show that the noise levels in these areas are higher during off hours than during rush hour. This was due primarily to increased truck traffic in these mostly industrial areas during the day. This truck traffic seemed to lessen during the rush hour time frame.
- The measured noise at the downtown locations (highlighted in green in Figure 4) was dominated by traffic noise. The noise levels were relatively constant throughout the day with only a slight increase during the rush hour timeframe. The noise decreased during the nighttime hours as traffic was reduced.
- The significant increase in rush hour noise compared to off hours noise at point 8 (highlighted in blue in Figure 4) was due to mowing and leaf blowing activity at one of the nearby houses rather than to any increase in traffic associated with the time of day.
- Noise levels at point 3 (highlighted in orange in Figure 4) were relatively consistent throughout the day with a significant decrease in level at night. The primary noise source at this point was the nearby highway which appeared to have consistent levels of traffic throughout the day but fell off during the nighttime hours.
- The measured noise levels at point 6 (highlighted in purple in Figure 4) indicate a noticeable increase between off hours and rush hour. This was due to increased traffic in the area.

Location	Zone	Full LAeq (dBA)	Daytime LAeq (dBA)	Nighttime LAeq (dBA)
Point 10	Residential/Industrial	50	50	49
Point 11	Residential	52	53	48
Point 12	Residential/Industrial	51	52	48

Figure 5: Summary of Long-Term Measurements.

- As can be seen in Figure 5, the long-term measurements show noise levels that are slightly higher in the daytime than during the nighttime. Nighttime levels were consistent over all three locations. The three long-term measurement locations were primarily residential zones (with some industrial zones near point 10) and appeared to have similar noise levels.

Analysis

1. Review of the collected data reveals that noise levels across the city are fairly typical for each respective environment. Dense downtown commercial areas were the loudest due to traffic noise (Points 4 and 9), while the outlying business, industrial, and residential areas experienced very similar noise levels as a mix between traffic, environmental, and general activity noise,
 - a. This signifies to us that the multiple categories of noise levels based on source and receiving zone types is excessive and unnecessary. A simpler guideline of noise levels based only on receiving zone would be sufficient and easier to understand and enforce. This would result in stricter standards for commercial and industrial zones than under the current ordinance, but that would appear to have little to no impact on current activities and businesses.
 - b. The downtown areas (points 4 and 9) that experience a higher ambient noise level, both day and night, would benefit from attention to noise in the Building Code to make sure building envelopes and internal partitions between tenants are properly constructed to minimize ambient noise intrusion.
2. It is interesting to note that traffic noise due to truck traffic is a primary noise source in many of the industrial and commercial areas, but that noise from activities on the properties were not a major factor. For future city planning it may be beneficial to plan truck routes to and from these zones that avoid the bordering residential areas as much as possible.

Please let us know if you have any questions.

Very truly yours,

AVANT ACOUSTICS, LLC



Andrew J. VonFeldt
Senior Associate

Enclosures:

NS-01 – Overall Noise Study Map

NS-02 through NS-17 – Individual Point Measurement Summaries



DE PERE COMMUNITY
NOISE STUDY
DE PERE, WI

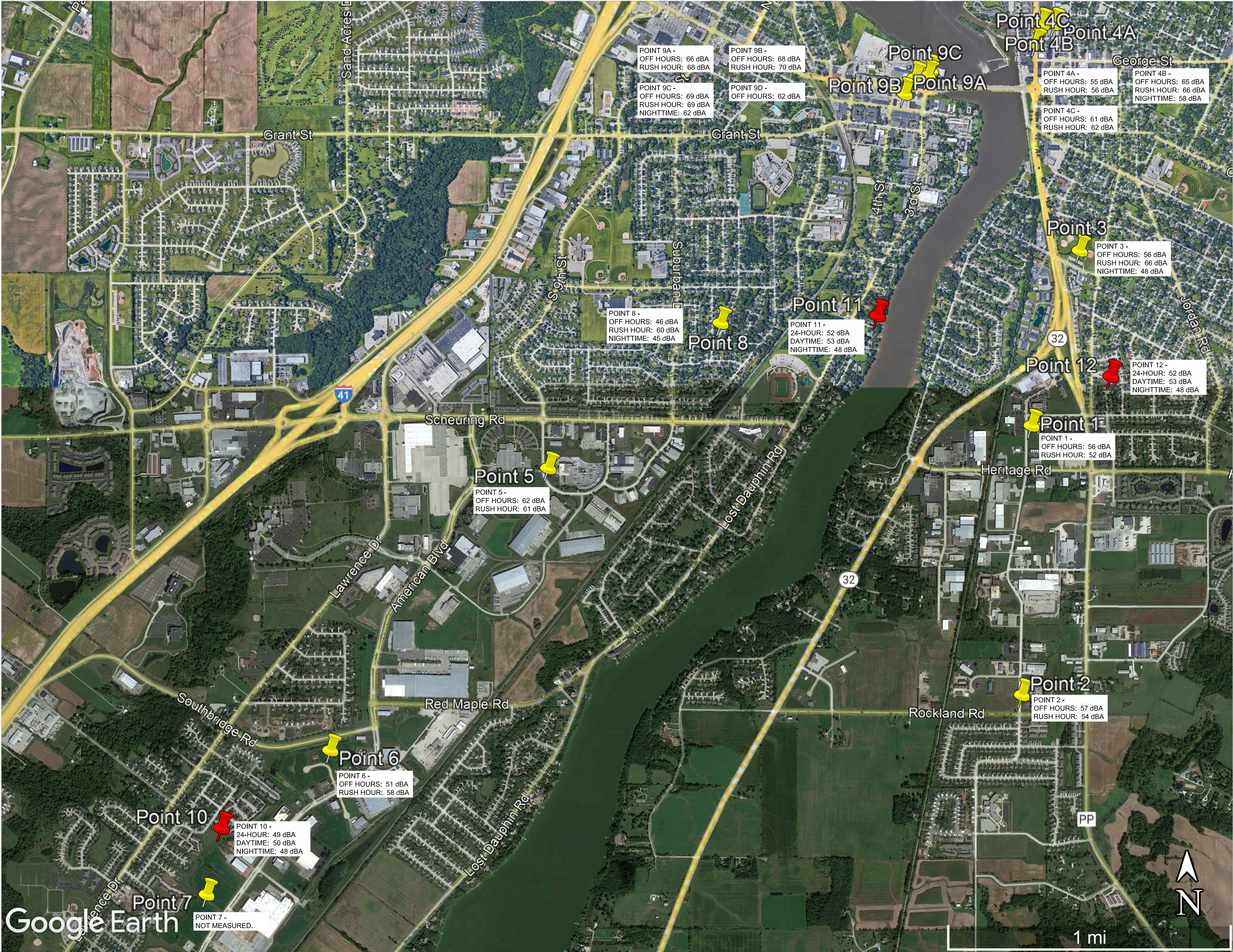
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Design: AJV
Drawn: AJV
Approved By: JMH
Date: 10/20/22
Job Number: C2050

OVERALL NOISE
STUDY MAP

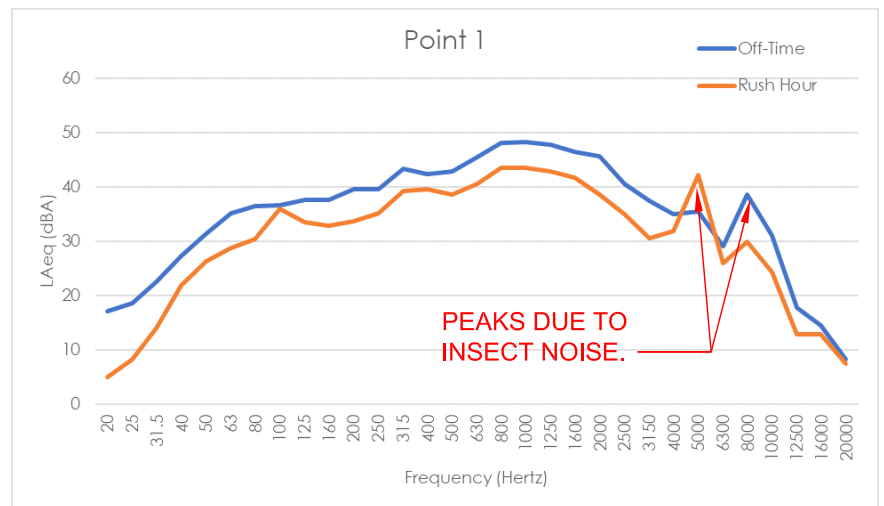
NS-01



POINT 1



Point 1	
Measurement	L _{Aeq} (dBA)
Off Hours	56
Rush Hour	52



NS-02

DE PERE NOISE STUDY

DE PERE, WI
POINT 1
MEASUREMENT SUMMARY

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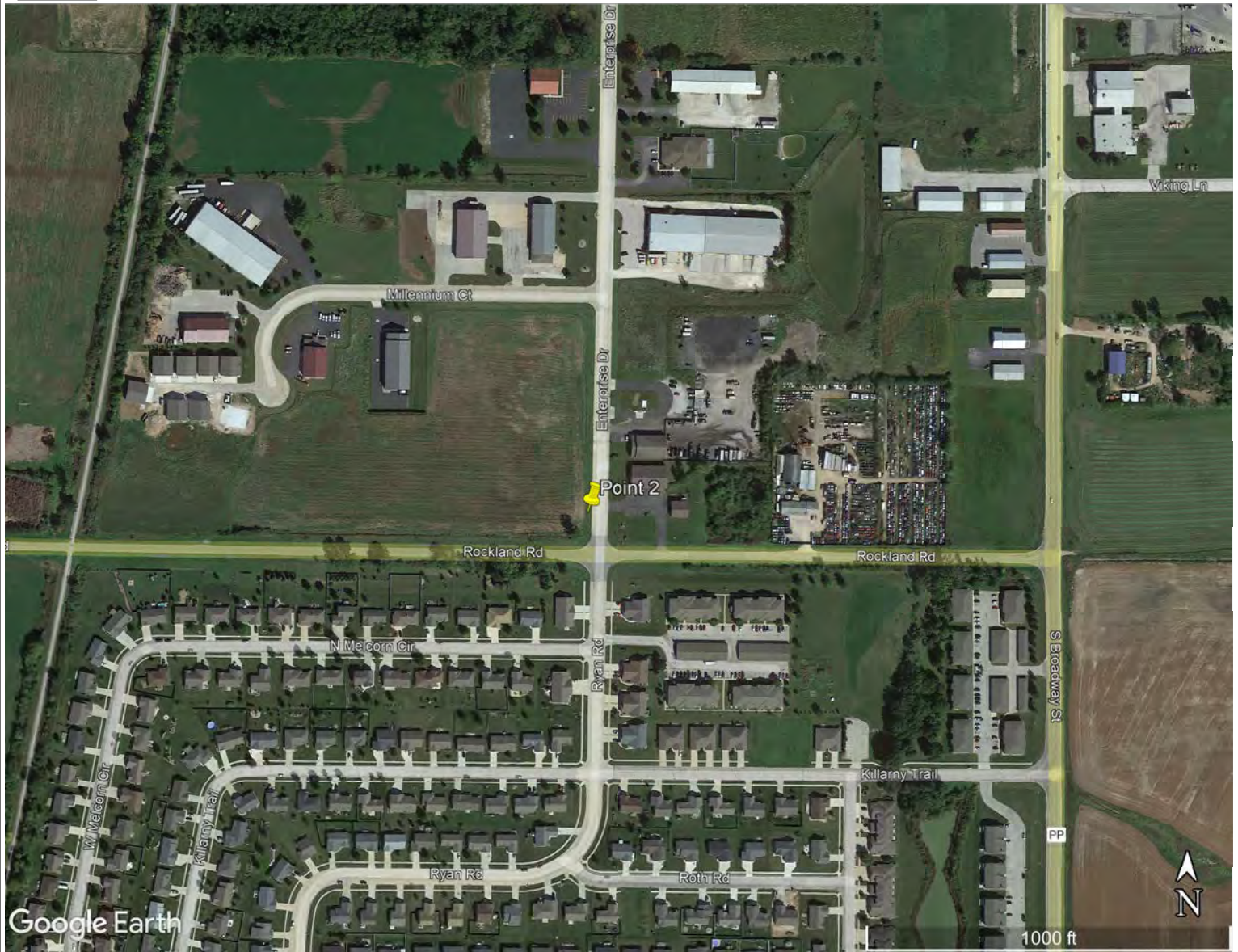
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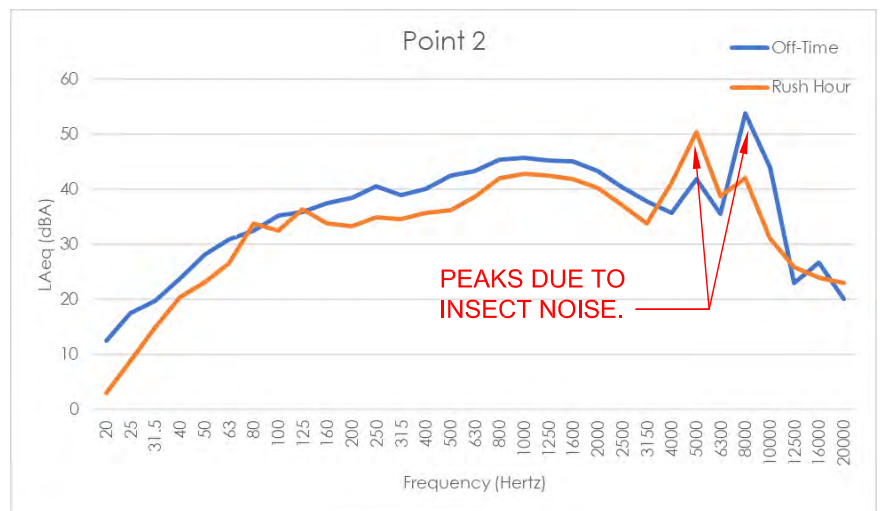
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Packet Pg. 80

POINT 2



Point 2	
Measurement	LAeq (dBA)
Off Hours	57
Rush Hour	54



NS-03

DE PERE NOISE STUDY

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POINT 2
MEASUREMENT SUMMARY

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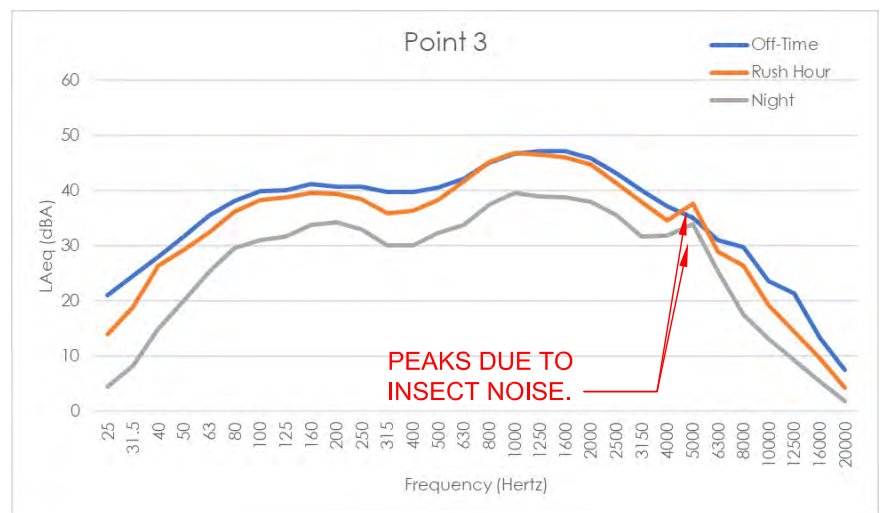
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POINT 3



Point 3	
Measurement	L _{Aeq} (dBA)
Off Hours	56
Rush Hour	55
Night	48



NS-04

DE PERE NOISE STUDY

DE PERE, WI
POINT 3
MEASUREMENT SUMMARY

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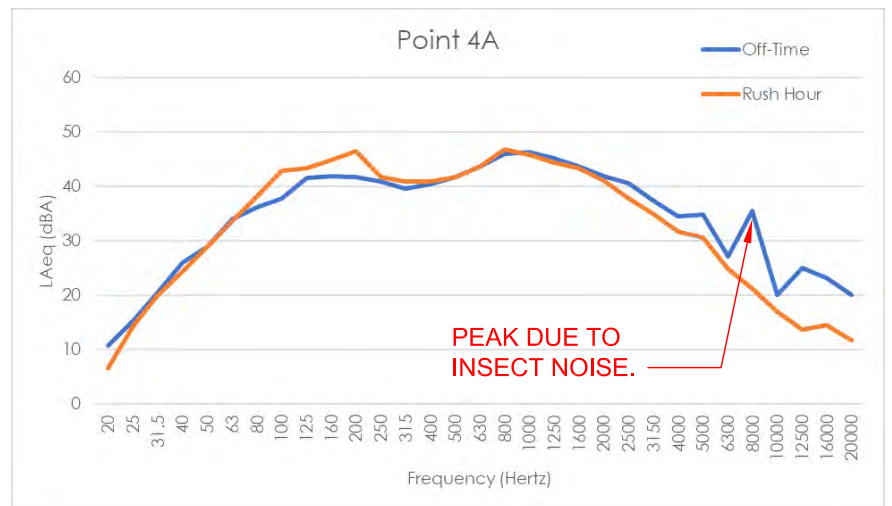
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Packet Pg. 82

POINT 4A



Point 4A	
Measurement	L _{Aeq} (dBA)
Off Hours	55
Rush Hour	56



NS-05

DE PERE NOISE STUDY

DE PERE, WI
POINT 4A
MEASUREMENT SUMMARY

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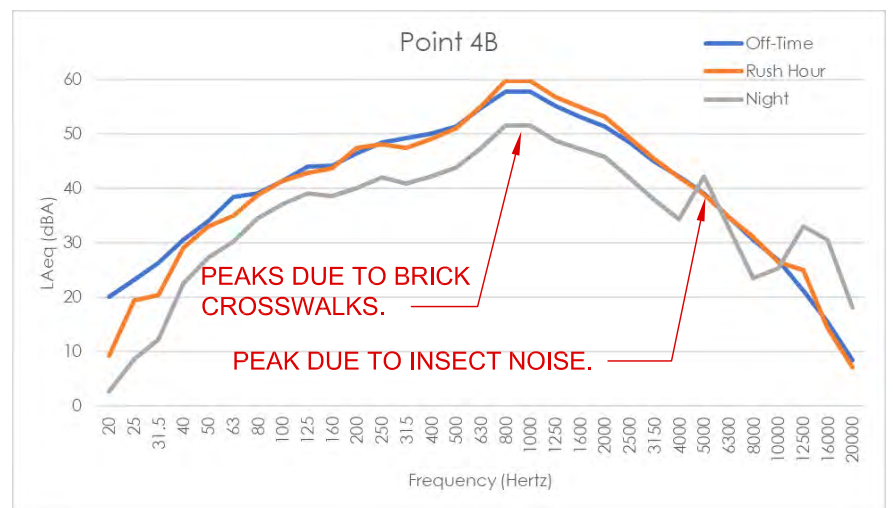
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POINT 4B



Point 4B	
Measurement	L _{Aeq} (dBA)
Off Hours	65
Rush Hour	66
Night	58



NS-06

DE PERE NOISE STUDY

DE PERE, WI
POINT 4B
MEASUREMENT SUMMARY

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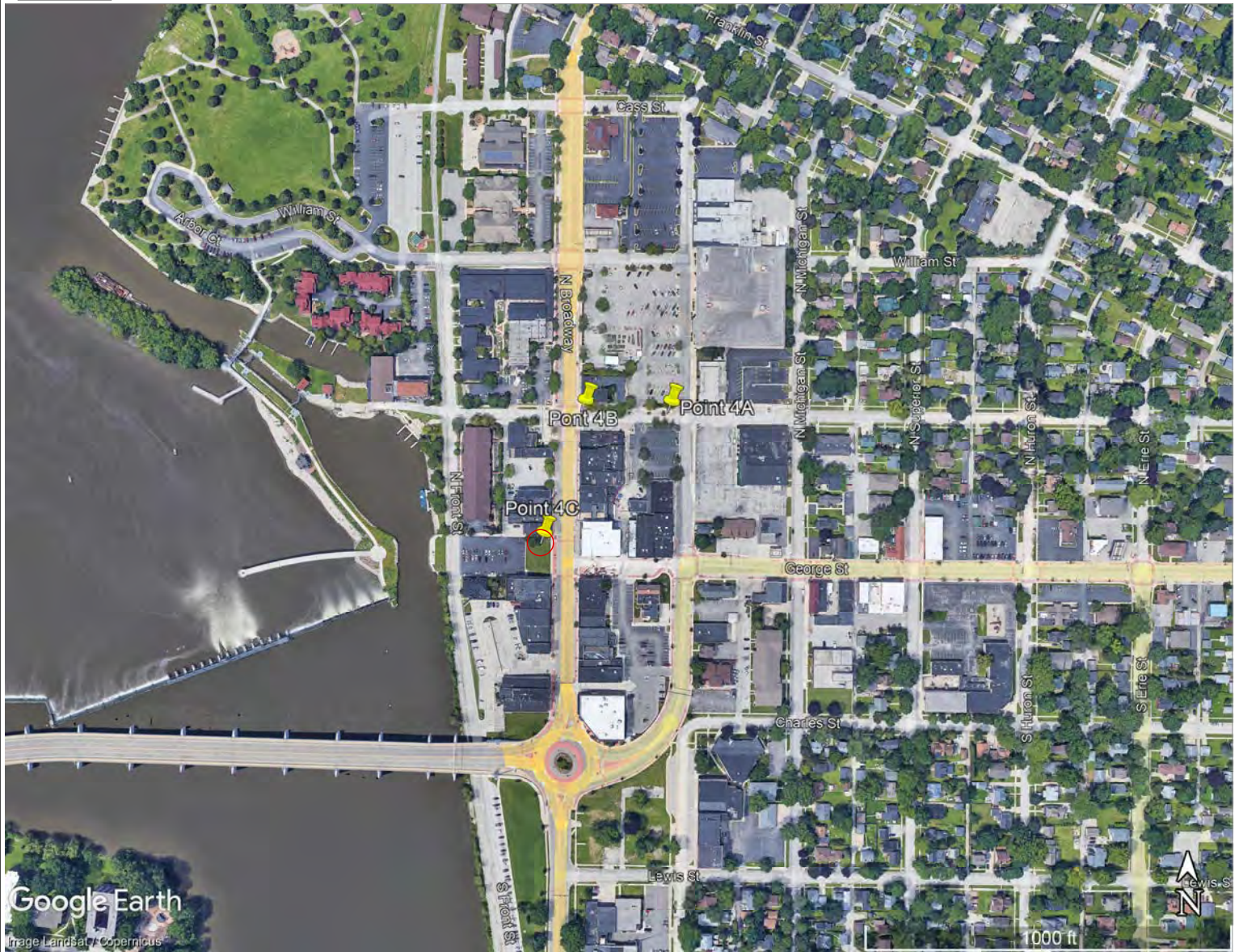
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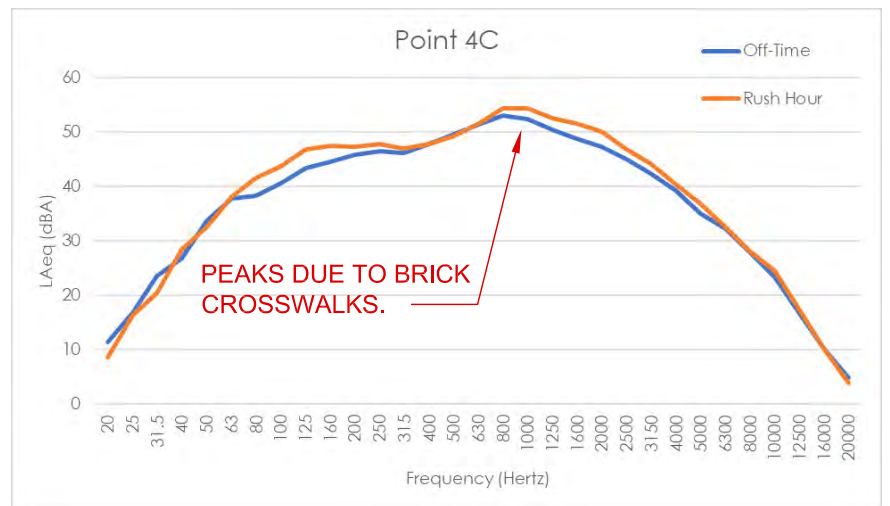
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Packet Pg. 84

POINT 4C



Point 4C	
Measurement	L _{Aeq} (dBA)
Off Hours	61
Rush Hour	62



NS-07

DE PERE NOISE STUDY

DE PERE, WI
POINT 4C
MEASUREMENT SUMMARY

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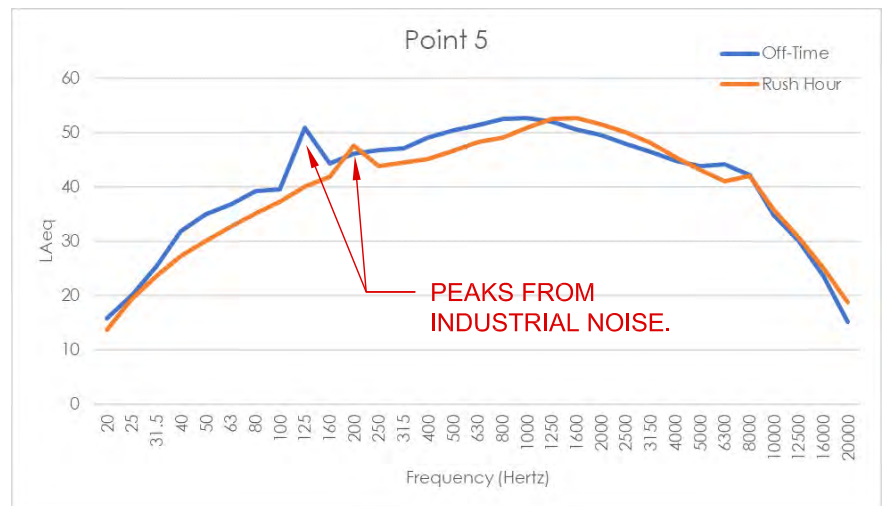
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POINT 5



Point 5	
Measurement	L _{Aeq} (dBA)
Off Hours	62
Rush Hour	61



NS-08

DE PERE NOISE STUDY

DE PERE, WI
POINT 5
MEASUREMENT SUMMARY

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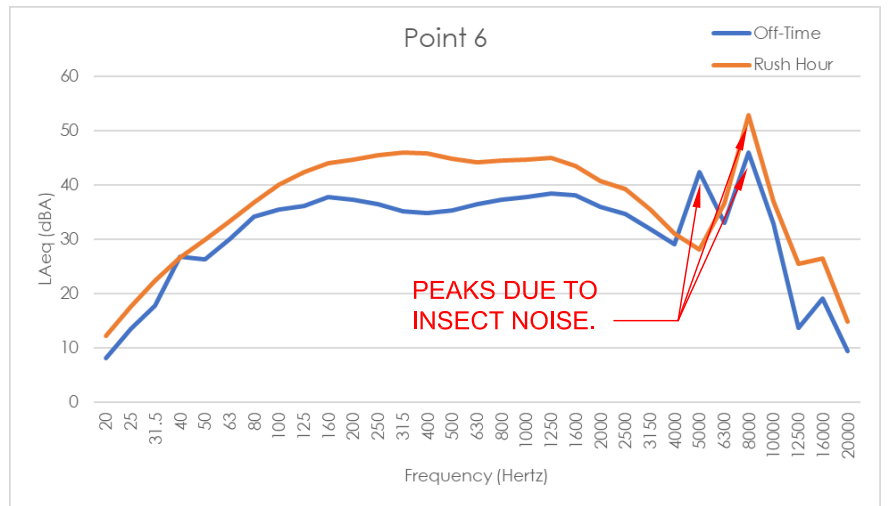
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POINT 6



Point 6	
Measurement	LAeq (dBA)
Off Hours	51
Rush Hour	58



NS-09

DE PERE NOISE STUDY
DE PERE, WI
POINT 6
MEASUREMENT SUMMARY

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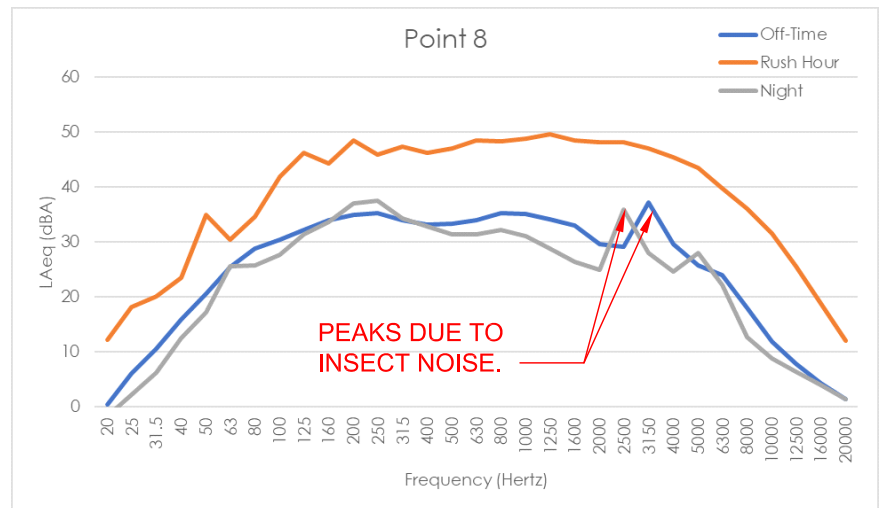
Packet Pg. 87

POINT 8



Point 8	
Measurement	L _{Aeq} (dBA)
Off Hours	46
Rush Hour	60*
Rush Hour	45

*RUSH HOUR NOISE INCREASE
PRIMARILY DUE TO MOWING ACTIVITY
AT NEARBY RESIDENCE.



NS-10

DE PERE NOISE STUDY DE PERE, WI POINT 8 MEASUREMENT SUMMARY

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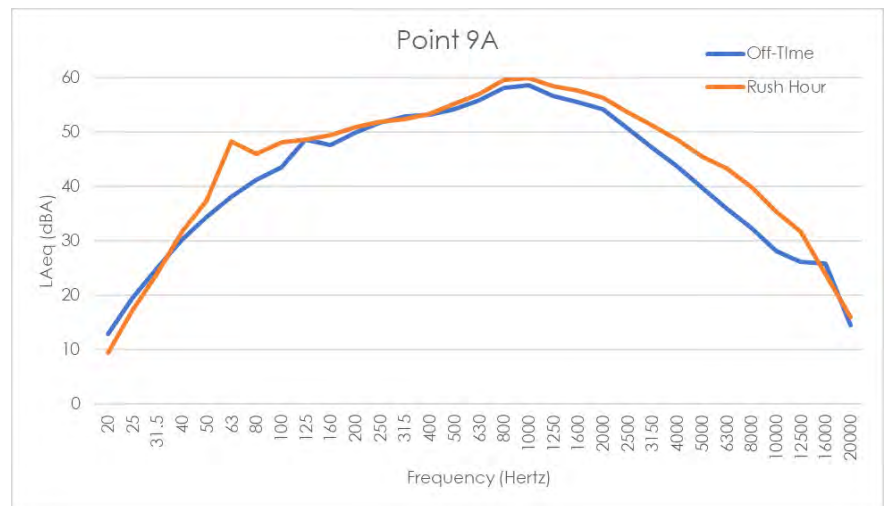
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Packet Pg. 88

POINT 9A



Point 9A	
Measurement	L _{Aeq} (dBA)
Off Hours	66
Rush Hour	68



NS-11

DE PERE NOISE STUDY

DE PERE, WI
POINT 9A
MEASUREMENT SUMMARY

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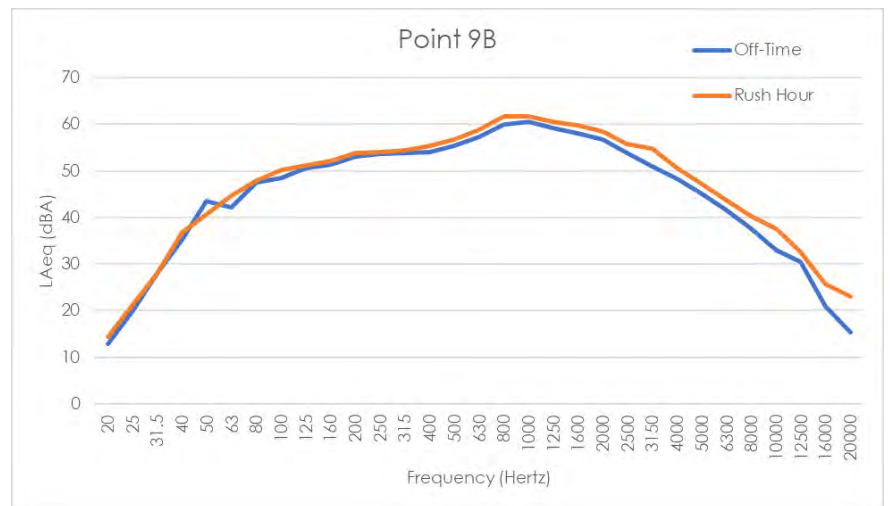
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POINT 9B



Point 9B	
Measurement	L _{Aeq} (dBA)
Off Hours	68
Rush Hour	69



NS-12

DE PERE NOISE STUDY

DE PERE, WI
POINT 9B
MEASUREMENT SUMMARY

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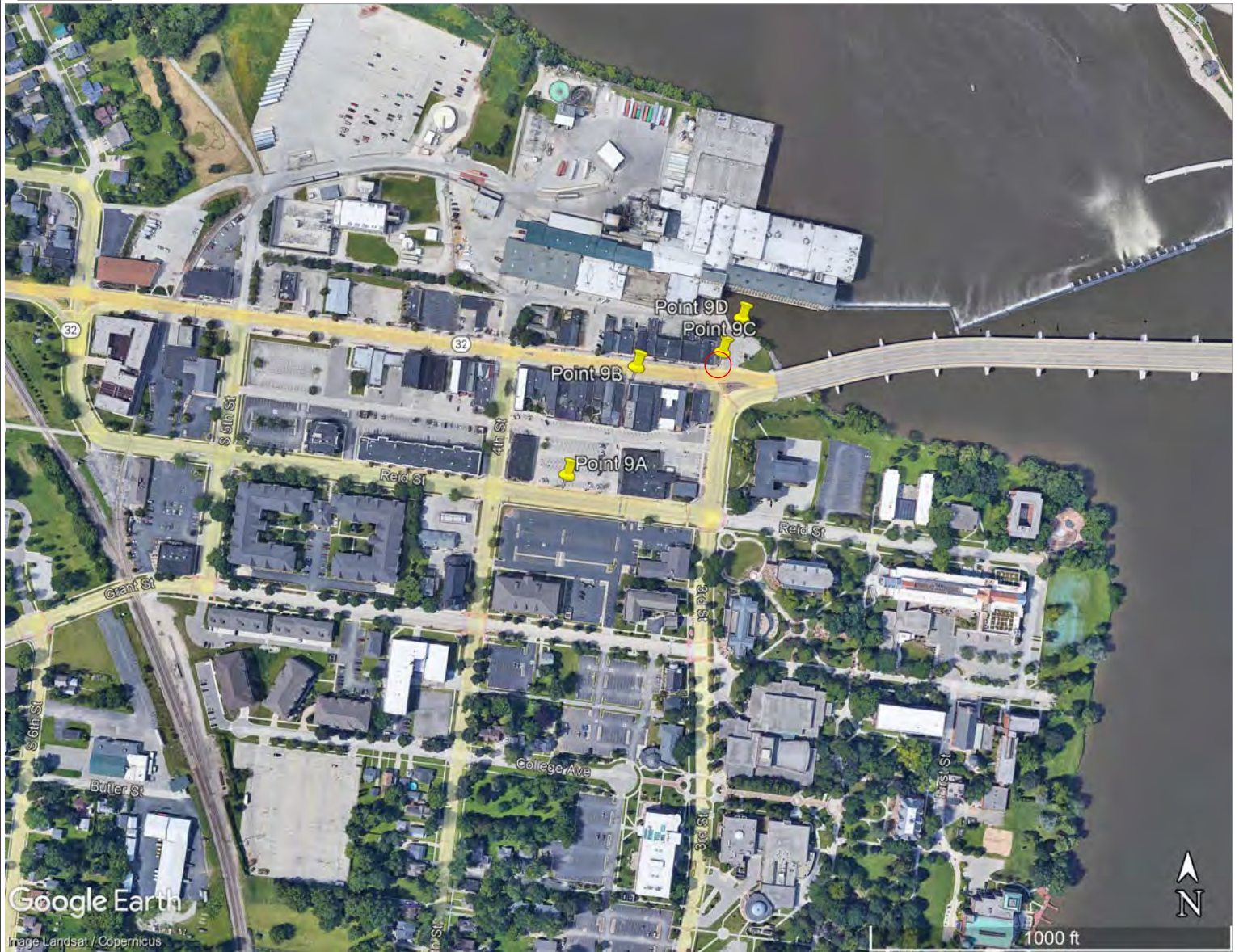
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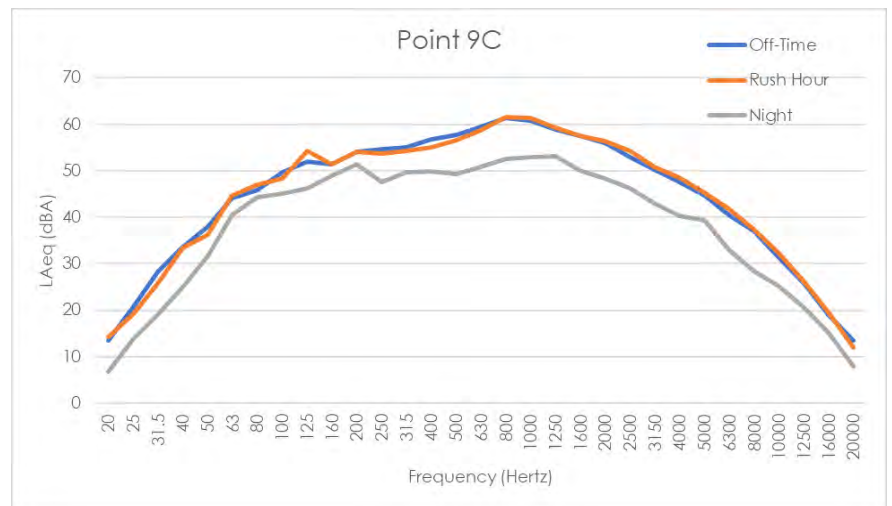
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Packet Pg. 90

POINT 9C



Point 9C	
Measurement	L _{Aeq} (dBA)
Off Hours	69
Rush Hour	69
Night	62



NS-13

DE PERE NOISE STUDY

DE PERE, WI
POINT 9C
MEASUREMENT SUMMARY

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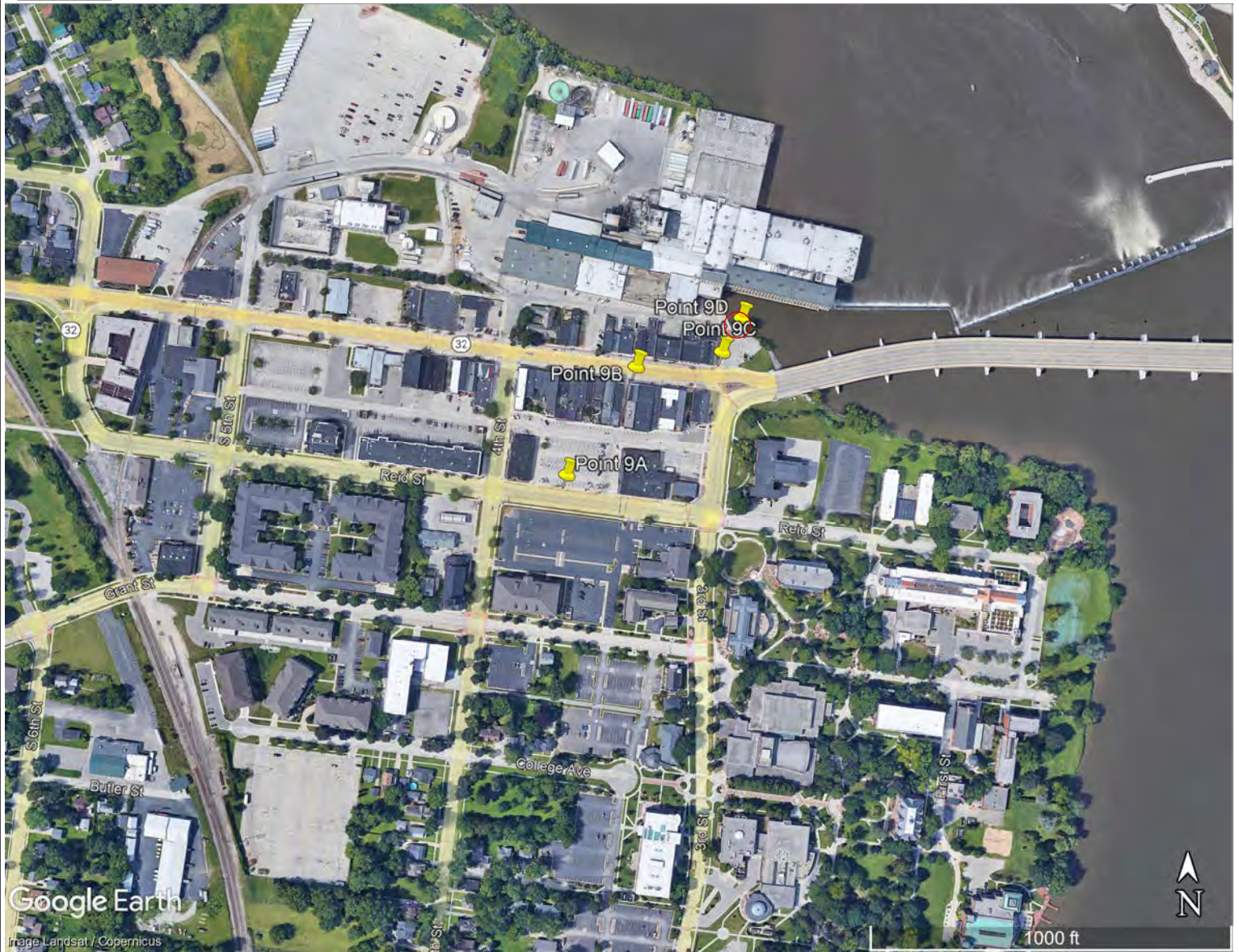
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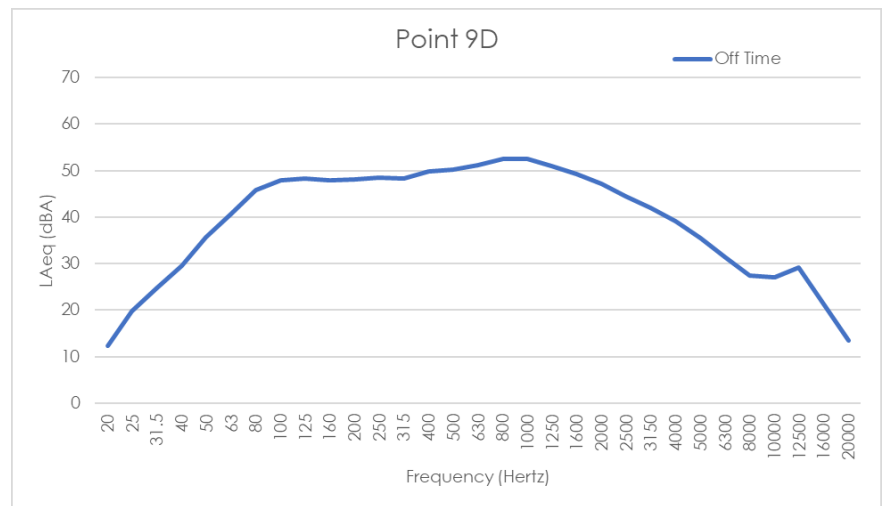
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Packet Pg. 91

POINT 9D



Point 9D	
Measurement	L _{Aeq} (dBA)
Off Hours	62



NS-14

DE PERE NOISE STUDY

DE PERE, WI
POINT 9D
MEASUREMENT SUMMARY

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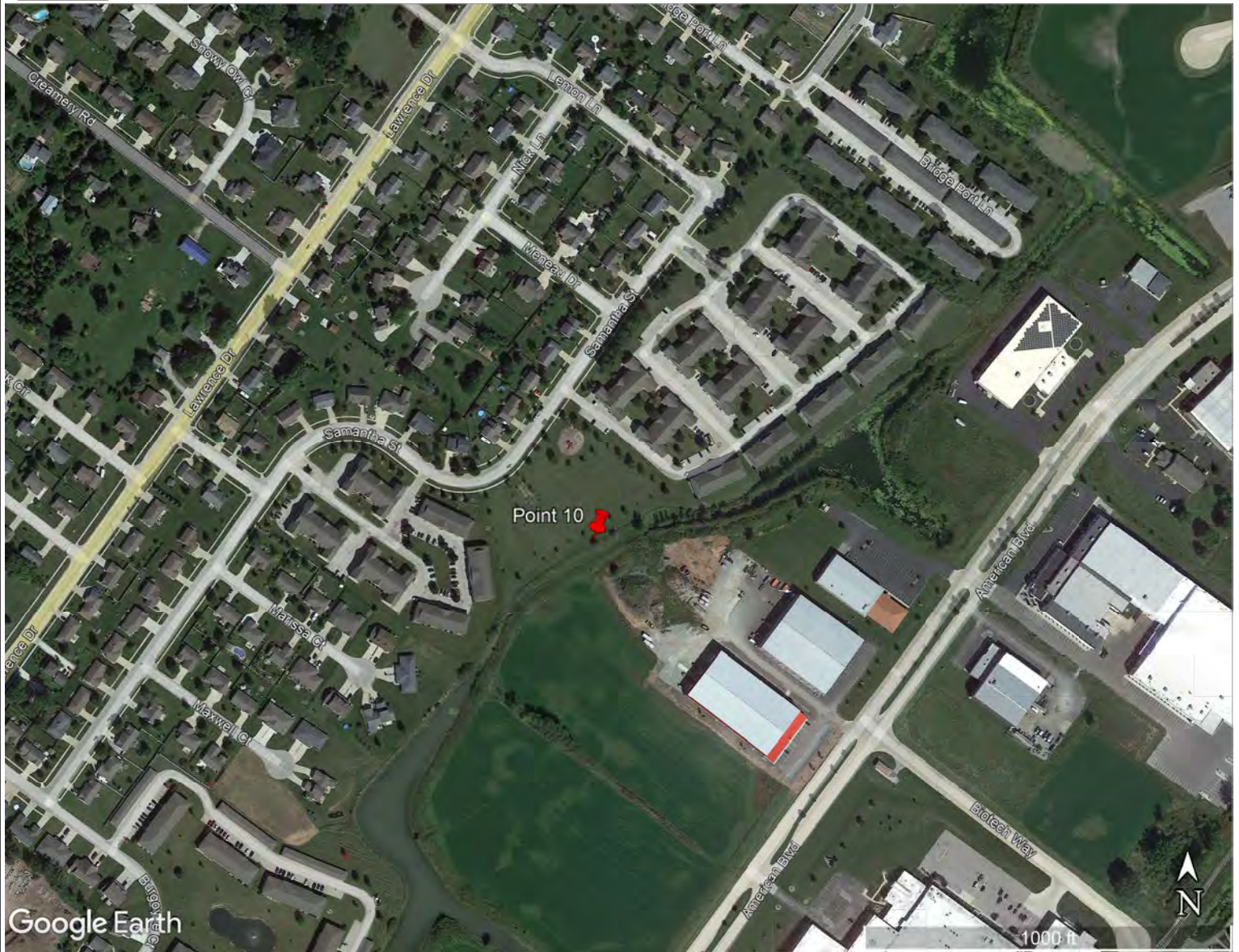
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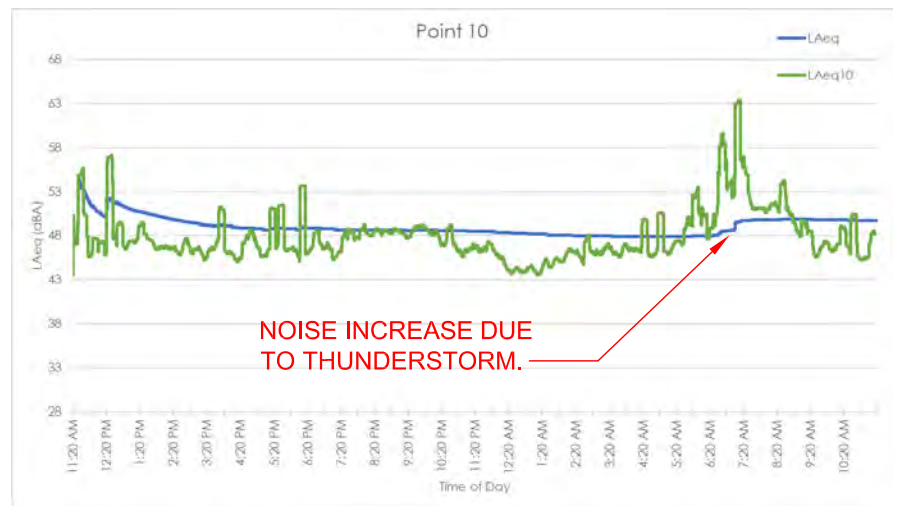
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POINT 10



Point 10	
Period	LAeq (dBA)
Full	50
Day	50
Night	49



NS-15

DE PERE NOISE STUDY

DE PERE, WI
POINT 10
MEASUREMENT SUMMARY

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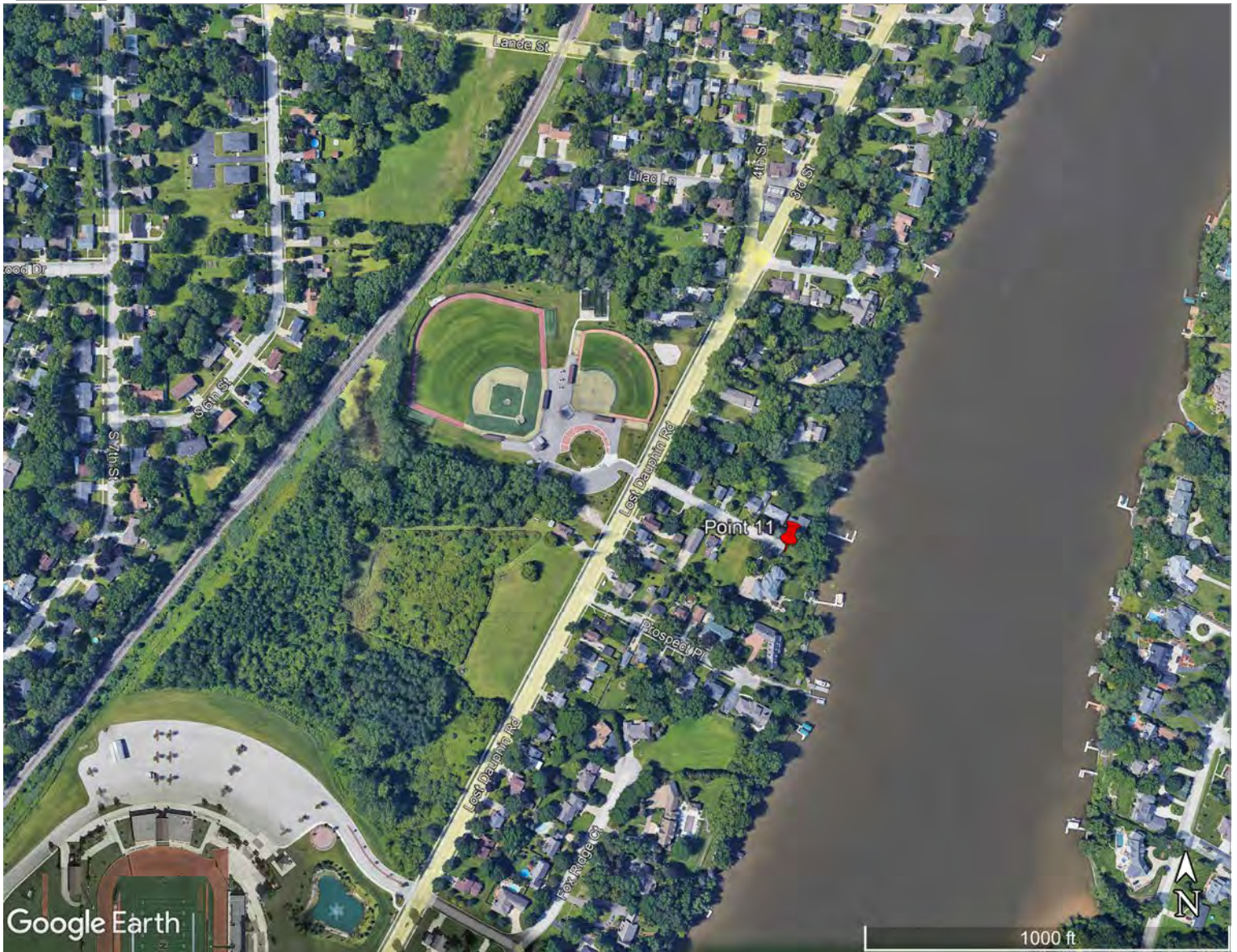
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Packet Pg. 93

POINT 11



Point 11	
Period	LAeq (dBA)
Full	52
Day	53
Night	48

*NOTE THAT THIS MEASUREMENT WAS ONLY AROUND 18 HOURS RATHER THAN 24 DUE TO THE TIME CONSTRAINTS OF OUR VISIT.



NS-16

DE PERE NOISE STUDY

DE PERE, WI
POINT 11
MEASUREMENT SUMMARY

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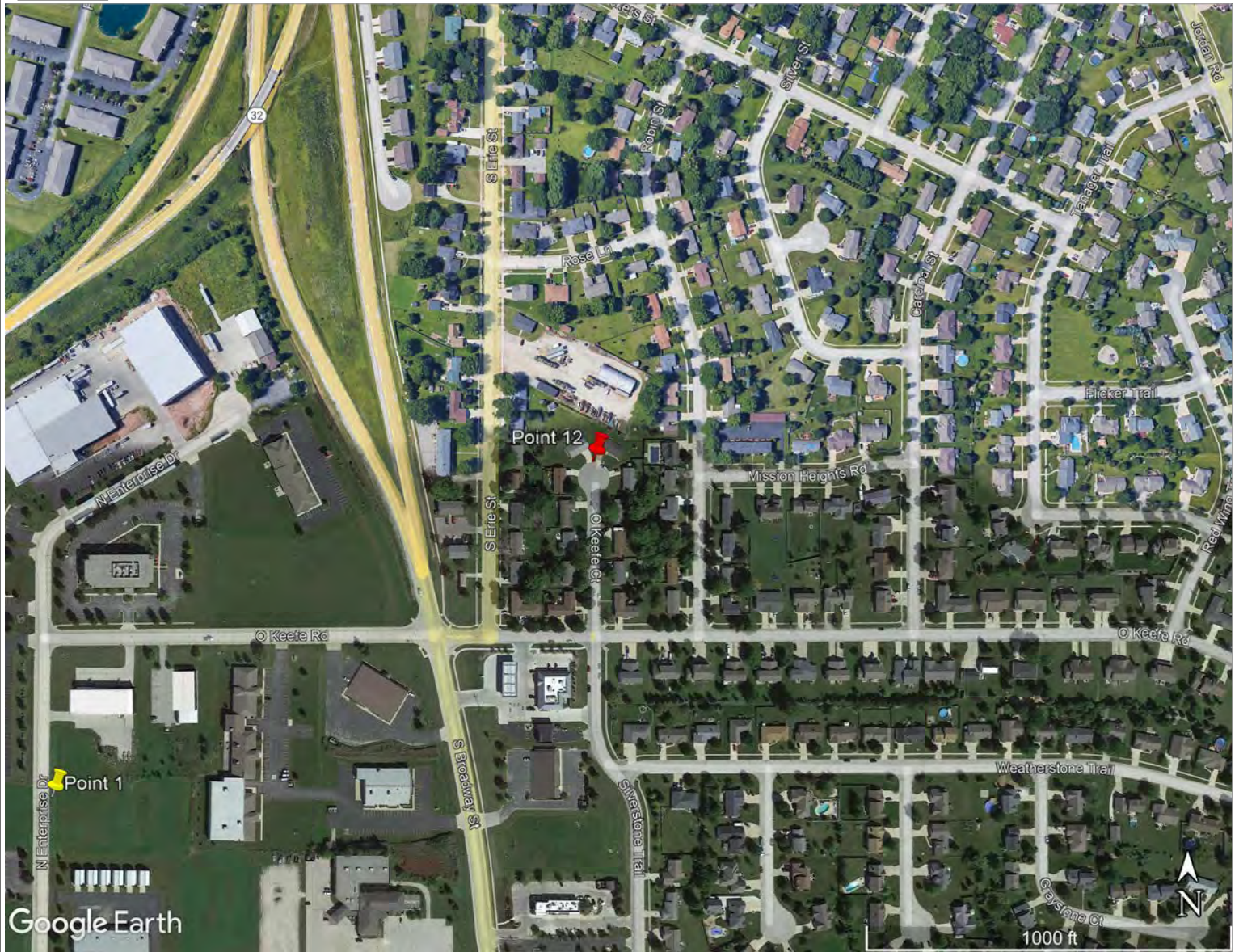
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POINT 12



Point 12

Period	LAeq (dBA)
Full	51
Day	52
Night	48



NS-17

DE PERE NOISE STUDY

DE PERE, WI
POINT 12
MEASUREMENT SUMMARY

AVANT
ACOUSTICS®

14827 WEST 95TH STREET
LENEXA, KS 66215 USA
913.888.9111

WWW.AVANTACOUSTICS.COM FILE: C2050

DATE: 10/20/22

BY: AJV

Packet Pg. 95

14827 West 95th St. Lenexa, Kansas 66215
ph. 913.888.9111 fx. 913.888.9193

February 17, 2023

Mr. Anthony Wachewicz
City Attorney – City of De Pere
335 S. Broadway
Address 2
De Pere, WI 54115

Re: De Pere Noise Ordinance Review
De Pere, Wisconsin
AVANT File: C2050

Dear Anthony:

We have reviewed the current noise ordinance for the City of De Pere, Wisconsin with the intent of providing recommendations for making the ordinance clearer, more practical, and more enforceable. To validate our recommendations, we visited De Pere in September of 2022 to perform a noise study throughout the city. The following letter summarizes the findings of our noise study and our noise ordinance revision recommendations.

City-Wide Noise Study

During the week of our noise study, we took multiple noise level measurements at a total of 16 locations. The study included short-term measurements during off-hours and during rush hour at 13 locations, short-term nighttime measurements at 4 locations, and long-term measurements at 3 locations. The locations were chosen to provide a good cross-section of the different types of zoning that can be found dispersed across the city. The results of the measurements are shown in Figures 1 and 2 below. Some conclusions drawn from these measurements are included below. The attached detail NS-01 shows the locations of these points throughout the city.

Location	Zone	Off Hours LAeq (dBA)	Rush Hour LAeq (dBA)	Nighttime LAeq (dBA)
Point 1	Industrial	56	52	-
Point 2	Industrial	57	54	-
Point 3	Residential	56	55	48
Point 4A	Business/Residential	55	56	-
Point 4B	Business/Residential	65	66	58
Point 4C	Business/Residential	61	62	-
Point 5	Industrial/Business	62	61	-
Point 6	Industrial/Business	51	58	-
Point 7	Omitted due to close proximity with point 10.			
Point 8	Residential	46	60	45
Point 9A	Business/Residential	66	68	-
Point 9B	Business/Residential	68	70	-
Point 9C	Business/Residential	69	69	62
Point 9D	Business/Residential	62	-	-

Figure 1: Short-term Noise Measurement Results.

Location	Zone	Full LAeq (dBA)	Daytime LAeq (dBA)	Nighttime LAeq (dBA)
Point 10	Residential/Industrial	50	50	49
Point 11	Residential	52	53	48
Point 12	Residential/Industrial	51	52	48

Figure 2: Long-term Noise Measurement Results.

- The data from our measurements indicates that noise levels throughout the city are typical, in our experience, for each type of zone. Downtown commercial areas were the loudest due to traffic noise, while the outlying business, industrial, and residential areas experienced very similar noise levels with a mix of traffic, environmental, and general activity noise contributions.
- Since a significant portion of the measured noise in and around the commercial and industrial zones was related to vehicular traffic, it may be beneficial for the city to consider creating specific truck routes into and out of these areas that avoid neighboring residentially zoned areas to help contain the noise.

Noise Ordinance Review

In reviewing the existing noise ordinance, we found several specific sections that we think could be improved. The following section lists those areas and our recommendations for addressing them.

- The noise ordinance starts with a section defining the technical terms that are used throughout the rest of the ordinance. We suggest updating and simplifying this section to only include the relevant terms and to define the terms concisely, referring to outside standards and other technical sources for things like mathematical derivations. Keeping this section simple and succinct should help make it more understandable.
- We suggest adding a section to the ordinance to address protecting the public from noise exposure related hearing loss. This section should be an overarching regulation that is not subject to exemption. We suggest using noise limitations similar to those required for hearing protection by OSHA or NIOSH with the aim of protecting the public from being exposed to noise levels that would cause permanent damage to their hearing.
- In general, we found that there were a number of sections within the noise ordinance that were either unclear or provided unnecessarily broad exceptions. We suggest clarifying what the requirements of the noise ordinance are and providing specific and reasonable requirements for any exceptions to the limits set in the ordinance.
- The current noise ordinance provides separate noise level requirements for various combinations of adjacent zones giving different sound level limits depending on which zone is the noise source and which is the receiver. We suggest simplifying this section to include only noise level limits for each type of zone property line. In cases where different zones are adjacent to each other, the stricter zone noise limit would take precedence. Keeping this section simple and concise should make the noise ordinance less confusing and easier to enforce. We also suggest that the measurement procedures and reporting outlined in this section be very clear and specific.
- We recommend clarifying and standardizing the section in the ordinance dealing with vibration to make measurement procedures and reporting consistent with typical industry standard methods. This should help to make the ordinance requirements clear and enforceable.



De Pere Noise Ordinance Review
De Pere, Wisconsin
AVANT File: C2050
February 17, 2023
Page 3 of 3

Building Code

In order to address noise complaints from neighboring properties that share a common wall, we suggest adding language to the building code adopted by the city that requires demising constructions to be built in such a way as to limit the background noise transmitted into adjacent spaces. It may be prudent to require that, as part of the city permitting process, an acoustical consultant is employed to provide analysis and a report in special cases where a residential dwelling or other "quiet" establishment is adjacent to an entertainment venue, fitness center, or any tenant that generates loud noises or has an amplified sound system.

Please let us know if you have any questions.

Very truly yours,

AVANT ACOUSTICS, LLC



Andrew J. VonFeldt
Senior Associate

Enclosure
NS-01 – Overall Noise Study Map



DE PERE COMMUNITY
NOISE STUDY
DE PERE, WI

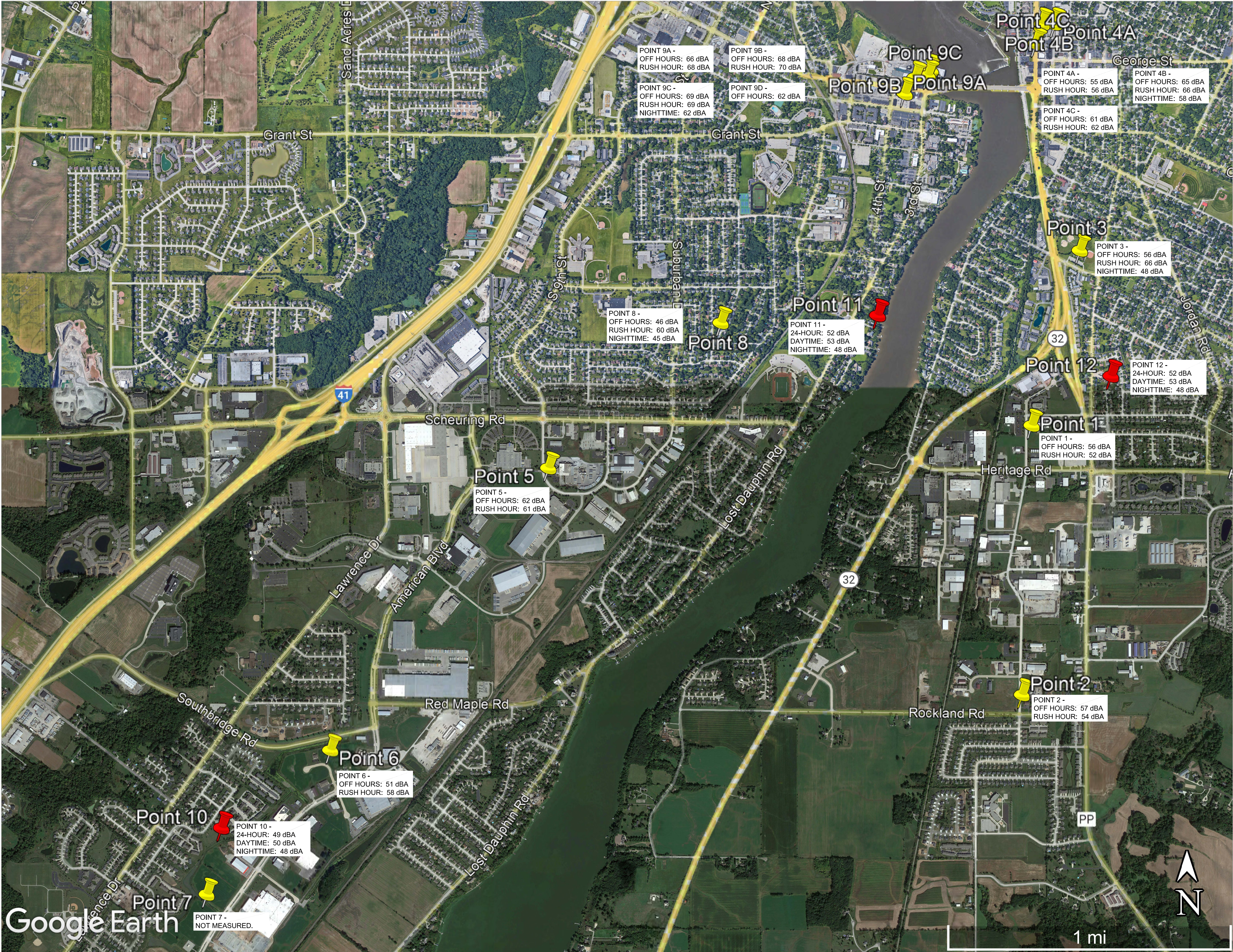
REV.	DATE	DESCRIPTION

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Design: AJV
Drawn: AJV
Approved By: JMH
Date: 10/20/22
Job Number: C2050

OVERALL NOISE
STUDY MAP

NS-01





City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 11, 2023

DEPARTMENT: Finance Department

FROM: Ann Ledvina

SUBJECT: Review and Possible Action on City of De Pere Investments and Cash Detail report for February 2023.

ATTACHMENTS:

- February Investment memo 4.11.23 (PDF)
- Cash and Investments Report 4.11.23 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Ann Ledvina, Deputy Clerk Treasurer
Date: April 6, 2023
Subject: Cash and Investments Report for February 28, 2023

I have attached a summary of the City's Cash and Investments for your information and review as of February 28, 2023. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2022, so you can see comparable activity throughout the course of the year for all accounts. The year to date City Investment return as of February 28, 2023 is \$180,782, a decrease of (\$17,131) since January due to market fluctuations. For your information, our budgeted annual amount for general fund investment income for 2023 is \$325,000. Both LGIP and the Money Market Accounts increased by a total of \$48,900.02. This was offset by a loss of (\$33,183) for Associated Bank Trust and (\$32,848) for Charles Swab investments. Our Associated Money Market decreased (\$5,939,356) primarily for net tax collection payments, payroll, and accounts payable. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

FEBRUARY 28, 2023

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 1,326,744.41
HEALTH CHECKING	\$ 1,709,250.66
DENTAL CHECKING	\$ 99,538.51
SUBTOTAL	\$ 3,135,533.58
TOTAL CASH	\$ 3,135,533.58

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 13,740,090.86	\$ 97,021.19	4.40%
ASSOCIATED BANK TRUST	\$ 4,873,387.33	\$ 3,167.48	0.39%
CHARLES SCHWAB INVESTMENTS	\$ 6,164,016.10	\$ 19,949.71	1.95%
MONEY MARKET	\$ 14,658,535.08	\$ 60,643.95	4.27%
TOTAL INVESTMENTS	\$ 39,436,029.37	\$ 180,782.33	
TOTAL CASH AND INVESTMENTS	\$ 42,571,562.95		

NOTE: The City budgeted \$325,000 for general fund revenues in the 2023 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
FEBRUARY 28, 2023

	31-Jan-2023	28-Feb-2023	31-Mar-2023	30-Apr-2023	31-May-2023	30-Jun-2023
CHECKING ACCOUNTS						
CITY CHECKING	1,870,986.92	1,326,744.41	-	-	-	-
HEALTH CHECKING	1,755,720.84	1,709,250.66	-	-	-	-
DENTAL CHECKING	98,034.92	99,538.51	-	-	-	-
SUBTOTAL	\$ 3,724,742.68	\$ 3,135,533.58	\$ -	\$ -	\$ -	\$ -
TOTAL CASH	\$ 3,724,742.68	\$ 3,135,533.58	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	13,692,384.53	13,740,090.86	-	-	-	-
ASSOCIATED BANK TRUST	4,906,570.44	4,873,387.33	-	-	-	-
CHARLES SCHWAB INVESTMENTS	6,196,864.06	6,164,016.10	-	-	-	-
MONEY MARKET	20,597,891.13	14,658,535.08	-	-	-	-
TOTAL INVESTMENTS	\$ 45,393,710.16	\$ 39,436,029.37	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 49,118,452.84	\$ 42,571,562.95	\$ -	\$ -	\$ -	\$ -

	31-Jul-2023	31-Aug-2023	30-Sep-2023	31-Oct-2023	30-Nov-2023	31-Dec-2023
CHECKING ACCOUNTS						
CITY CHECKING	-	-	-	-	-	-
NOTE: The City budgeted \$325,000	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	-	-	-	-	-	-
ASSOCIATED BANK TRUST	-	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	-	-	-	-	-	-
MONEY MARKET	-	-	-	-	-	-
TOTAL INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2022

	31-Jan-2022	28-Feb-2022	31-Mar-2022	30-Apr-2022	31-May-2022	30-Jun-2022
CHECKING ACCOUNTS						
CITY CHECKING	1,882,432.25	1,656,061.96	1,252,891.03	1,426,451.35	1,536,669.18	2,289,596.82
HEALTH CHECKING	2,055,650.69	1,940,553.16	1,916,059.42	1,899,131.96	1,909,738.45	1,932,450.88
DENTAL CHECKING	76,478.58	77,741.34	79,124.80	81,774.28	78,088.86	76,231.42
SUBTOTAL	\$ 4,014,561.52	\$ 3,674,356.46	\$ 3,248,075.25	\$ 3,407,357.59	\$ 3,524,496.49	\$ 4,298,279.12
TOTAL CASH	\$ 4,014,561.52	\$ 3,674,356.46	\$ 3,248,075.25	\$ 3,407,357.59	\$ 3,524,496.49	\$ 4,298,279.12
INVESTMENTS						
LGIP	8,036,518.10	7,437,020.05	8,496,842.98	8,866,665.54	9,013,513.87	10,327,894.63
ASSOCIATED BANK TRUST	5,035,698.64	5,015,530.03	4,940,436.94	4,910,138.71	4,939,133.74	4,912,204.19
CHARLES SCHWAB INVESTMENTS	6,330,928.23	6,300,725.14	6,239,753.59	6,207,989.76	6,213,759.36	6,188,228.26
MONEY MARKET	18,842,507.70	12,690,550.12	11,691,830.39	10,192,939.12	9,195,922.20	6,200,046.32
TOTAL INVESTMENTS	\$ 38,245,652.67	\$ 31,443,825.34	\$ 31,368,863.90	\$ 30,177,733.13	\$ 29,362,329.17	\$ 27,628,373.40
TOTAL CASH AND INVESTMENTS	\$ 42,260,214.19	\$ 35,118,181.80	\$ 34,616,939.15	\$ 33,585,090.72	\$ 32,886,825.66	\$ 31,926,652.52

	31-Jul-2022	31-Aug-2022	30-Sep-2022	31-Oct-2022	30-Nov-2022	31-Dec-2022
CHECKING ACCOUNTS						
CITY CHECKING	822,949.66	953,122.70	1,901,788.97	1,535,230.43	1,189,749.44	3,442,584.63
HEALTH CHECKING	1,954,331.82	1,981,651.18	1,992,335.23	1,986,103.44	1,848,566.32	1,862,453.90
DENTAL CHECKING	80,211.31	84,975.21	88,158.71	92,293.53	89,569.90	88,633.27
SUBTOTAL	\$ 2,857,492.79	\$ 3,019,749.09	\$ 3,982,282.91	\$ 3,613,627.40	\$ 3,127,885.66	\$ 5,393,671.80
TOTAL CASH	\$ 2,857,492.79	\$ 3,019,749.09	\$ 3,982,282.91	\$ 3,613,627.40	\$ 3,127,885.66	\$ 5,393,671.80
INVESTMENTS						
LGIP	15,457,457.14	10,513,113.79	17,600,772.37	16,761,594.21	15,716,845.36	13,278,638.76
ASSOCIATED BANK TRUST	4,931,903.14	4,881,928.96	4,826,928.96	4,814,746.43	4,862,723.22	4,870,219.85
CHARLES SCHWAB INVESTMENTS	6,204,320.19	6,167,572.91	6,110,761.69	6,097,149.08	6,116,259.49	6,144,066.39
MONEY MARKET	6,204,659.81	3,410,209.27	3,413,712.90	3,417,337.04	3,420,847.99	16,538,440.87
TOTAL INVESTMENTS	\$ 32,798,340.28	\$ 24,972,824.93	\$ 31,952,175.92	\$ 31,090,826.76	\$ 30,116,676.06	\$ 40,831,365.87
TOTAL CASH AND INVESTMENTS	\$ 35,655,833.07	\$ 27,992,574.02	\$ 35,934,458.83	\$ 34,704,454.16	\$ 33,244,561.72	\$ 46,225,037.67