# Finance/Personnel Committee

**Regular Meeting**

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

## Agenda

**Tuesday, April 9, 2024** | **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 9, 2024** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

**The Public or Members of the Finance/Personnel Committee, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic 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
United States: +1 (312) 757-3117
**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.iqm2.com/.***

Call to Order

1. Roll Call
2. Approval of minutes from March 12, 2024 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 and Personnel Committee. §6-3(f) DPMC
4. Fire Department Overtime and LifeQuest Billing Reports for March, 2024.
5. Consideration and Possible Action on the March 2024 Police Overtime Report.
6. Consideration and Request to Accept $38,101 grant from Firehouse Subs Public Safety Foundation for the purchase of 17 defibrilators (AEDs) *
7. Consideration and Request to allow over-hire for Police Officer for 2024, and for subsequent years as needed. *
8. Consideration and Possible Action on request to purchase station alerting system for Fire Department.*
9. Consideration and Request to allow over-hire for 1 Firefighter for 2024. *
10. Consideration and Possible Action on Affiliation Agreement between the City of De Pere and Colorado State University for supervised clinical experiences. *

11. Consideration and Possible Action for a Proposed Purchase/Sale Agreement terms with AmeriLux Holdings LLC for an Approximately 250,000 Square Foot Trucking and Transportation Terminal Facility Located at 2000 Commerce Drive (Parcel ED-3103, ED-3104, and Portion of ED-3105).*
12. Consideration and Possible Action on the City of De Pere Investment and Cash Detail Reports, February 2024.
13. Future agenda items.
14. 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:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

**City of De Pere, Wisconsin**

**Request For Finance/Personnel Committee Action**

| | |
|---|---|
| **MEETING DATE:** | **April 9, 2024** |
| **DEPARTMENT:** | **City Attorney** |
| **FROM:** | **Amy Darnick** |
| **SUBJECT:** | **Approval of minutes from March 12, 2024 Regular Meeting of the Finance Personnel Committee.** |

**ATTACHMENTS:**

- March 12, 2024- DRAFT (PDF)

# Finance/Personnel Committee

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

**Regular Meeting**

**Draft Minutes**

**Tuesday, March 12, 2024** **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 | Alderperson | Present | |
| Pamela Gantz | Alderperson | Present | |
| James Boyd | Mayor | Present | |
| Amy Chandik Kundinger | Alderperson | Present | |
| John Quigley | Alderperson | Present | |

Also present is City Administrator Larry Delo, City Attorney Tony Wachewicz, Fire Chief Al Matzke, Parks Director Marty Kosobucki, Human Resources Director Shannon Metzler, Human Resources Generalist Tracy Hood, Community and Economic Development Specialist Quasan Shaw, Finance Director/Treasurer Pamela Manley, Development Services Director Dan Lindstrom, Police Chief Jeremy Muraski (remote).

2. Approval of minutes from February 13, 2024 Regular Meeting of the Finance Personnel Committee.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Devin Perock, Alderperson |
| **SECONDER:** | Pamela Gantz, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

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 and Personnel Committee. §6-3(f) DPMC

None

4. Fire Department Overtime and LifeQuest Billing Reports for February, 2024.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | John Quigley, Alderperson |
| **SECONDER:** | Pamela Gantz, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

5. Consideration and Possible Action on the February 2024 Police Overtime Report.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Pamela Gantz, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

6. Consideration and Request to Accept $1,000 donation from Kwik Trip, Inc. for the Police Training Center. *

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Devin Perock, Alderperson |
| **SECONDER:** | Pamela Gantz, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

7. Consideration and Possible Action to Use Fire Department Donation Account for Boat Work.*

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Amy Chandik Kundinger, Alderperson |
| **SECONDER:** | Pamela Gantz, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

8. Consideration and Request to Accept $500 Donation from Civic Groups of De Pere for Therapy Dog Stanley.*

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Amy Chandik Kundinger, Alderperson |
| **SECONDER:** | Pamela Gantz, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

9. Consideration and Possible Action on Additional Compensation Employment Agreement for Emotional Support Animal Care. *

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Devin Perock, Alderperson |
| **SECONDER:** | James Boyd, Mayor |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

10. Recommendation from the Board of Park Commissioners to Add a Forestry Supervisor Position to the Forestry Division, after July 1, 2024.*

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Amy Chandik Kundinger, Alderperson |
| **SECONDER:** | John Quigley, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

11. Consideration and Possible Action on 2024 Non-Benefit Eligible Employees Wage Scale.*

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Devin Perock, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

12. Amending Sections 2, 3, 4, 5, 6, and 7 of the City of De Pere Employee Policy Manual. *

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Devin Perock, Alderperson |
| **SECONDER:** | James Boyd, Mayor |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

13. Consideration and Possible Action to Approve Memorandum of Agreement with Wisconsin Voices for Recovery (Board of Regents of the University of Wisconsin System / Department of Family Medicine and Community Health) for Nalox-ZONE boxes (i.e. Narcan). *

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Pamela Gantz, Alderperson |
| **SECONDER:** | James Boyd, Mayor |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

14. Consideration and Possible Action to approve agreement with Clarity Enrollment Solutions for voluntary employee benefits .*

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | John Quigley, Alderperson |
| **SECONDER:** | Devin Perock, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

15. Consideration and Possible Action for a proposed purchase/sale agreement option terms with Jim Cornell Plumbing for a 1.15 acre portion of Parcel ED-2313-1 for future business relocation and expansion.*

Development Director Dan Lindstrom was present to speak. The item before us is for an option on millennium court. Jim Cornell Plumbing is exceeding their capacity and are looking to move into this building, once they can find someone to lease or buy their current building. They have been working with some architects on drawings for it and to make sure their growth needs are put into consideration. They are requesting a 3 year option. Since this is an existing De Pere business, we want to make sure they can stay here and grow their business. It would be office in the front and then storage for their equipment and materials in the back. Staff is recommending approval of the 3 year option based off of the terms in the packet.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Devin Perock, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

16. Consideration and Possible Action on REVISED Sale and Development Agreement Terms with Smet Properties, LLC for Parcel WD-D0076 on Venture AV in the West Business Park.*

Director Lindstrom was present to talk. The applicant requested from their client to switch from up front cash grant to a PAYGO scenario. That offers a couple things to the City. We no longer have to borrow from the project, we will also pull out the guaranteed tax payment because it is no longer a risk to us to cover our borrowing. We included a slightly higher total impact to the TID as a benefit to them and us of not having to borrow. Net present value of $375,000. This company was evaluating if they wanted to stay within the region. It will be significant employment growth to the city. It will also be

an immediate retainment of jobs to this region and growth as we go. This site is designed to expand and add more staff.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Devin Perock, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

17. Consideration and Possible Action to award a contract for appraisal services with Vogels Buckman.*

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Amy Chandik Kundinger, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

18. Consideration and Possible Action on 2023 budget items carried forward to 2024.*

Finance Director/Treasurer Pamela Manley is present to speak about the carryover items. On the Police Department training funds, the number should be $13, 988.96. Then there were a couple Fire Department grant ones that were excluded the first time. Fire grant Act 102 is for training/state money they are getting. The two different amounts are for Act 102 $6,926.38 and Act 102A $14,345.92. The first part of the report is your General fund; your donations and grants and a couple expense accounts of things that just didn't get completed in 2023 that we are looking to carry over. The second part of the report is the Capital Funds. We borrowed in 2023 and just haven't had a chance to complete the project yet.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | John Quigley, Alderperson |
| **SECONDER:** | Pamela Gantz, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

19. Consideration and Possible Action on the City of De Pere Investments and Cash Detail Report for January, 2024.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Pamela Gantz, Alderperson |
| **AYES:** | Perock, Gantz, Boyd, Kundinger, Quigley |

20. Future agenda items.

21. Adjournment

Mayor Boyd made a motion to adjourn the meeting at 7:49 pm. The motion was seconded by Alderperson Kundinger.

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:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

Respectfully submitted,
Amy Darnick

**City of De Pere, Wisconsin**

**Request For Finance/Personnel Committee Action**

| | |
|---|---|
| **MEETING DATE:** | **April 9, 2024** |
| **DEPARTMENT:** | **Fire Department** |
| **FROM:** | **Lea Taylor** |
| **SUBJECT:** | **Fire Department Overtime and LifeQuest Billing Reports for March, 2024.** |

**ATTACHMENTS:**

- 20240402095550490 (PDF)

## *DE PERE FIRE RESCUE*

## *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 | 22.50 | 51.00 | 37.75 | 15.00 | 39.00 | 33.00 | 15.00 | 27.00 | 12.00 | 414.75 |
| EMS TRAINING | 74.25 | 247.00 | 115.75 | 99.00 | 28.50 | 42.25 | 58.50 | 111.50 | 143.25 | 135.00 | 68.75 | 157.50 | 1,281.25 |
| FIRE TRAINING | 13.50 | 49.50 | 21.00 | 5.25 | 3.00 | 1.50 | 0.00 | 8.25 | 11.25 | 7.50 | 13.50 | 22.50 | 156.75 |
| RESCUE CALLS | 19.50 | 21.25 | 20.00 | 10.00 | 7.75 | 13.25 | 7.00 | 25.50 | 11.25 | 9.25 | 14.25 | 9.25 | 168.25 |
| FIRE CALLS | 8.75 | 6.25 | 9.50 | 1.75 | 0.00 | 0.00 | 0.75 | 1.75 | 0.00 | 0.00 | 0.00 | 5.50 | 34.25 |
| MEETINGS | 10.75 | 3.00 | 36.75 | 5.75 | 6.00 | 1.50 | 0.00 | 0.00 | 3.00 | 0.00 | 3.50 | 4.50 | 74.75 |
| STAFFING REP. | 39.75 | 509.25 | 220.50 | 234.75 | 216.25 | 375.75 | 447.00 | 716.25 | 124.50 | 56.25 | 411.00 | 294.00 | 3,645.25 |
| MAINTENANCE | 3.00 | 0.00 | 0.75 | 0.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.25 | 9.00 |
| PUB. ED. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.75 | 3.00 | 0.00 | 3.50 | 19.50 | 12.00 | 0.00 | 49.75 |
| SPECIAL EVENTS | 0.00 | 3.00 | 14.25 | 0.00 | 15.00 | 48.75 | 0.00 | 42.75 | 5.25 | 27.00 | 4.50 | 0.00 | 160.50 |
| # FIRE RUNS | 36 | 18 | 24 | 27 | 30 | 36 | 40 | 44 | 28 | 65 | 31 | 21 | 400 |
| # EMS RUNS | 216 | 189 | 226 | 209 | 228 | 209 | 220 | 241 | 225 | 196 | 232 | 277 | 2,668 |
| DISPATCH ERRORS | 5 | 2 | 6 | 3 | 2 | 6 | 3 | 4 | 2 | 8 | 5 | 7 | 53 |
| TOTAL HRS. | 238.50 | 879.75 | 491.50 | 379.00 | 330.50 | 532.50 | 531.25 | 945.00 | 335.00 | 269.50 | 554.50 | 507.50 | 5,994.50 |

**Special Events included in Overtime**
**Total Overtime Budget $115,000, Expenditures through January 2, 2024, $125,055, 109%**

*Period: 12/24/22-01/20/23
**Period: 01/21/23-03/03/23
***Period: 03/04/23-03/31/23
+Period: 04/01/23-04/28/23
++Period: 04/29/23-05/26/23
+++Period: 05/27/23-6/23/23
^Period: 06/24/23-07/21/23
^^Period: 07/22/23-09/01/23
^^^Period: 09/02/23-09/29/23
#Period: 09/30/23-10/27/23
##Period: 10/28/23-11/24/23
###Period: 11/25/23-12/22/23

## *OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2024*

| REASON | Jan.* | Feb.** | Mar. *** | Apr.+ | May++ | June+++ | July^ | Aug.^^ | Sept.^^^ | Oct.# | Nov.## | Dec.### | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DUTY CREW | 53.50 | 39.00 | 36.00 | | | | | | | | | | 128.50 |
| EMS TRAINING | 235.00 | 258.25 | 141.75 | | | | | | | | | | 635.00 |
| FIRE TRAINING | 15.00 | 22.75 | 6.00 | | | | | | | | | | 43.75 |
| RESCUE CALLS | 27.75 | 15.50 | 12.75 | | | | | | | | | | 56.00 |
| FIRE CALLS | 28.50 | 0.00 | 0.00 | | | | | | | | | | 28.50 |
| MEETINGS | 3.00 | 33.50 | 9.25 | | | | | | | | | | 45.75 |
| STAFFING REP. | 399.00 | 39.00 | 221.00 | | | | | | | | | | 659.00 |
| MAINTENANCE | 0.00 | 12.00 | 0.00 | | | | | | | | | | 12.00 |
| PUB. ED. | 0.00 | 0.00 | 0.00 | | | | | | | | | | 0.00 |
| SPECIAL EVENTS | 0.00 | 10.50 | 36.75 | | | | | | | | | | 47.25 |
| # FIRE RUNS | 31 | 24 | 27 | | | | | | | | | | 82 |
| # EMS RUNS | 223 | 228 | 232 | | | | | | | | | | 683 |
| DISPATCH ERRORS | 7 | 4 | 2 | | | | | | | | | | 13 |
| TOTAL HRS. | 761.75 | 430.50 | 463.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,655.75 |

**Special Events included in Overtime**
**Total Overtime Budget $115,000, Expenditures through April 2, 2024, $19,474, 17%**

*Period: 12/23/23-02/02/24
**Period: 02/03/24-03/01/24
***Period: 03/02/24-03/29/24
+Period:
++Period:
+++Period:
^Period:
^^Period:
^^^Period:
#Period:
##Period:
###Period:

# DE PERE FIRE RESCUE
# STRUCTURAL FIRE "STILL" ALARMS FOR MARCH, 2024

| Date | Incident Location | Reported Situation | Units Dispatched | Disposition | Mutual Aid Received |
|---|---|---|---|---|---|
| 3/1/2024 | 2222 American Blvd. | Smoke detector activation, due to malfunction | E121, A121 | Investigate | N/A |
| 3/3/2024 | 2555 American Blvd. | Alarm system sounded due to malfunction | E121 | Investigate | N/A |
| 3/3/2024 | 430 Grant Street | Smoke detector activation, no fire, unintentional | E111 | Investigate | N/A |
| 3/4/2024 | 1839 Scheuring Road (Town of Lawrence) | Smoke or odor removal | BC111, L111 | Investigate | N/A |
| 3/7/2024 | 299 Bay Park Square (Village of Ashwaubenon) | Smoke scare, odor of smoke | E111 | Standby | N/A |
| 3/7/2024 | 704 Killarny Trail | Smoke scare, odor of smoke | BC111, E111, L111 | Investigate | Ashwaubenon, Cty Rescue, Green Bay & Ledgeview |
| 3/8/2024 | 1758 Burgoyne Court | Carbon monoxide detector activation no CO | E121 | Investigate | N/A |
| 3/9/2024 | 979 Wishart Avenue | Carbon monoxide incident | A111, E111 | Ventilate | N/A |
| 3/10/2024 | 1881 Chicago Street | Alarm system sounded due to malfunction | E111 | Investigate | N/A |
| 3/11/2024 | Charles St/Scout Way | Authorized controlled burning | BC111, L111 | Investigate | N/A |
| 3/13/2024 | 2105 Ryan Road | Alarm system activation, no fire, unintentional | BC111, E111 | Restore fire alarm system | N/A |
| 3/14/2024 | 3148 Shirley Road (Town of Morrison) | Building fire | BC111, L111 | Standby | N/A |
| 3/15/2024 | 804 W. Gile Circle | Building fire | BC111, L111, E111, E121 | Incident command, extinguishment by fire service personnel | Ashwaubenon, Green Bay & Ledgeview |
| 3/17/2024 | 600 Grant Street | Alarm system activation, no fire, unintentional | E121 | Restore fire alarm system | N/A |
| 3/17/2024 | 600 Grant Street | Detector activation, no fire, unintentional | E121 | Restore fire alarm system | N/A |
| 3/19/2024 | 689 Mike McCarthy Way (Village of Ashwaubenon) | Possible building fire | BC111, L111 | Dispatched & canceled en route | N/A |

| Date | Incident Location | Reported Situation | Units Dispatched | Disposition | Mutual Aid Received |
|---|---|---|---|---|---|
| 3/19/2024 | 2265 Glen Meadows Circle | Building fire | C102, BC111, L111, E111, E121 | Incident command, extinguishment by fire service personnel, salvage & overhaul | Ashwaubenon, Cty Rescue, Hobert & Lawrence |
| 3/20/2024 | 830 Prosper Street | Building fire | BC111, E111, E121 | Incident command, extinguishment by fire service personnel | Ashwaubenon, Cty Rescue, Green Bay & Ledgeview |
| 3/20/2024 | 2598 Old Plank Road (Town of Ledgeview) | Building fire | BC111, E111, L111 | Extinguishment by fire service personnel, search | N/A |
| 3/21/2024 | 2048 Bark River Court | Unauthorized burning | BC111 | Investigate | N/A |
| 3/27/2024 | 1248 Danena Drive | Carbon monoxide detector activation, due to malfunction | E121 | Investigate | N/A |
| 3/29/2024 | 1724 Lawrence Drive | Smoke scare, odor of smoke | Bc111, E121 | Investigate | N/A |

**DE PERE FIRE RESCUE**
**OVERTIME CAUSED BY SICK LEAVE**
**MARCH, 2024**

| DATE | HOURS OF SICK LEAVE | OVERTIME PAID |
|---|---|---|
| 3/3/2024 | 24 | 36 |
| 3/7/2024 | 6 | 9 |
| 3/9/2024 | 4 | 6 |
| 3/21/2024 | 24 | 36 |
| 3/24/2024 | 24 | 36 |
| 3/25/2024 | 17.3 | 26 |
| 3/26/2024 | 24 | 36 |
| 3/28/2024 | 24 | 36 |
| | | |
| TOTAL | 147.3 | 221 |

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

**Pay periods 03/02/24-03/29/24

# LIFEQUEST MEDICAL BILLING - 2024
## MONTHLY REPORT

| | JAN. | FEB. | MARCH | APRIL | MAY | JUNE |
|---|---|---|---|---|---|---|
| CHARGES | 396,835 | *45,104 | 197,475 | | | |
| PAYMENTS | 74,030 | 91,711 | 84,857 | | | |
| CREDIT ADJUSTMENTS | 74,140 | 113,572 | 53,968 | | | |

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

| Payments to LifeQuest | |
|---|---|
| January | 5,801 |
| February | 7,547 |
| March | 6,991 |
| April | |
| May | |
| June | |
| July | |
| August | |
| September | |
| October | |
| November | |
| December | |
| Total Paid | |

*Per C. Schrader at LifeQuest, Feb. charges low due to unexpected loss of coding personnel to their staff
**See attached details

# City Of De Pere

## Income and Expenditures

## March 2024

## All Phases

| Charges | | Billing | Collection | Total |
|---|---|---|---|---|
| Billing Charges / Collection Placements | | $176,218.51 | $21,256.43 | $197,474.94 |
| Other | + | $0.00 | $0.00 | $0.00 |
| **Subtotal of Charges** | | **$176,218.51** | **$21,256.43** | **$197,474.94** |
| **Account Transfers** | | **$2,950.88** | **$19,382.68** | **$22,333.56** |
| **Credit Summary** | | | | |
| **Total Credits** | | **$116,101.71** | **$20,957.74** | **$137,059.45** |
| Less Adjustments | - | $54,195.73 | $(227.67) | $53,968.06 |
| Less Delinquent Closed Accounts Reconciliation | - | $0.00 | $2,069.03 | $2,069.03 |
| Less Overpayments | - | $(2,684.17) | $(1,150.00) | $(3,834.17) |
| **Gross Payments Received** | | **$64,590.15** | **$20,266.38** | **$84,856.53** |
| Plus Overpayment Returns | + | $0.00 | $0.00 | $0.00 |
| **Net Payments Received** | | **$64,590.15** | **$20,266.38** | **$84,856.53** |
| Less Payments Kept By Service | - | $0.00 | $0.00 | $0.00 |
| **Total Deposits Reconciliation** | | **$64,590.15** | **$20,266.38** | **$84,856.53** |
| **Summary of Disbursement** | | | | |
| Total Deposits & Payments Kept By | | $64,590.15 | $20,266.38 | $84,856.53 |
| Plus Overpayment Refunds | + | $(2,684.17) | $(1,150.00) | $(3,834.17) |
| **Gross Revenue** | | **$61,905.98** | **$19,116.38** | **$81,022.36** |
| LifeQuest Fee | | $2,785.77 | $4,205.60 | $6,991.37 |
| Plus Probate Fees | + | $0.00 | $0.00 | $0.00 |
| Other / Fees | | - | - | $0.00 |
| **Total Due LifeQuest** **Check #** **EFT** | | **$2,785.77** | **$4,205.60** | **$6,991.37** |
| Service Revenue | | $59,120.21 | $14,910.78 | $74,030.99 |
| 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** | | **$59,120.21** | **$14,910.78** | **$74,030.99** |

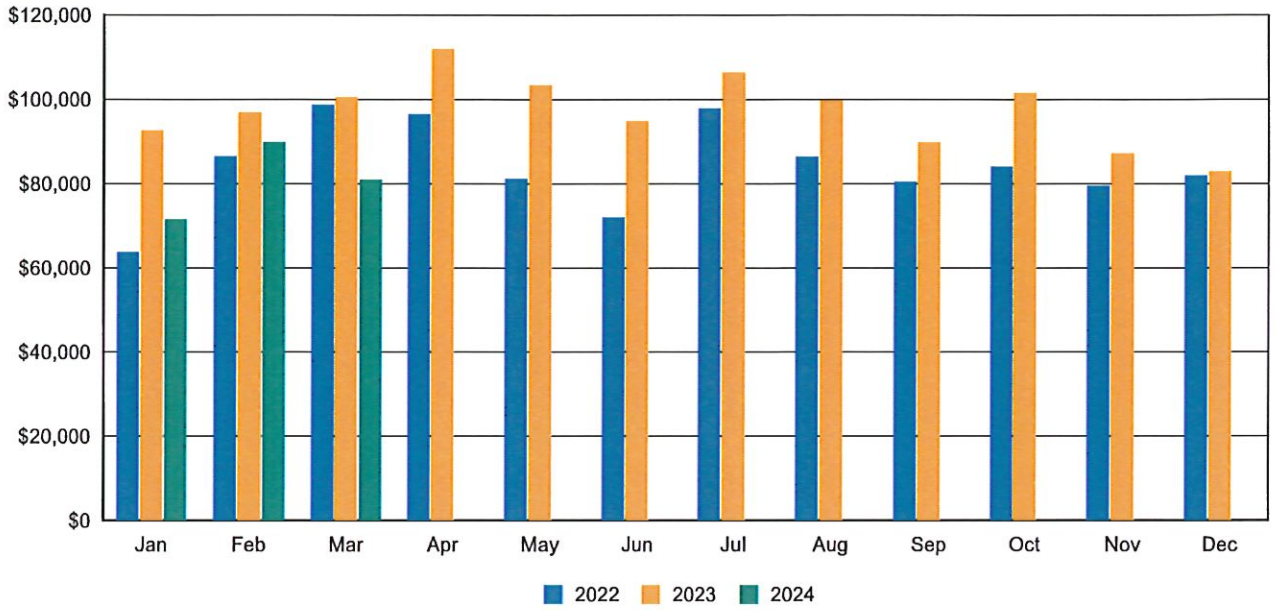
**Messages:**

Total Deposits EOM differ from bank statement by $878.78 due to 2/12 $396.15 uhc 2/27 $483.54 va now posted 3/15 $112.25 hphc not posted $111.34 wps posting correction to be made not in bank jlc 4.1.24

# All Phases Gross Revenue

**City of De Pere**

**January 2022 to March 2024**




| | 2022 | 2023 | 2024 |
|---|---|---|---|
| January | $63,841 | $92,717 | $71,664 |
| February | $86,624 | $96,954 | $89,949 |
| March | $98,825 | $100,571 | $81,022 |
| April | $96,607 | $112,135 | $0 |
| May | $81,259 | $103,493 | $0 |
| June | $72,087 | $94,967 | $0 |
| July | $97,965 | $106,510 | $0 |
| August | $86,527 | $99,867 | $0 |
| September | $80,584 | $89,866 | $0 |
| October | $84,134 | $101,640 | $0 |
| November | $79,587 | $87,295 | $0 |
| December | $81,992 | $82,961 | $0 |
| **Total Gross Revenue** | **$1,010,034** | **$1,168,976** | **$242,636** |

# City Of De Pere

## Billing Summary

## March 2024

## Phase 1

| | | | |
|---|---|---|---|
| **Charges** | | | |
| Billing Charges | | $176,218.51 | |
| Other | + | $0.00 | |
| **Subtotal of Charges** | | | **$176,218.51** |
| **Account Transfers** | | | |
| Billing to Collections Transfer Total | | | **$2,950.88** |
| **Credit Summary** | | | |
| **Total Credits** | | $116,101.71 | |
| Less Adjustments | - | $54,195.73 | |
| Less Overpayments | - | $(2,684.17) | |
| **Gross Payments Received** | | | **$64,590.15** |
| Plus Overpayment Returns | - | $0.00 | |
| **Net Payments Received** | | | **$64,590.15** |
| Less Payments Kept By Service | - | $0.00 | |
| **Total Deposits Reconciliation** | | | **$64,590.15** |
| **Summary of Disbursement** | | | |
| Total Deposits & Payments Kept By | | $64,590.15 | |
| Plus Overpayment Refunds | + | $(2,684.17) | |
| **Gross Revenue** | | | **$61,905.98** |
| LifeQuest Fee | | $2,785.77 | |
| Plus Probate Fees | + | $0.00 | |
| **Total Due LifeQuest** **Check #** **EFT** | | | **$2,785.77** |
| Service Revenue | | $59,120.21 | |
| 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** | | | **$59,120.21** |

**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 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2024 | Feb 2024 | Mar 2024 | Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Apr 2023 | 8057 | 42743 | 21882 | 6678 | 3942 | 800 | 50 | 910 | 80 | 1746 | 120 | 100 $ | 87109 |
| 205275 | 3.9 | 20.8 | 10.7 | 3.3 | 1.9 | 0.4 | 0 | 0.4 | 0 | 0.9 | 0.1 | 0 % | 42.4 |
| May 2023 | | 10264 | 45017 | 25029 | 11385 | 3497 | 1348 | 1622 | 180 | 180 | 30 | -1047 $ | 97505 |
| 227479 | | 4.5 | 19.8 | 11 | 5 | 1.5 | 0.6 | 0.7 | 0.1 | 0.1 | 0 | -0.5 % | 42.9 |
| Jun 2023 | | | 5639 | 46018 | 15607 | 3620 | 5248 | 3994 | 77 | 859 | 55 | 856 $ | 81973 |
| 202474 | | | 2.8 | 22.7 | 7.7 | 1.8 | 2.6 | 2 | 0 | 0.4 | 0 | 0.4 % | 40.5 |
| Jul 2023 | | | | 13823 | 57300 | 20376 | 4901 | 3340 | 1821 | 700 | 129 | 275 $ | 102667 |
| 228843 | | | | 6 | 25 | 8.9 | 2.1 | 1.5 | 0.8 | 0.3 | 0.1 | 0.1 % | 44.9 |
| Aug 2023 | | | | | 2748 | 49490 | 26849 | 8279 | 1834 | 6072 | 45 | 623 $ | 95941 |
| 228205 | | | | | 1.2 | 21.7 | 11.8 | 3.6 | 0.8 | 2.7 | 0 | 0.3 % | 42 |
| Sep 2023 | | | | | | 5698 | 48883 | 17017 | 3808 | 7277 | 815 | 204 $ | 83703 |
| 210778 | | | | | | 2.7 | 23.2 | 8.1 | 1.8 | 3.5 | 0.4 | 0.1 % | 39.7 |
| Oct 2023 | | | | | | | 5909 | 42716 | 18777 | 11437 | 522 | 3032 $ | 82394 |
| 196584 | | | | | | | 3 | 21.7 | 9.6 | 5.8 | 0.3 | 1.5 % | 41.9 |
| Nov 2023 | | | | | | | | 2773 | 45475 | 13023 | 17820 | 4580 $ | 83672 |
| 232856 | | | | | | | | 1.2 | 19.5 | 5.6 | 7.7 | 2 % | 35.9 |
| Dec 2023 | | | | | | | | | 0 | 16190 | 37899 | 33094 $ | 87182 |
| 262566 | | | | | | | | | 0 | 6.2 | 14.4 | 12.6 % | 33.2 |
| Jan 2024 | | | | | | | | | | 0 | 12840 | 15621 $ | 28461 |
| 208164 | | | | | | | | | | 0 | 6.2 | 7.5 % | 13.7 |
| Feb 2024 | | | | | | | | | | | 0 | 4498 $ | 4498 |
| 158413 | | | | | | | | | | | 0 | 2.8 % | 2.8 |
| Mar 2024 | | | | | | | | | | | | 0 $ | 0 |
| 0 | | | | | | | | | | | | 0 % | 0 |

| 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 | 2.3 | <NA> | <NA> | <NA> | <NA> | <NA> | <NA> | <NA> | <NA> | <NA> | <NA> | <NA> |
| Weighted | 2.3 | 17.4 | 9.6 | 5.1 | 1.7 | 1.2 | 0.2 | 0.2 | 0.1 | 0.4 | -0.2 | 0 |

**City of De Pere, Wisconsin**

**Request For Finance/Personnel Committee Action**

| | |
|---|---|
| **MEETING DATE:** | **April 9, 2024** |
| **DEPARTMENT:** | **Police** |
| **FROM:** | **Jeremy Muraski** |
| **SUBJECT:** | **Consideration and Possible Action on the March 2024 Police Overtime Report.** |

The March 2024 Overtime Report for the police department is attached.

Total net overtime for March 2024 was down from March of 2023 with a total of 313.5 hours compared to 484.25 hours a year ago. Staffing Level overtime was the largest contributor with 136.25 hours. We are currently one officer below our approved staffing level of 38 sworn officers and have another out on FMLA. A new hiring process has begun.

Staffing overtime will likely become a larger factor later this year as we have two additional officers who are anticipated to be out on FMLA leave at different points this spring and summer. We are also coming closer to special events season, and traditionally higher call volume with better weather.

**ATTACHMENTS:**

- 03 March 2024 OT Report (PDF)
- Trend Chart 03 2024 (PDF)

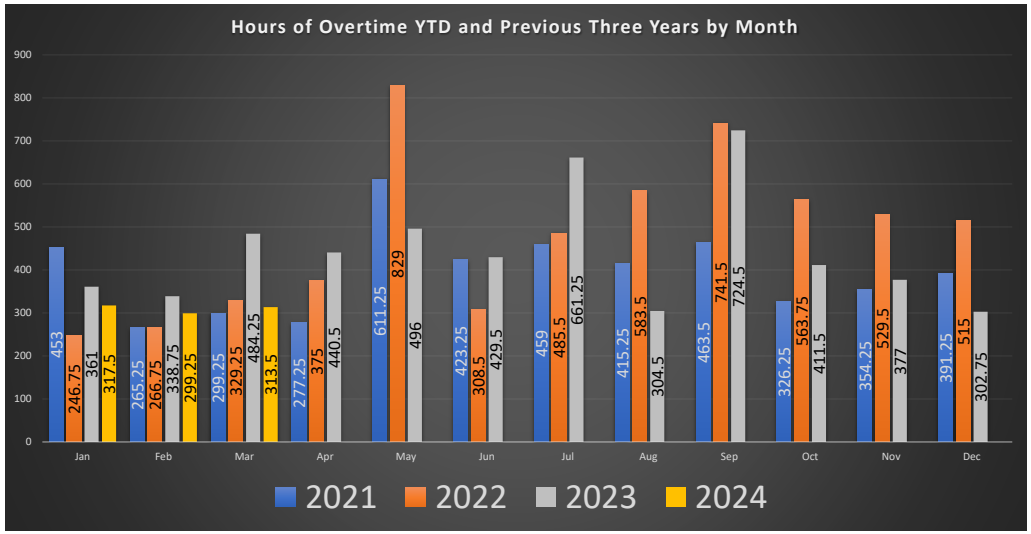
**DE PERE POLICE DEPARTMENT**
**OVERTIME BY REASON**
**2024**

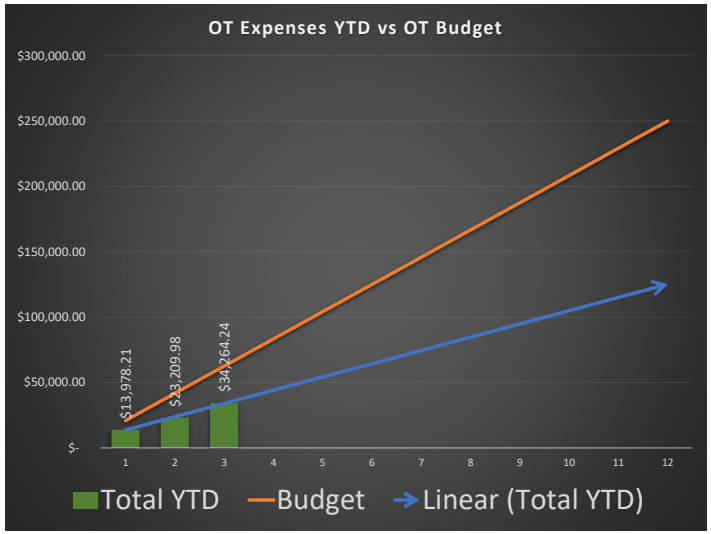
| REASON | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OFFICER SICK RELIEF | 34.50 | 30.00 | 4.00 | | | | | | | | | | 68.50 |
| OFFICER WORKED ON HOLIDAY | 58.00 | 5.50 | 34.00 | | | | | | | | | | 97.50 |
| OFFICER FOR COURT | 8.00 | 26.75 | 8.00 | | | | | | | | | | 42.75 |
| OFFICER TRAINING | 114.00 | 143.75 | 83.25 | | | | | | | | | | 341.00 |
| OFFICER RELIEF FOR FUNERAL | | | | | | | | | | | | | 0.00 |
| OFFICER ATTEND MEETING | 1.00 | 2.25 | 7.00 | | | | | | | | | | 10.25 |
| STAFFING LEVEL | 32.00 | 43.75 | 136.25 | | | | | | | | | | 212.00 |
| INVESTIGATION | 65.50 | 38.50 | 26.00 | | | | | | | | | | 130.00 |
| HONOR GUARD FOR FUNERAL | | | | | | | | | | | | | 0.00 |
| SCHOOL LIAISON REIMBURSED | 28.75 | 26.50 | 15.75 | | | | | | | | | | 71.00 |
| COMMUNITY RELATIONS | | | | | | | | | | | | | 0.00 |
| SPECIAL ASSIGNMENT | | | | | | | | | | | | | 0.00 |
| SPECIAL ASSIGNMENT REIMBURSED | | 12.50 | | | | | | | | | | | 12.50 |
| MISCELLANEOUS | 4.50 | 8.75 | 15.00 | | | | | | | | | | 28.25 |
| MISCELLANEOUS REIMBURSED | 60.25 | 70.50 | 76.75 | | | | | | | | | | 207.50 |
| GROSS OFFICER OVERTIME | 406.50 | 408.75 | 406.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1221.25 |
| **SUBTOTAL REIMBURSED OVERTIME** | (89.00) | (109.50) | (92.50) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (291.00) |
| **NET OFFICER OVERTIME** | **317.50** | **299.25** | **313.50** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | 930.25 |

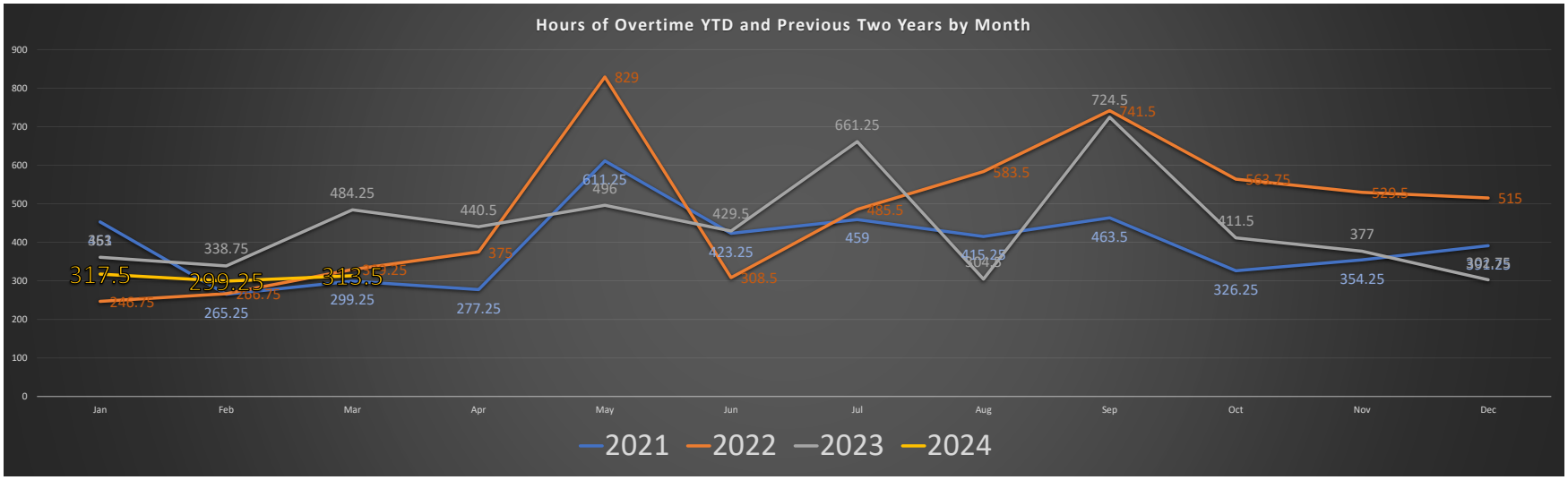
**TOTAL OVERTIME BUDGET: $ 250,000.00**
**EXPENDITURES THROUGH 1/31/2024 $ 34,246.24**
**PERCENT OF TOTAL BUDGET: 13.70%**

**2023 PD Overtime Trends Report**

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total Yearly Hours | Total Yearly Expendi | Total OT Budget |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 | 440.5 | 496 | 429.5 | 661.25 | 304.5 | 724.5 | 411.5 | 377 | 302.75 | 5331.5 | $ 237,194.00 | $ 181,000.00 |
| 2024 | 317.5 | 299.25 | 313.5 | | | | | | | | | | 930.25 | | $ 250,000.00 |
| Total YTD | $ 13,978.21 | $ 23,209.98 | $ 34,264.24 | | | | | | | | | | | | |
| % of Budget | 5.6% | 9.3% | 13.7% | | | | | | | | | | | | |
| Budget | $ 20,833.33 | $ 41,666.66 | $ 62,499.99 | $ 83,333.32 | $ 104,166.65 | $ 124,999.98 | $ 145,833.31 | $ 166,666.64 | $ 187,499.97 | $ 208,333.30 | $ 229,166.63 | $ 249,999.96 | | | |



**City of De Pere, Wisconsin**

**Request For Finance/Personnel Committee Action**

| | |
|---|---|
| **MEETING DATE:** | **April 9, 2024** |
| **DEPARTMENT:** | **Police** |
| **FROM:** | **Jeremy Muraski** |
| **SUBJECT:** | **Consideration and Request to Accept $38,101 grant from Firehouse Subs Public Safety Foundation for the purchase of 17 defibrilators (AEDs) *** |

Please see the attached memo.

**ATTACHMENTS:**

- Firehouse Subs AED Grant Memo (PDF)

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.

April 2, 2024

TO: Members of City Council, City Administrator Delo, and Mayor James Boyd

FROM: Chief Jeremy A. Muraski

RE: Grant Award Approval from Firehouse Subs

I am very pleased to report that Sgt. Mike Vandenbush wrote a grant application to the Firehouse Subs Public Safety Foundation seeking funding to replace our aging fleet of automated defibrillator units (AEDs). As you know, AEDs can be incredibly important in life saving efforts when someone has experienced cardiac arrest and every minute matters. We are blessed to have excellent emergency medical services through the De Pere Fire Department, but there are occasions where our officers are able to arrive on scene ahead of ambulance crews. These new AEDs will give us the ability to bridge the gap until advanced life support arrives.

This was Sgt. Vandenbush's first attempt at grant writing, and he was very successful. If approved by the personnel and finance committee, the Firehouse Subs Public Safety Foundation will award us the amount of $38,101.35 which would allow us to procure 17 Lifepak AEDs with cases to place in each of our department squads, thereby outfitting our entire fleet with new, modern AED units.

I am therefore seeing your approval to accept this generous grant award.

Thank you for your time and consideration.

Sincerely,

Jeremy A. Muraski, Chief of Police

**Jeremy A. Muraski** | Chief of Police
(920) 339-4078 ♦ jmuraski@deperewi.gov ♦ www.deperewi.gov ♦ @DePerePD ♦ 325 S. Broadway, De Pere, WI 54115

**City of De Pere, Wisconsin**

**Request For Finance/Personnel Committee Action**

| | |
|---|---|
| **MEETING DATE:** | **April 9, 2024** |
| **DEPARTMENT:** | **Police** |
| **FROM:** | **Jeremy Muraski** |
| **SUBJECT:** | **Consideration and Request to allow over-hire for Police Officer for 2024, and for subsequent years as needed. *** |

Please see the attached memos.

**ATTACHMENTS:**

- Ongoing Overhire Approval Request (PDF)

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.

April 2, 2024

TO: Members of City Council, City Administrator Delo, and Mayor James Boyd

FROM: Chief Jeremy A. Muraski

RE: Over-hire Approval Requests

As I believe you are aware, the Council approved the funding to allow for a one-time over-hire during the last budget cycle. Our department is currently in a hiring process to fill a vacancy created by the promotion of Jake Nowak to the position of Professional Standards Captain. Because running a hiring process can be very time consuming, and because of the ultra-competitive recruiting market we find ourselves in, I am requesting your approval to over-hire allowing us to hire a second officer from this hiring process in 2024. The second officer would be hired later in the year, thereby using less salary funds in 2024. We have one immediate vacancy and are anticipating at least one additional vacancy in the next 6-12 months. In the unlikely event we would not have a vacancy during all of 2025, the over-hire position would cost approximately $110,000.

We are approaching a time when our department will again experience a high rate of turnover due to anticipated retirements. The graph to the right shows we have 7 employees who are approaching or past the minimum retirement age, and most, if not all, are likely to retire in the next 3-5 years. Because it takes approximately 9 months from the start of a recruitment process to graduating from field training, I am also making a separate request for your ongoing approval to utilize the over-hire process once each year without the necessity of seeking individual approvals each time, using our best judgment in anticipating vacancies ahead of time in an effort to avoid staffing gaps during the 9 month recruitment and training period. Ideally, we would have a replacement officer certified for solo patrol about the time a retiring officer has worked their final shift.

| Today | Age |
|---|---|
| 4/2/2024 | 54.56 |
| 4/2/2024 | 51.12 |
| 4/2/2024 | 51.10 |
| 4/2/2024 | 50.60 |
| 4/2/2024 | 49.58 |
| 4/2/2024 | 49.13 |
| 4/2/2024 | 48.95 |
| 4/2/2024 | 48.85 |
| 4/2/2024 | 48.62 |
| 4/2/2024 | 47.01 |
| 4/2/2024 | 46.91 |
| 4/2/2024 | 45.76 |
| 4/2/2024 | 45.68 |
| 4/2/2024 | 44.64 |
| 4/2/2024 | 44.12 |
| 4/2/2024 | 44.06 |
| 4/2/2024 | 42.74 |
| 4/2/2024 | 40.21 |
| 4/2/2024 | 39.82 |
| 4/2/2024 | 38.60 |
| 4/2/2024 | 37.09 |
| 4/2/2024 | 36.88 |
| 4/2/2024 | 36.76 |
| 4/2/2024 | 36.74 |
| 4/2/2024 | 36.13 |
| 4/2/2024 | 35.89 |
| 4/2/2024 | 35.28 |
| 4/2/2024 | 34.78 |
| 4/2/2024 | 34.77 |
| 4/2/2024 | 34.75 |
| 4/2/2024 | 32.81 |
| 4/2/2024 | 32.69 |
| 4/2/2024 | 32.19 |
| 4/2/2024 | 32.17 |
| 4/2/2024 | 30.80 |
| 4/2/2024 | 30.43 |
| 4/2/2024 | 29.95 |
| 4/2/2024 | 27.84 |
| 4/2/2024 | 25.89 |
| 4/2/2024 | 24.06 |
| 4/2/2024 | 23.00 |

Thank you for your time and consideration.

Sincerely,

Jeremy A. Muraski, Chief of Police

**Jeremy A. Muraski** | Chief of Police
(920) 339-4078 ♦ jmuraski@deperewi.gov ♦ www.deperewi.gov ♦ @DePerePD ♦ 325 S. Broadway, De Pere, WI 54115

**City of De Pere, Wisconsin**

**Request For Finance/Personnel Committee Action**

| | |
|---|---|
| **MEETING DATE:** | **April 9, 2024** |
| **DEPARTMENT:** | **Fire Department** |
| **FROM:** | **Lea Taylor** |
| **SUBJECT:** | **Consideration and Possible Action on request to purchase station alerting system for Fire Department.*** |

**ATTACHMENTS:**

- 20240404155225645 (PDF)

# Memo

**To:** Honorable Mayor James Boyd
Members of the Common Council

**From:** Fire Chief Alan Matzke AEM

**Date:** April 9, 2024

**Re:** Consideration of Request to Purchase Station Alerting System

---

On behalf of De Pere Fire Recuse, I respectfully request your consideration to purchase a station alerting system for both fire stations. I am requesting $66,141.21 from undesignated reserves to complete the project.

Currently, the department receives emergency notifications and calls for service through Brown County Dispatch via radio. The radio system in the stations is very antiquated and vulnerable to failure. Moving forward, some type of computer-aided system will become the primary form and the radio system will remain as a backup.

One of the primary benefits of a station alerting system is the speed of messaging. Currently, a call taker starts to gather information and has to send the call to a dispatcher to alert the local responders, which can cause a delay in dispatch up to several minutes. With this system, the call is automatically sent to the responders as the call taker gathers information, saving minutes on each call.

Another major benefit is reliability and resiliency. The emergency message is sent to our station via a protected fiber line as opposed to the airwaves. The city has already invested in protected fiber lines, which are in place.

With our community benefiting from reliability and increased speed, our staff benefits greatly in wellness and situational awareness. Currently, when we have a call for service, both stations are alerted, waking everyone for every call. This system would be station-specific and only wake the staff that is needed.

Data shows that responders experience an acute elevation in heart rate when the alarm sounds with this being worse when being awoke from sleep. This increase in heart rate can cause stress, and anxiety, can contribute to sleep deprivation, and have multiple secondary health implications.

Upgrading our system has been a goal for the past several years and the organization has been working toward this goal in small increments. Display monitors and associated power and cables have been installed through both stations to accommodate such a system.

In the 2022 budget, a request was made and approved to purchase some station-alerting software for $29,000. I was made aware that some other departments in the county were also interested in moving to this type of system and the decision was made to wait and see if we could work toward a group purchase that may be mutually beneficial to all parties involved.

This year the only departments still working toward this goal are Green Bay and De Pere. Most of the departments in the county do not have staffed stations and need to rely on radio waves to alert their staff from home, so they have elected not to participate.

Green Bay is upgrading nine stations and thus has selected a vendor to supply the product and a contractor to install the needed equipment. Based on the vendor selection some required hardware and software must be installed at the Brown County Communication Center. This equipment has an approximate cost of $100,000 and Green Bay is funding this portion.

Green Bay has selected Phenix G2 as the vendor and we can connect to the system at no cost for the connection or use but we would need to use the same system. The Phenix G2 system is more expensive than we budgeted for in 2022. Green Bay currently does not have any of the infrastructure installed in their stations and they are spending approximately $100,000 per station for the system and labor to install.

Our cost breakdown is as follows:

Station #1 system $51,588.32
Station #2 system $43,552.89
2022 budget -$29,000.00
Requested funds $66,141.21

Thank you for your consideration. 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 9, 2024** |
| **DEPARTMENT:** | **City Attorney** |
| **FROM:** | **Amy Darnick** |
| **SUBJECT:** | **Consideration and Request to allow over-hire for 1 Firefighter for 2024. *** |

**ATTACHMENTS:**

- Request to overhire (PDF)

# Memo

**To:** Honorable Mayor Boyd & Members of the Common Council

**From:** Alan Matzke, Fire Chief

**Date:** April 9, 2024

**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 approximately July 1st, at a cost of $29,143 for the 2024 budget.

Each year, our department has experienced members being off work due to injury or approved leave under the Fair Labor Standards Act 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. This trend will continue.

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 2024. Based on the average age of our staff, which is 43, I believe this trend will continue for the next several years with one third of our organization over the age of 50.

In anticipation of these vacancies, it would be 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 when 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.

| Age |
|---|
| 58.43 |
| 58.05 |
| 54.80 |
| 52.38 |
| 52.44 |
| 52.42 |
| 51.42 |
| 49.77 |
| 49.51 |
| 49.16 |
| 46.72 |
| 46.34 |
| 44.93 |
| 44.67 |
| 43.27 |
| 43.74 |
| 40.66 |
| 40.56 |
| 39.98 |
| 36.04 |
| 35.82 |
| 35.43 |
| 35.18 |
| 34.90 |
| 34.57 |
| 33.77 |
| 33.59 |
| 32.46 |
| 26.59 |
| 21.14 |

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.

I would ask you to consider allowing me to over hire one employee starting approximately July 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 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 | $52,345 |
| -Overtime savings | ($23,202) |
| -Proposal net cost 2024 | $29,143 |

-Proposed gross cost 2025 $104,691 (If we have no vacancies in 2024)
This number does not include any back pay when contracts are negotiated.

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 an employee, as we have been experiencing three vacancies per year and will likely stay on pace for the next several years. I will be requesting one additional position be added to the organization in the next budget year.

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 9, 2024** |
| **DEPARTMENT:** | **Health Department** |
| **FROM:** | **Chrystal Woller** |
| **SUBJECT:** | **Consideration and Possible Action on Affiliation Agreement between the City of De Pere and Colorado State University for supervised clinical experiences. *** |

The De Pere Health Department is interested in hosting a bachelor's prepared Registered Nurse who is currently attending graduate school (virtually) at Colorado State University. This student is currently practicing in Wisconsin and serving as the Calumet County Health Officer. This signed agreement would allow this graduate nursing student to complete their academic requirement for a clinical rotation. Academic projects completed for this rotation would be mutually beneficial for both the student and the De Pere Health Department. Thank you, in advance, for your consideration.

**ATTACHMENTS:**

- Affiliation Agreement City CSU Pueblo - City of De Pere (Health Department) FINAL 3.28.24 (DOC)

# AFFILIATION AGREEMENT

This Affiliation Agreement serves as an "Agreement" between the Board of Governors of the Colorado State University system acting through the Colorado State University Pueblo (School) and City of De Pere, a Wisconsin Municipal Corporation ("Group"), collectively the "Parties," for the provision of clinical education experiences ("Clerkships") for students. The Parties agree to the following parameters:

**TERM**- The term of this Agreement is for 3 year(s) effective upon execution by both Parties and may be extended by mutual consent of both parties for an agreed upon term. Either party may terminate this Agreement without cause with thirty (30) days written notice.

**SUPERVISED CLINICAL EXPERIENCES**- Group will provide supervised clinical experiences for students that fulfill the learning objectives and the curriculum requirements as delineated in the Core Curriculum guide provided to the Group; however, the Group shall retain responsibility for all aspects of patient care and provide for qualified supervision of educational activities.

**OBLIGATIONS OF SCHOOL:**

- School will retain responsibility for the education of students and for the curriculum of the Clerkships; and,
- Represents and warrants that it has and shall maintain throughout the term of this Agreement an affiliation agreement or other such similar agreement with each hospital where Group is providing supervisory services for students which allows students to have clinical experience at such hospital.

**REQUIREMENTS FOR STUDENT PARTICIPATION**- School shall present students for Clerkship who are in good academic standing and have appropriate preclinical instruction and training. In addition, School shall ensure that all students presented have met health and immunization requirements: are covered by professional liability insurance and Workers' Compensation; have passed any relevant background checks; and have received annual training regarding HIPAA and OSHA.

***FERPA; HIPAA.*** Both parties recognize that they are bound to comply with the Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment) in the handling of educational records of students enrolled in their programs. It is also understood and recognized that employees and agents of each party will need to have access to the educational records maintained by the other party in properly administering their duties and obligations under this agreement and to the individual students. It is also agreed that each party will thoroughly orient their employees and agents of their obligations under FERPA and will maintain their practices in strict accordance with the requirements of that Act. Neither party will be permitted to authorize any further disclosure of educational records of students of the other party to persons nor entities not a party to this Agreement without first having received permission of the other party and having obtained assurances that the other party has fully complied with the provisions of FERPA. Any permitted disclosure to persons or entities not a party to this Agreement will be under the conditions that no further disclosure by such parties will be permitted. If Facility is a

"covered entity" within the meaning of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the student shall be deemed a member of Facility's workforce in accordance with 45 C.F.R. § 160.103 at all times while performing the internship duties and activities for the Facility. The Facility shall be responsible for providing appropriate training and direction to the student concerning the confidentiality of the Facility's protected health information under HIPAA. The School shall take reasonable measures to protect the confidentiality of any protected health information used or disclosed to the student for educational purposes.

**REMOVAL OR WITHDRAWAL OF STUDENTS**- The Group may request that Colorado State University Pueblo withdraw or dismiss a participant from a Clerkship when his or her clinical performance is unsatisfactory, or if his or her behavior is disruptive or detrimental to the Group and/or its patients. The Group may also, in its sole discretion, immediately remove a student from the premises who poses and immediate threat or danger to patients or to the quality of medical services, and shall immediately notify Colorado State University of the action.

**INSURANCE**- Both Parties shall maintain and provide evidence of professional liability insurance covering itself, its agents and employees, including those employees who may participate in the Clerkships. Nurse practitioner students are required to have an amount no less than one Million Dollars ($1,000,000) per occurrence and Three Million Dollars ($3,000,000) annual aggregate. Colorado State University-Pueblo is solely responsible for covering students.

**INDEMNIFICATION-** To the extent permitted by law, the University shall be responsible for its own acts or omissions during the performance of its duties agreed to herein, including any act or omission of its employees, agents and representatives. The parties further understand and agree that liability for any claims for injuries to persons or property arising out of the acts or omissions of the University, its agents or employees shall be controlled and limited by the provisions of C.R.S. 24-10-101, et seq. The provisions of this paragraph shall be controlled, limited and otherwise modified by the above-cited laws. It is expressly understood and agreed that nothing contained in this Agreement shall be construed as an express or implied waiver by either Party of its governmental or sovereign immunities.

**INDEMNIFICATION-** Group shall indemnify and hold harmless Colorado State University-Pueblo, its officers, agents and employees from and against all claims, damages, costs and expenses including attorney fees, arising from the performance or non-performance of any supervised clinical experiences or function pursuant to this Agreement, but only to the extent that such claims, damages, costs and expenses are due to the sole negligent acts or omissions of the Group, its officers, agents and /or employees. Notwithstanding any other portions of this Agreement, nothing contained herein is intended to waive or estop the City or its insurer to rely upon the limitations, defense, immunities contained within Wisconsin Statutes §§ 345.05 and 893.80. To the extent that indemnification is available and enforceable, the provisions of this paragraph shall be controlled, limited, and otherwise modified by the above-cited laws.

**CONTACTS-** The primary point of contact for the parties shall be;

- For graduate students: Dr. Jacqueline Itambo, Colorado State University Pueblo Interim Graduate Program Nursing Coordinator, 2200 Bonforte Blvd., IHHI-273, Pueblo, CO. 81001 (719) 549-2459.

- For undergraduate students: Dr. Lisa Persons, Colorado State University Pueblo Inerim Undergraduate Program Nursing Coordinator, 2200 Bonforte Blvd., IHHI-272, Pueblo, CO. 81001 (719) 549-2422

To School:
Colorado State University Pueblo
2200 Bonforte Blvd., IHHI-287
Pueblo, CO 81001-4901

To Group:
City of De Pere
Attention: Health Department
335 S Broadway
De Pere, WI 54115

**NONEXCLUSIVE AGREEMENT-** This Agreement is nonexclusive. Group reserves the right to offer a cooperative education program to students of other educations institutions.

**NONDISCRIMINATION -** Neither Group nor School will discriminate against any person because of race, color, national origin, gender, sex, religion, gender identity, gender expression, disability, veteran status or sexual orientation.

**(SIGNATURE PAGE TO FOLLOW)**

IN WITNESS WHEREOF, the parities hereunto executed this Agreement as of the date:

By: _____
Dr. Gail Mackin, Provost
Colorado State University Pueblo

Date: _____

By: _____
James G. Boyd, Mayor
City of De Pere

Date: _____

**City of De Pere, Wisconsin**

**Request For Finance/Personnel Committee Action**

| | |
|---|---|
| **MEETING DATE:** | **April 9, 2024** |
| **DEPARTMENT:** | **Economic Development** |
| **FROM:** | **Daniel Lindstrom** |
| **SUBJECT:** | **Consideration and Possible Action for a Proposed Purchase/Sale Agreement terms with AmeriLux Holdings LLC for an Approximately 250,000 Square Foot Trucking and Transportation Terminal Facility Located at 2000 Commerce Drive (Parcel ED-3103, ED-3104, and Portion of ED-3105).*** |

**ATTACHMENTS:**

- Amerilux East Business Park Memo - April 2024 (PDF)
- AmeriLux Basemap (JPG)
- Amerilux Letter of Intent with Enclosures (PDF)
- Amerilux Conceptual Site Plan (PDF)
- Amerilux Rendering 1 - Profit Place (PDF)
- Amerilux Rendering 1 - Profit Place 2 (PDF)

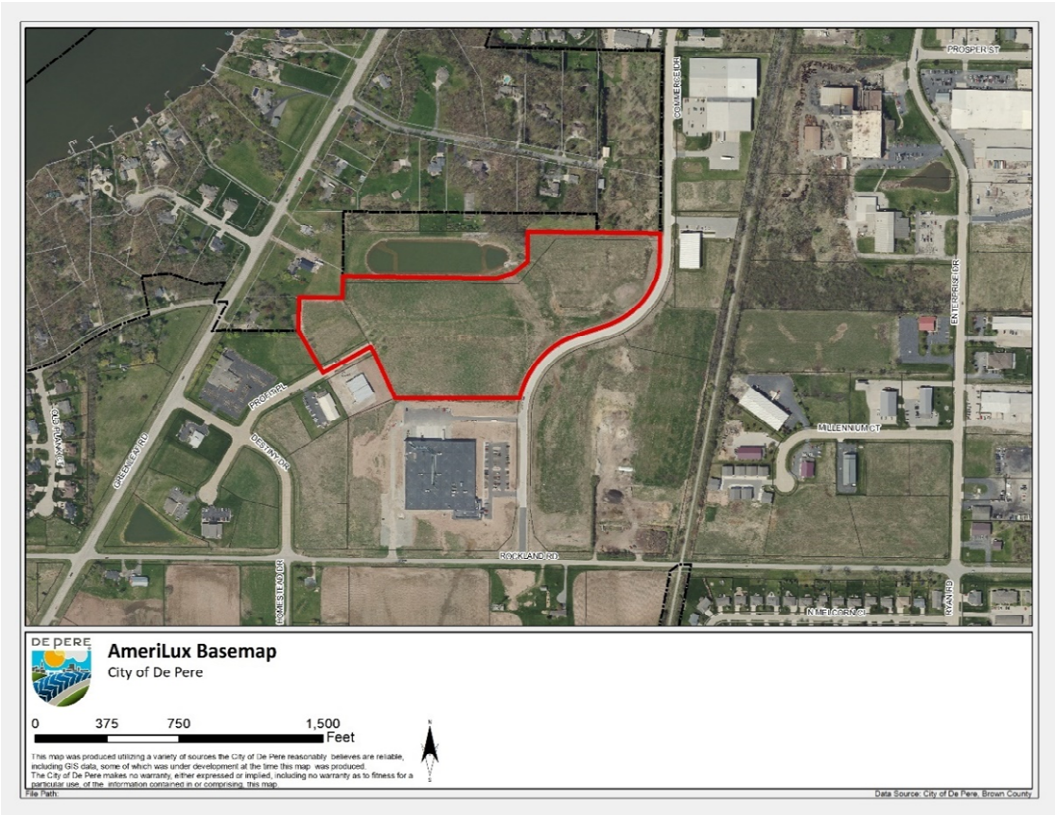
# CITY OF DE PERE MEMO

To: Finance and Personnel Committee
From: Daniel Lindstrom, AICP, Development Services Director
Date: April 9, 2024

RE: **Consideration and possible action for a proposed Purchase/Sale Agreement terms with Amerilux Holdings LLC for an approximately 250,000 square foot trucking and transportation terminal facility located at 2000 Commerce Drive (Parcel ED-3103, ED-3104, and Portion of ED-3105).***

## SUMMARY INTRODUCTION

In 2023, AmeriLux Family of Companies (Developer) expressed interest in acquiring the vacant land in the east business park, and over the past year, staff has worked with Amerilux to prepare a plan for parcels ED-3103, ED-3104, and portions of ED-3105 for an AmeriLux Commerce Drive Development Project. The Developer intends to develop the site with approximately 500,000 square feet of development over two buildings to include a manufacturing production area (approximately 47,000 sf), trucking and transportation distribution center (450,000 sf), and office space (approximately 3,000 sf). The site development also includes the creation of an employee parking lot as well as a shipping and receiving yard and associated trailer parking. AmeriLux would wish to begin construction on this project in the summer/fall of 2024 with target occupancy on January 1, 2026. With the project, AmeriLux is requesting financing from the City in the form of a TIF Grant(s) to support this investment.



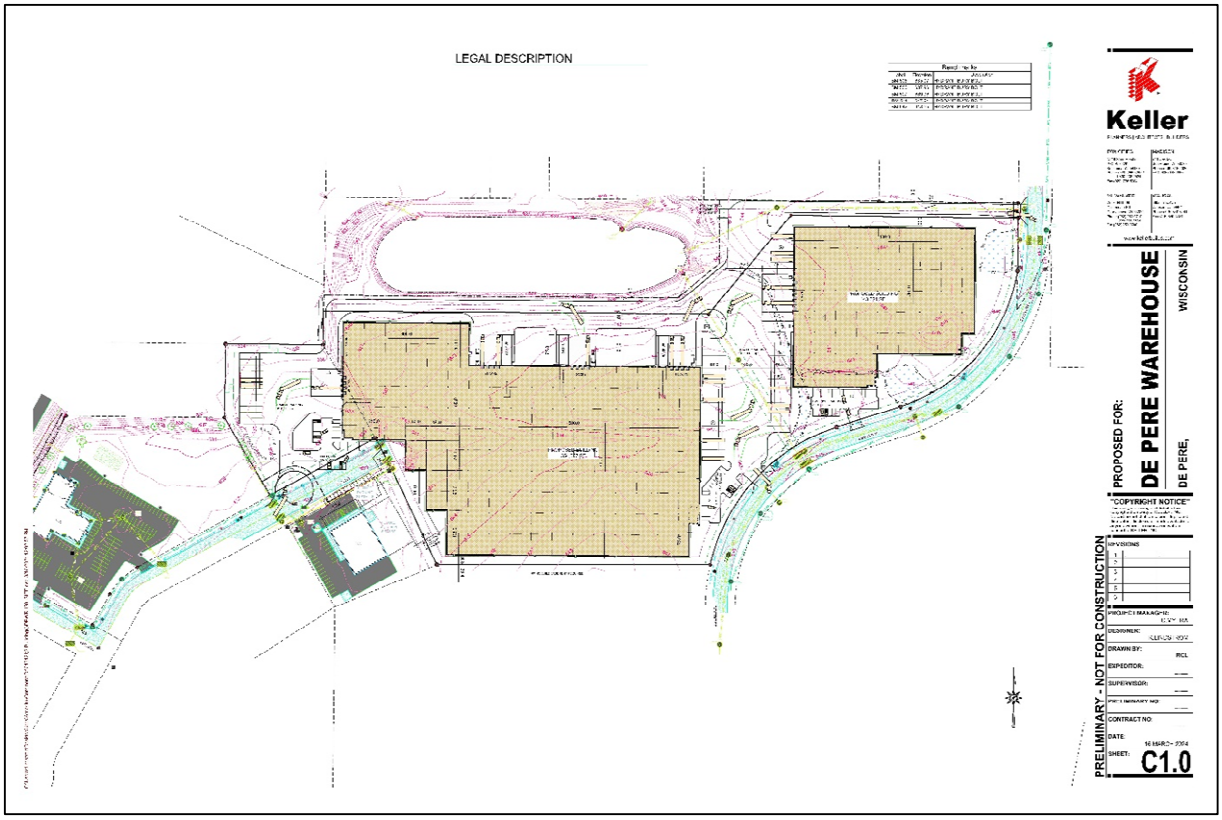
## Example Renderings (Profit Place Side)

**DE PERE WAREHOUSE**
DE PERE, WISCONSIN

Keller

**DE PERE WAREHOUSE**
DE PERE, WISCONSIN

Keller




**PROJECT ASSUMPTIONS:**

| | |
|---|---|
| The initial assessed value: | $35,000,000 appreciating 3% annually |
| Construction year(s): | 2024 to 2025 |
| Valuation Date: | January 1, 2026 |
| First-year revenue: | 2027 (50% partial assessment year 2026) |
| Remaining Revenue years: | 16 full years (2027 to 2042) |
| 2024 projected mill rate: | $0.013942416 or $13.942416 per $1,000 of assessed value, decreasing 0.5% annually |
| Initial/stabilized TID revenue: | $535,000<br>Based on the recently passed Unified School District Referendum with decreasing mill rates stated above. |
| Total expected TID revenue: | Approximately $10,757,000 over the remainder of TID No. 17 |
| Proposed Area: | 22.5 acres<br>2000 Commerce Drive (ED-3103) 18.587<br>Profit Place (ED-3104) 2.006<br>Vacated Profit Place (0.2 acres)<br>Stormwater pond adjustments (1.7 acres) |
| Utility Assumptions: | The City created TID No. 17 to accomplish two main goals - (1) to continue the business part growth and (2) to facilitate the funding and construction of the South Bridge Connector (SBC) project. |

*Commerce Drive:* Commerce Drive utility and street installation cost TID No. 17 approximately $1,895,000 or $2,202,490 with the cost of financing included. Parcel ED-3103/2000 Commerce Drive has approximately 1,200 ln ft and accounts for approximately 28.44% of the 4,220 total in ft of Commerce Drive (calculated as double loaded). Therefore, the City assigned $626,300 to Parcel ED-3103 with financing included.

*South Bridge Connector Segments 3 and 4 (design, acquisition, and construction):* TID No. 17 anticipates $4,084,000 in initial project costs related to the design, acquisition, and construction of segments 3 and 4 of which TID No. 17 can account for 51.5% of Segment 3 and 80% of Segment 4 for a total TID impact of $2,868,000. That increases to $3,926,000 when TID borrowing is included. Parcel ED-3103 and ED-3104 account for approximately 31.8% of the total district area and therefore planned for approximately $1,249,000. The South Bridge Connector Project has a total project cost of approximately $24,000,000 that the City is funding through the general fund, grants, and TIF.

The total Commerce Drive and South Bridge Connector infrastructure impact on parcels ED-3103 and ED 3104 is $2,030,000 when the cost of borrowing is included.

## UNKNOWN ASSUMPTIONS – UNIFIED SCHOOL DISTRICT OF DE PERE REFERENDUM:

The USDD recently had a 5-year Operational Referendum of $1.35 per $1,000 of assessed value pass on April 2, 2024. The USDD is also evaluating a Critical Facilities (Capital) Referendum of $0.40 per $1,000 of assessed value – potentially scheduled for a vote by fall 2024. The USDD is also evaluating a Facilities (Capital) Referendum to be reviewed at a later date. For this scenario, only the first two referendums are included in the projections.

## PROJECT FINANCING REQUEST:

| | |
|---|---|
| Purchase Price Request: | $500,000 (property value - $675,000 ~ 22.5 acres x $30,000 per acre) |
| Site Assembly Grant: | $175,000 ($675,000-$500,000) |
| Requested Project Grant: | $6,500,000 cash grant, structured as:<br>- $2,000,000 in 2025 (50% completion)<br>- $3,000,000 in 2026 (after full site completion)<br>- $1,500,000 in 2027 (one year after completion)<br><br>Current rates are 5.25% - the project assumes 5% by 2025 and reducing 0.5% annually. |
| Profit Place vacation: | $25,000<br>(road demolition, bulb reconstruction, and some utility abandonment) |
| Project Request Ratio: | 19.14% ($6,700,000/$35,000,000) |

Total Project Impact: 30.44% ($10,655,000/$35,000,000)
(project grant, land grant, utility work, cost of borrowing, less land sale)

Minimum Annual Revenue: $600,000 ($9,600,000 cumulative)

Anticipated Total Revenue with Growth/Mill Rate Assumptions: $10,880,000

Resulting Analysis: The financing request, as presented, leaves a projected deficit of approximately $450,000 at the closure of the TID. This also requires additional projects within the TID or the general fund to cover the annual payment schedule.

**PROPOSED REVISION TO THE PROJECT FINANCING REQUEST:**

Purchase Price Request: $500,000 (property value - $675,000 ~ 22.5 acres x $30,000 per acre)

Site Assembly Grant: $175,000 ($675,000-$500,000)

Requested Project Grant: $6,200,000 cash grant, structured as:

- $2,000,000 in 2025 (50% completion)
- $3,000,000 in 2026 (after full site completion)
- $1,200,000 in 2027 (one year after completion)

Current rates are 5.25% - the project assumes 5% by 2025 and reducing 0.5% annually.

Profit Place vacation: $25,000 (road demolition, bulb reconstruction, and some utility abandonment)

Project Request Ratio: 18.29% ($6,400,000/$35,000,000)

Total Project Impact: 29.24% ($10,233,000/$35,000,000)
(project grant, land grant, utility work, cost of borrowing, less land sale)

Minimum Annual Revenue: $600,000 ($9,600,000 cumulative)

Anticipated Total Revenue with Growth/Mill Rate Assumptions: $10,880,000

Resulting TID Analysis: The revised financing scenario projects the TID to close by the 2042 termination year, but still requires additional project revenue within the TID or the general fund to cover the annual payment schedule. TID No. 17 is projected to end with a $1,000,000 to $2,000,000 surplus assuming an additional $10,000,000 in projects between 2025 and 2035.

The proposal is 18.29% of the initial anticipated assessed value which is slightly higher than other recent business park properties (approximately 15%); however, the site has been maximized to achieve the greatest site utilization in the early life of the TID.

The overall value per acre is approximately $1,555,000 per acre exceeding most of the recently approved and constructed business park projects value per acre:

- Belmark Plant 7: $890,000 per acre (assumes revaluation by state)
- Belmark Plant 8/Plant 2: $832,000 per acre
- One Source Tech: $600,000 per acre
- Song Industries: $400,000 per acre
- Wolter: $605,000 per acre
- Washworld: $900,000 per acre
- Smet: $550,000 per acre

**MARKET EVALUATION**

City staff examined several market factors to determine if the entire proposed development project holds an appropriate amount of private equity so that any project incentives do not over-incentivize the Developer. These market factors include the projected stabilized and projected annual average Return on Equity (ROE), Return of Cost (ROC), and the Internal Rate of Return (IRR). Each of the building sites will contain a separate market evaluation review. Staff chose this approach in case the Developer chooses to sell an individual project to a different development team.

*Initial Stabilized Year Return on Equity (ROE)*

The initial stabilized year ROE is a simple tool used to augment data in the short term and determine if the proposed generated income from a project is worth the risk to a developer. Initial stabilized year ROE has limitations as it does not account for a multi-year investment period. Similar redevelopment projects attempt to reach 8 to 12% initial year ROE within the first year of fully stabilized income. The annual average ROE is the net operating income of the project over the investment period, less the total debt service payments, divided by the initial investments, over the total number of years in the investment period. The annual average return on equity for real estate investments (real estate mutual funds) over the past few years has ranged from 10%-13%. During this review, the City projected a ten-year cash flow analysis using the NOI assumptions listed previously.

*Return on Cost (ROC)*

The return on cost ROE is a simple tool used to augment data to ensure the ratio of stabilized income to initial total development costs is in line with market averages. For this review, the targeted return on cost ranges between 6.5 and 8.0%

*Internal Rate of Return (IRR)*

Leveraged IRR represents the value of all cash flows from the project where the initial equity investment is expressed as a negative number, plus the stream of income generated by the project operations, plus the sale value of the project at the end of the investment period, minus the remaining loan balance and an assumed loss in sales proceeds from costs associated with the real estate transaction. If the project upon sale can generate sufficient cash flow to provide investors with a competitive rate of return, then investment capital should be available. Individual year reports for leveraged IRR can fluctuate significantly from year to year as the data is based on reported sales. Therefore, when one analyzes the past 20 years of real estate investment trust (REIT) annual average data and compares it to recent year trends, it is to be 10-12%. However, when evaluating specific investment projects in midwestern suburban markets, an anticipated leveraged IRR for a mixed-use project should range from 11-16%. In short, the higher the rental income, the higher the IRR. As stated above, the leveraged IRR review process considers the value of the project at the end of the investment period since the net proceeds of

a sale would also flow to the investors. This analysis also includes an assumed loss from the sales proceeds from costs associated with the real estate transaction.

Evaluation

Assuming a 70% loan-to-value, developer equity of approximately $8,000,000, and a $6,200,000 TIF grant with equal annual increases in rent and expenses, the project results are as follows:

- Initial Stabilized Year Return on Equity (ROE): 8.13% (in the range of 8 to 11%)
- Return on Cost (ROC): 6.44% (out of the range of 6.5 to 8%)
- Internal Rate of Return (IRR): 14.15% (in the range of 11 to 16%)

Without the TIF requests and an assumption of splitting the grant application between loan and developer equity, the project results are as follows:

- Initial Stabilized Year Return on Equity (ROE): 3.67% (out of the range)
- Return on Cost (ROC): 6.44% (out of the range)
- Internal Rate of Return (IRR): 7.01% (out of the range)

**PROJECT 'BUT FOR' STATEMENT**

The financial assistance for the project is required due to the various costs of the following:

1. Increased financing rates and costs.
2. Additional costs associated with trying to locate a large building on an irregularly shaped parcel.
3. Challenges with meeting expected market rates of return listed above.

**RECOMMENDED PROPOSED TERMS**

| | |
|---|---|
| Parties: | City of De Pere |
| | AmeriLux Family of Companies/other Ownership Name |
| TBD | |
| Purpose Use: | Office/ warehouse/manufacturing |
| Anticipated Construction Value: | $39,310,790 |
| Anticipated New Assessed Value (equated): | $35,000,000 |
| Anticipated New Increment Value: | $35,000,000 |
| Newly Generated Annual Increment Revenue: | $535,000 calculated/$600,000 guaranteed. |

**General Developer Obligations:**

The Developer shall complete all of the following:

1. **Proposed Development:** The developer shall construct a minimum 495,000-square-foot development approximately equivalent to the concept plans provided.

2. **Timelines:**
   a. Secure site plan approvals by August 31, 2024.
   b. Commence construction by November 1, 2024.
   c. Complete Construction by December 31, 2025.
   d. Final assessed value by January 1, 2026.

3. **Local Codes:** Shall comply with local codes with specific attention to the design, screening, parking, landscaping, and buffering requirements for business park uses, specifically trucking and transportation terminals.

4. **Assessed Value and Tax Revenue:** The developer guarantees a minimum annual tax increment revenue value of $600,000. 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 $35,000,000; however, in no case shall the annual tax value be less than $600,000. The Developer will make a Payment In Lieu Of Tax to the City (the "Deficit Payment") equal to the difference in taxes to be collected due to the shortfall in the annual tax increment revenue.

   Developer shall provide assessor with requested income statements, or other materials upon request until the TID closes.

5. **Summary Expense Report:** Submit a summary expense report to the City before final payment of Development Incentives.

**General City Obligations:** The City shall complete all of the following:

1. **Replating.** The City at its own cost shall cause the East Industrial Park 4th Addition to be replatted and configured to be approximately equivalent to the concept plans provided. The City will retain stormwater pond access easements for parking areas and drive isles located around the stormwater pond on Parcel ED-3105.

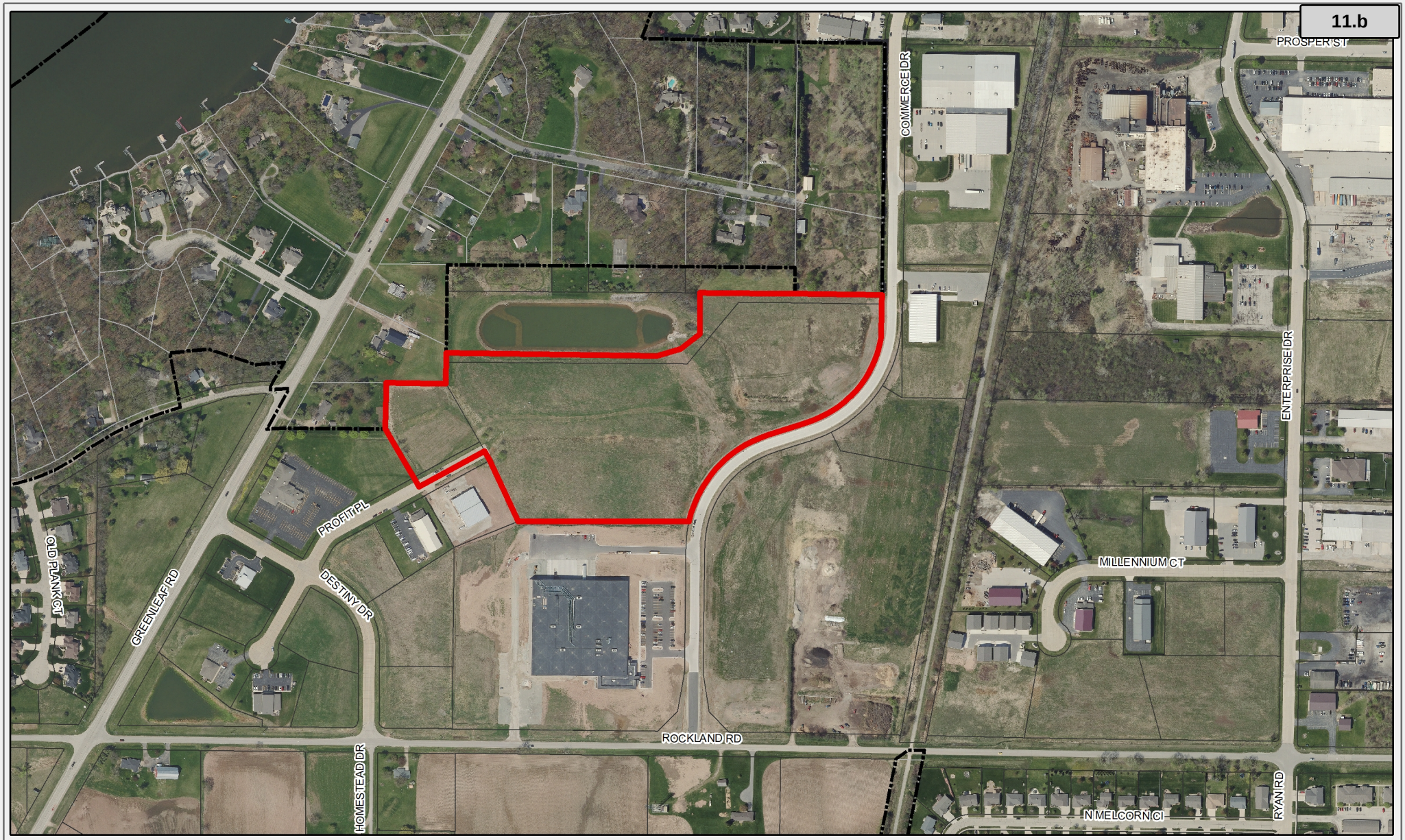
2. **Profit Plan Street Vacation and Cul-De-Sac Bulb Construction.** The City shall at its own expense vacate 192' of Profit Place and construct a new off-set bulb on parcel ED-3104 prior to July 1, 2025.

3. **Site Assembly Grant.** The City shall provide the Developer with a Site Assembly Grant of approximately $175,000 at the close of the purchase of the subject property. The final calculated amount is to be determined by the final parcel acres with Plat.

4. **Developer Project Cost Reimbursement Grant.** The City shall provide the Occupant with two Project Cost Reimbursement Grants ("Milestone Project Grants") in total of $6,200,000 to reimburse Project Costs incurred by the Developer. Such project grant shall be payable as follows:

    a. $3,000,000 – In calendar year 2025
    b. $3,200,000 – In calendar year 2026

    However, at no point shall the project grant be issued prior to September 1st of the subject year.




DE PERE

# AmeriLux Basemap

City of De Pere

0 375 750 1,500 Feet

N S

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.

File Path:

Data Source

AMERILUX
FAMILY OF COMPANIES

February 22, 2024

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

Dear Mr. Dan Lindstrom,

This Letter of Intent expresses AmeriLux's interest in acquiring the vacant land parcels ED-3103 and ED-3104 for the AmeriLux Commerce Drive Development Project. We intend to develop the site with approximately 500,000 square feet of development over two buildings to include a production area (approximately 47,000 sf), distribution center (450,000 sf), and office space (approximately 3,000 sf). The site development also includes the creation of an employee parking lot as well as a shipping and receiving yard and associated trailer parking. AmeriLux expects to begin construction on this project in summer of 2024 with target occupancy on January 1, 2026.

AmeriLux is requesting financing from the City in the form of a TIF Grant to support this investment.

SECTION 1: REQUESTED TIF GRANT

Our interest in the subject land parcels is contingent upon the following:

1. Approval of CSM and associated changes currently in discussion with AmeriLux, General Contractor, Civil Engineer, and City Staff
2. Purchase price of $500,000 for both parcels of approximately 22.65 acres in total, paid in cash at closing by AmeriLux. Given the unique shape of the lot and the stormwater pipe running through the parcel, we feel this is the fair market value for this property. The two parcels, ED-3103 and ED-3104 total 20.6 acres. The additional 2.05 acres is from City owned property & easements not for sale as noted in the attached plan.
3. TIF grant of $6.5 million to be funded to AmeriLux as a milestone grant as follows: $2.0 million in 2025, $3.0 million in 2026, and $1.5 million in 2027.

SECTION 2: PROPOSED SITE ANTICIPATED NEW ASSESSED VALUE & CONSTRUCTION COSTS

To determine current property values, the City's contracted assessor, Accurate Assessor, used the following assumptions to calculate the value of 2121 American Blvd in 2023 (a building of similar size and uses to the proposed):

AMERILUX
FAMILY OF COMPANIES

- Cap Rate: 7.5%
- Occupancy Rate: 95%
- Rent: $4.35 PSFPY, NNN
- Expense Ratio: 5.0%

Using these same assumptions as Accurate Assessor, with normal base rent increases, the 2026 assessed value is estimated to be $30 million or $60 per square foot. This assessed property at 2121 American Blvd is a mixed-use production, office, and warehouse, similar to the proposed development.

Comparable manufacturing properties in this area have assessed values in the range of $63/sf (parcel ED-344-102-5) to $135/sf (parcel ED-3102) for 2023 assessments. With 3% property value increase year-over-year, this puts the comparable assessed value in the range of $68-$147 per square foot by the time of building occupancy in 2026.

Considering these 2 different valuation methods, we estimate the assessed value will be $70 per square foot or $35 million. Based on 20.6 acres of land for sale, this equates to an assessed value of $1.70 million per acre. Based on the 22.65-acre new site, with additional land from city easements, this equates to $1.55 million per acre. For comparison, other properties in De Pere business parks have assessed values in the range of $320,000 per acre (parcel ED-344-102-5) to $1.3 million per acre (parcel ED-3102). See the table below for comparable properties on both sides of the river.

| Parcel ID | 2023 Assessed Value per Acre |
|---|---|
| ED-344-102-5 | $354,500 |
| WD-364-D-505-1 | $319,281 |
| WD-1041 | $159,989 |
| WD-1042 | $468,734 |
| WD-1040 | $1,040,947 |
| WD-L486 | $669,742 |
| ED-3102 | $1,280,355 |

The requested TIF Grant represents 18.5% of assessed value.

AMERILUX
FAMILY OF COMPANIES

SECTION 3: JUSTIFICATION OF TIF GRANT

AmeriLux is requesting $6.5 million financing from the City to justify the approximately $39.1 million development costs and achieve our investment hurdle of 7.75% cap rate for this project.

With a project of this size comes considerable risk to the investor beyond the building process. This is a long-term project and investment in the City, but the long-term economic outlook is uncertain. The market shows this in prevailing interest rates.

In early 2022, AmeriLux was involved (on the sell side) in an industrial real estate deal which closed with a cap rate of 5.9%. At that time the 10-yr US treasury yield was 1.9%. Since then, this yield has increased by approximately 2.5% and is currently at 4.4% at the time of this letter. We use the 10-yr Treasury as a proxy for borrowing costs and, ultimately, required investment returns. Additionally, the 20-year treasury shows a similar increase in its yield over the same time period. Given the remaining time of the TID containing these parcels, these maturities are most appropriate to consider. Since early 2022, we have seen cap rates increase, including another industrial deal we were involved in (on the buy side) which closed in late 2022 with a cap rate of 8.0%. The 10-yr Treasury Note yield is up approximately 0.8% since this deal closed.

Further, the unique shape of the parcel and current location of the stormwater pipe require additional challenges (and risk) for this site's development. This project is attempting to maximize the building size and investment on this uniquely shaped lot but will require additional development costs to accomplish.

Given these considerations, for a project like this, we would expect a cap rate of 8.0% - 9.0%. For this specific project, we set our cap rate at 7.75% to calculate our financing request to the City. To compensate for the lower investment return, we are formally requesting the City to exclude this development from any assessments for the Southern Bridge.

At our estimated fair market value rent and expenses, commencing in April 2026, this requires a $6.5 million grant to achieve this desired investment hurdle rate. The enclosure provides more detailed calculations.

Although we believe this target investment hurdle rate (cap rate of 7.75%) is below current market conditions, we remain interested in investing in De Pere for the following reasons:

- The improvements already underway or being considered in the area adjacent to the proposed site. These improvements include, but are not limited to: the construction of the Southern Bridge and the potential development along this new corridor, the YMCA land option and potential development on the parcel nearby, the Mulva Cultural Center, the Belmark plant expansions in nearby parcels, and the Shopko Building revitalization.
- We have a strong desire to invest in the community in which we all work and many of us call home.
- We have approximately 160 employees in our De Pere locations today and this project will create a significant number of new jobs in the city, including manufacturing jobs.

AMERILUX
FAMILY OF COMPANIES

SECTION 4: ACTIONS BY THE PARTIES

Upon execution of Appendix A by both parties, the City of De Pere will not directly or indirectly engage in, enter into, or solicit any discussions, negotiations, proposals, inquiries, offers, or agreements with any person other than AmeriLux and their representatives regarding the sale and development of the subject property. If any offer comes unsolicited to the City of De Pere or its representatives, The City of De Pere will immediately notify AmeriLux.

SECTION 5: BINDING AND NON-BINDING ITEMS

This letter and its contents are in effect until the earlier of June 30, 2024, or the transaction closing. Except for the obligations in Section 4, which will be a binding agreement between the parties upon the execution of this letter, this letter does not constitute a binding agreement among the parties hereto.

If you agree with this letter, please sign as indicated in Appendix A.

Thank you for your consideration of this continued investment by AmeriLux in the City of De Pere.

Sincerely,

Joe Nick

Chief Financial Officer

Enclosure: Pro-forma Calculations with Financing Gap, Current Site Plans

AMERILUX
FAMILY OF COMPANIES

APPENDIX A

SIGNATURE PAGE

AMERILUX FAMILY OF COMPANIES

Signature: _____

Name: _____

Title: _____

CITY OF DE PERE

Signature: _____

Name: _____

Title: _____

Accepted and Approved as of _____ *(date)*

AMERILUX
FAMILY OF COMPANIES

## BUILDING COST ANALYSIS AND FINANCING GAP CALCULATION

| | |
|---|---|
| Building Size (SF) | 498,500 |
| Cap Rate Required | 7.75% |
| Current Cost of Debt | 7.50% |
| Spread to Current Cost of Debt | 0.25% |

### ASSUMPTION SET 1: All-in (Gross) Leases

| | Value | Comment |
|---|---|---|
| Occupancy Rate | 95% | |
| Expense Ratio | 0.0% | |
| Rent PSFPY (All-in Leases) | $7.46 | Rent assumption based on our current experience in the DP market |
| Rent, yr 1, GROSS | $3,532,870 | |
| CAM Expenses (see Exhibit 1) | $705,919 | |
| Other Expenses | $0 | |
| Net Operating Income | $2,826,950 | |

### ASSUMPTION SET 2: NNN Leases

| | | |
|---|---|---|
| Occupancy Rate | 95% | |
| Expense Ratio | 5.0% | |
| Rent PSFPY, NNN | $4.96 | $4.35/sf per Accurate Assessor for 2023, increased at 4.5% per year |
| Rent, yr 1, NNN | $2,350,861 | |
| Expenses at ratio | $117,543 | |
| Net Operating Income | $2,233,318 | |

### CALCULATION OF TIF FUNDS REQUIRED

| | |
|---|---|
| Average NOI from #1 & 2 | $2,530,134 |
| Building Cost | $38,639,000 |
| Land Purchase | $500,000 |
| Total Capital to Develop | $39,139,000 |
| Net Cost to Build to Achieve Investment Hurdle | $32,646,889 |
| **TIF Funds Required** | **$6,492,111** |

### EXHIBITS

Exhibit 1: OpEx/CAM Expense Assumptions

| OpEx/CAM Charges | Annual | PSF |
|---|---|---|
| Property Taxes (see Exhibit 2) | $490,919 | $0.98 |
| Property Insurance | $65,000 | $0.13 |
| Snow Plowing | $50,000 | $0.10 |
| Lawn Care / Landscaping | $25,000 | $0.05 |
| Garbage | $10,000 | $0.02 |
| Parking Lot/Exterior Lighting | $15,000 | $0.03 |
| Structural Reserve | $50,000 | $0.10 |
| Management Fees | $0 | $0.00 |
| Total | $705,919 | $1.42 |

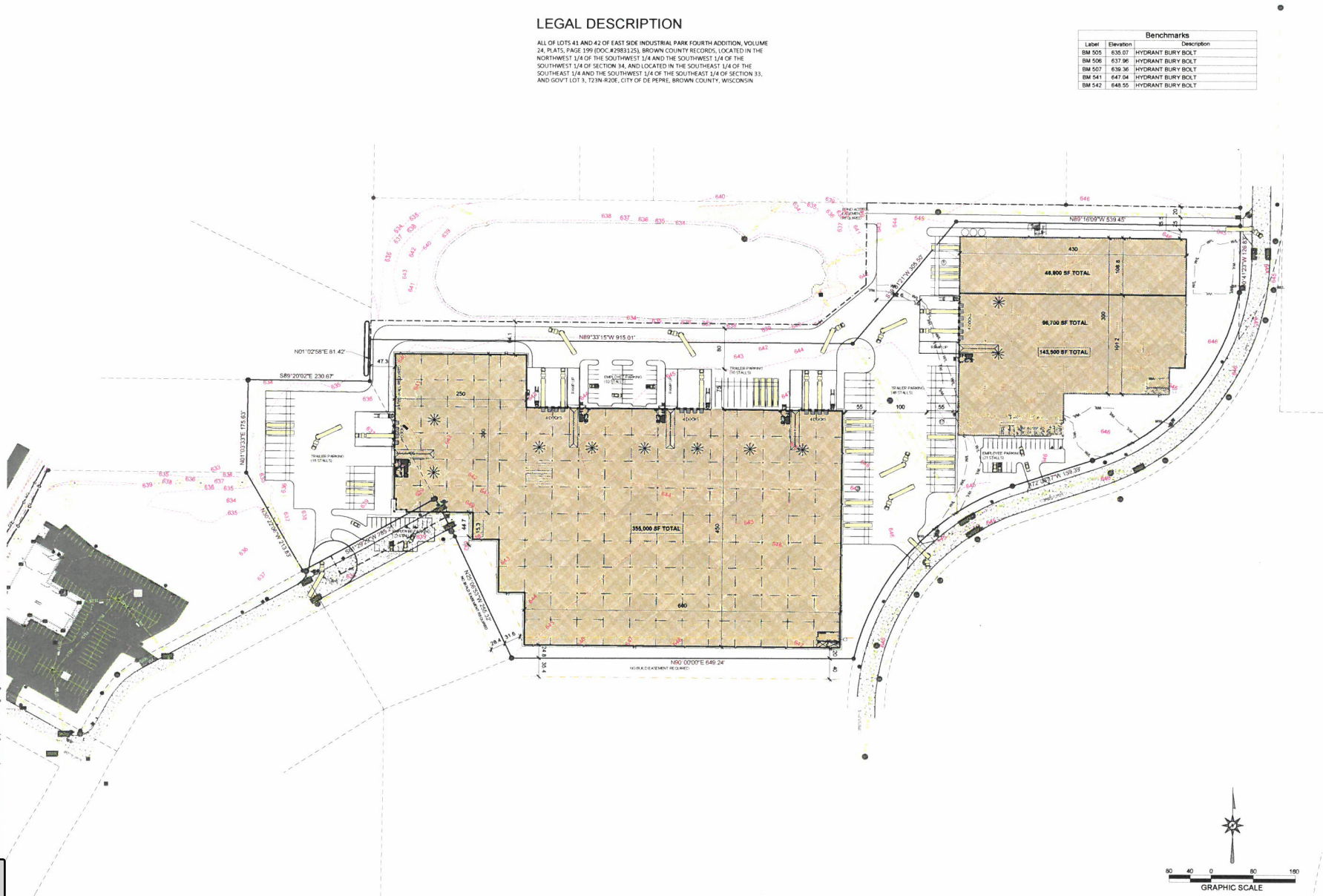
Exhibit 2: Calculation of Property Taxes

| | |
|---|---|
| Building Valuation | $35,210,500 |
| Mill Rate (E De Pere) | 0.013942416 |
| Property Taxes per year | $490,919 |

## LEGAL DESCRIPTION

ALL OF LOTS 41 AND 42 OF EAST SIDE INDUSTRIAL PARK FOURTH ADDITION, VOLUME 24, PLATS, PAGE 199 (DOC.#2883125), BROWN COUNTY RECORDS, LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 34, AND LOCATED IN THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 AND THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 33, AND GOV'T LOT 3, T23N-R20E, CITY OF DE PERE, BROWN COUNTY, WISCONSIN

| Benchmarks | | |
|---|---|---|
| Label | Elevation | Description |
| BM 505 | 635.07 | HYDRANT BURY BOLT |
| BM 506 | 637.96 | HYDRANT BURY BOLT |
| BM 507 | 639.36 | HYDRANT BURY BOLT |
| BM 541 | 647.04 | HYDRANT BURY BOLT |
| BM 542 | 648.55 | HYDRANT BURY BOLT |





Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 820
Kaukauna, WI 54130
Phone (920) 766-6766 / 1-800-236-2534
Fax (920) 766-5004

MADISON
711 Lois Dr
Sun Prairie, WI 53590
Phone (608) 318-2536
FAX (608) 318-2537

MILWAUKEE
W254 N11509
Goldendale Rd
Germantown, WI 53022
Phone (262) 250-9710
1-800-236-2534
Fax (262) 250-9740

WAUSAU
1806 Lilac Ave
Wausau, WI 54401
Phone (715) 848-3141
Fax (715) 848-3181

www.kellerbuilds.com


PROPOSED FOR: **DE PERE WAREHOUSE** DE PERE, WISCONSIN


"COPYRIGHT NOTICE"

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


REVISIONS

| | | |
|---|---|---|
| 1 | 01.31.24 | RGL |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

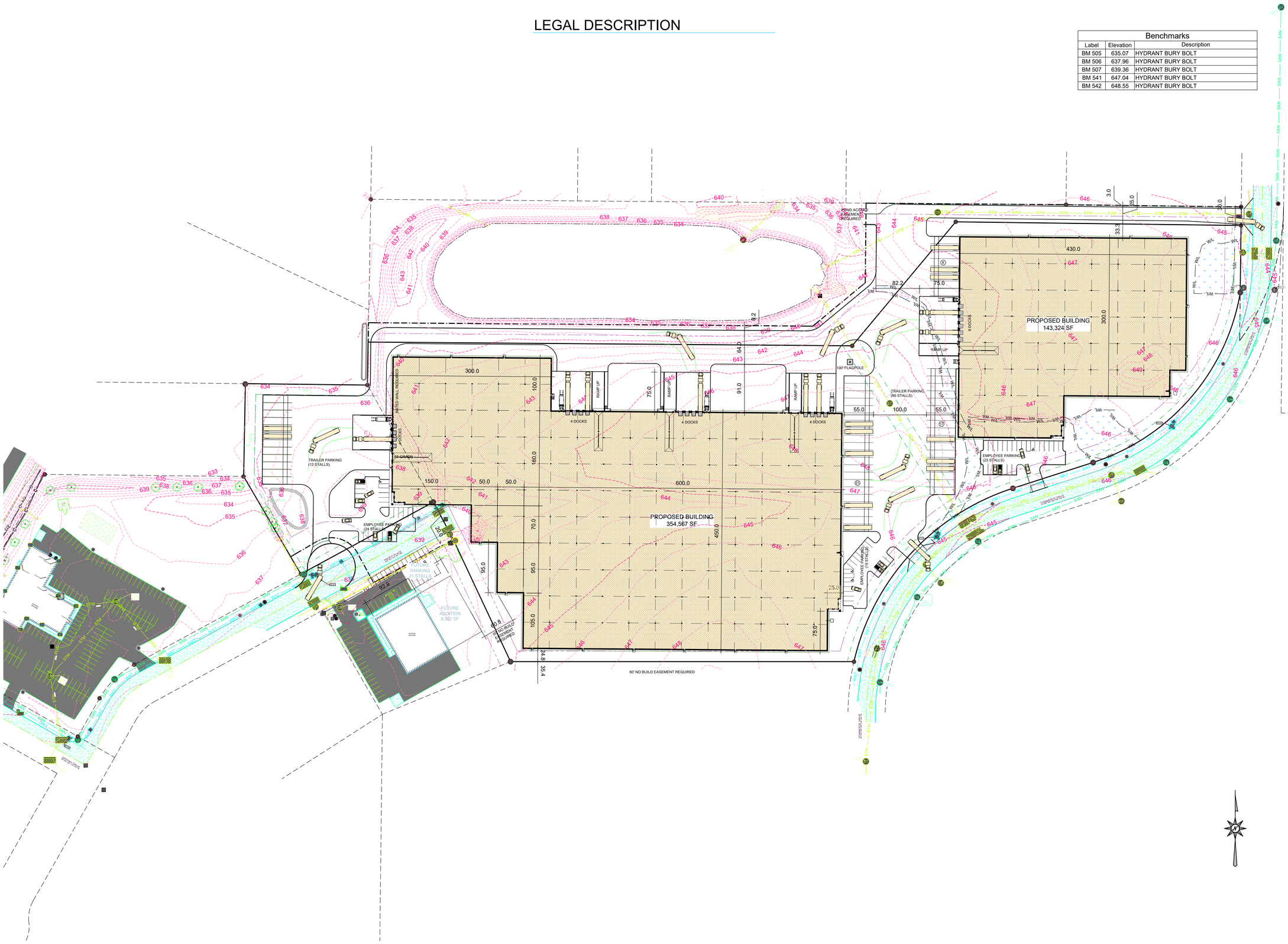
PRELIMINARY - NOT FOR CONSTRUCTION

PROJECT MANAGER: C.MYHRA
DESIGNER: R.LINDSTROM
DRAWN BY: RGL
EXPEDITOR: ----
SUPERVISOR: ----
PRELIMINARY NO: ----
CONTRACT NO: ----
DATE: 05 DECEMBER 2023
SHEET: **C1.0**


...ocs\Ameritus\Commercial\Dy01\31242 Buildings\MACHS Eng 2.dwg 2/13/2024 4:24:18 PM

# LEGAL DESCRIPTION

| Benchmarks | | |
|---|---|---|
| Label | Elevation | Description |
| BM 505 | 635.07 | HYDRANT BURY BOLT |
| BM 506 | 637.96 | HYDRANT BURY BOLT |
| BM 507 | 639.36 | HYDRANT BURY BOLT |
| BM 541 | 647.04 | HYDRANT BURY BOLT |
| BM 542 | 648.55 | HYDRANT BURY BOLT |





Keller
PLANNERS | ARCHITECTS | BUILDERS

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

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

MILWAUKEE
W204 N11509
Goldendale Rd
Germantown, WI 53022
Phone (262) 250-9710 / 1-800-236-2534
Fax (262) 250-9740

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
Phone (715) 849-3141
Fax (715) 849-3181

www.kellerbuilds.com


PROPOSED FOR:
DE PERE WAREHOUSE
DE PERE, WISCONSIN


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


REVISIONS

| | | |
|---|---|---|
| 1 | . | . |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

PROJECT MANAGER: C.MYHRA
DESIGNER: R.LINDSTROM
DRAWN BY: RGL
EXPEDITOR: -------
SUPERVISOR: -------
PRELIMINARY NO: -------
CONTRACT NO: -------
DATE: 16 MARCH 2024
SHEET: C1.0

PRELIMINARY - NOT FOR CONSTRUCTION

C:\Users\rlindstrom\Desktop\Jobs\Amerilux\CommerceDr\013124(2 Buildings)\DPWRHS8 -SITE.dwg 3/16/2024 12:02:57 PM

# DE PERE WAREHOUSE

DE PERE, WISCONSIN

Keller
Planners | Architects | Builders
Offices in the Fox Cities, Madison, Milwaukee and Wausau

CONCEPT ONLY

# DE PERE WAREHOUSE

DE PERE, WISCONSIN

Keller
Planners | Architects | Builders
Offices in the Twin Cities, Madison, Milwaukee and Wausau

CONCEPT ONLY

**City of De Pere, Wisconsin**

**Request For Finance/Personnel Committee Action**

| | |
|---|---|
| **MEETING DATE:** | **April 9, 2024** |
| **DEPARTMENT:** | **Finance Department** |
| **FROM:** | **Pamela Manley** |
| **SUBJECT:** | **Consideration and Possible Action on the City of De Pere Investment and Cash Detail Reports, February 2024.** |

**ATTACHMENTS:**

- 2024.2 Cash and Investments Memo 4.9.24 (PDF)
- 2024.2 Cash & Investment Reports 4.9.24 (PDF)

# CITY OF DE PERE
# MEMO

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Pam Manley, Finance Director
Date: April 9, 2024

RE: **Cash and Investments Report for February 29th, 2024**

I have attached a summary of the City's Cash and Investments for your information and review as of February 29th, 2024. I have also attached last year's monthly summary of the accounts, so you can see comparable activity throughout the course of the year for all accounts. The City's investment return for February was $197,033.91. In February the City concluded tax collection depositing another $2 million and paying out $9.3 million to the other taxing jurisdictions as part of the February tax settlement. $6.5 million was the City's portion of this settlement. $282,584.40 was transferred from the LGIP to the General Checking to cover some of the December ARPA expenses. The Associated Bank Trust and Charles Schwab Investments saw a slight reduction due to a market value decrease. Feel free to contact me should you have any questions on this.

# DE PERE CASH AND INVESTMENTS SUMMARY

FEBRUARY 29, 2024

## CASH ACCOUNTS

| CHECKING ACCOUNTS | BALANCE |
|---|---|
| CITY CHECKING | $ 6,546,435.65 |
| REAL & PPT TAX CHECKING | $ 6,514,236.72 |
| HEALTH CHECKING | $ 1,410,173.44 |
| DENTAL CHECKING | $ 87,106.05 |
| **TOTAL CASH** | **$ 14,557,951.86** |

## INVESTMENTS

| | BALANCE | INTERST AND APPRECIATION | RATE OF RETURN |
|---|---|---|---|
| LGIP | $ 17,658,776.95 | $ 156,361.41 | 5.39% |
| ASSOCIATED BANK TRUST | $ 5,127,445.37 | $ 13,072.42 | 1.53% |
| CHARLES SCHWAB INVESTMENTS | $ 6,430,877.60 | $ 18,107.46 | 1.69% |
| MONEY MARKET | $ 1,083,162.54 | $ 9,492.62 | 5.52% |
| **TOTAL INVESTMENTS** | **$ 30,300,262.46** | **$ 197,033.91** | |

| | |
|---|---|
| **TOTAL CASH AND INVESTMENTS** | **$ 44,858,214.32** |

NOTE: The City budgeted $1,400,000 for general fund revenues in the 2024 Adopted Budget.

# DE PERE CASH AND INVESTMENT YEARLY SUMMARY
## February 29, 2024

| | 31-Jan-2024 | 29-Feb-2024 | 31-Mar-2024 | 30-Apr-2024 | 31-May-2024 | 30-Jun-2024 |
|---|---|---|---|---|---|---|
| **CHECKING ACCOUNTS** | | | | | | |
| CITY CHECKING | 8,658,164.85 | 6,546,435.65 | - | - | - | - |
| REAL & PPT TAX CHECKING | 15,641,771.63 | 6,514,236.72 | - | - | - | - |
| HEALTH CHECKING | 1,418,730.29 | 1,410,173.44 | - | - | - | - |
| DENTAL CHECKING | 86,128.58 | 87,106.05 | - | - | - | - |
| **TOTAL CASH** | **$ 25,804,795.35** | **$ 14,557,951.86** | $ - | $ - | $ - | $ - |
| **INVESTMENTS** | | | | | | |
| LGIP | 17,866,153.79 | 17,658,776.95 | - | - | - | - |
| ASSOCIATED BANK TRUST | 5,132,918.84 | 5,127,445.37 | - | - | - | - |
| CHARLES SCHWAB INVESTMENTS | 6,446,202.84 | 6,430,877.60 | - | - | - | - |
| MONEY MARKET | 1,078,564.79 | 1,083,162.54 | - | - | - | - |
| **TOTAL INVESTMENTS** | **$ 30,523,840.26** | **$ 30,300,262.46** | $ - | $ - | $ - | $ - |
| **TOTAL CASH AND INVESTMENTS** | **$ 56,328,635.61** | **$ 44,858,214.32** | $ - | $ - | $ - | $ - |

| | 31-Jul-2024 | 31-Aug-2024 | 30-Sep-2024 | 31-Oct-2024 | 30-Nov-2024 | 31-Dec-2024 |
|---|---|---|---|---|---|---|
| **CHECKING ACCOUNTS** | | | | | | |
| CITY CHECKING | - | - | - | - | - | - |
| REAL & PPT TAX CHECKING | - | - | - | - | - | - |
| HEALTH CHECKING | - | - | - | - | - | - |
| DENTAL CHECKING | - | - | - | - | - | - |
| **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, 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 | 1,688,789.25 | 2,348,011.28 | 1,081,401.41 | 877,722.05 |
| HEALTH CHECKING | 1,755,720.84 | 1,709,250.66 | 1,582,427.99 | 1,540,734.47 | 1,564,055.37 | 1,493,879.79 |
| DENTAL CHECKING | 98,034.92 | 99,538.51 | 98,343.69 | 99,183.93 | 90,961.23 | 93,694.35 |
| **TOTAL CASH** | **$ 3,724,742.68** | **$ 3,135,533.58** | **$ 3,369,560.93** | **$ 3,987,929.68** | **$ 2,736,418.01** | **$ 2,465,296.19** |
| **INVESTMENTS** | | | | | | |
| LGIP | 13,692,384.53 | 13,740,090.86 | 13,803,274.90 | 13,209,784.55 | 13,396,221.04 | 13,459,518.13 |
| ASSOCIATED BANK TRUST | 4,906,570.44 | 4,873,387.33 | 4,941,856.39 | 4,951,046.34 | 4,947,506.81 | 4,935,764.03 |
| CHARLES SCHWAB INVESTMENTS | 6,196,864.06 | 6,164,016.10 | 6,208,110.42 | 6,256,136.34 | 6,248,519.28 | 6,241,934.54 |
| MONEY MARKET | 20,597,891.13 | 14,658,535.08 | 13,712,291.37 | 13,763,969.74 | 12,817,434.30 | 8,862,843.41 |
| **TOTAL INVESTMENTS** | **$ 45,393,710.16** | **$ 39,436,029.37** | **$ 38,665,533.08** | **$ 38,180,936.97** | **$ 37,409,681.43** | **$ 33,500,060.11** |
| **TOTAL CASH AND INVESTMENTS** | **$ 49,118,452.84** | **$ 42,571,562.95** | **$ 42,035,094.01** | **$ 42,168,866.65** | **$ 40,146,099.44** | **$ 35,965,356.30** |

| | 31-Jul-2023 | 31-Aug-2023 | 30-Sep-2023 | 31-Oct-2023 | 30-Nov-2023 | 31-Dec-2023 |
|---|---|---|---|---|---|---|
| **CHECKING ACCOUNTS** | | | | | | |
| CITY CHECKING | (405,973.19) | 573,670.19 | 2,700,540.09 | 678,646.23 | 2,105,885.35 | 22,217,107.75 |
| HEALTH CHECKING | 1,469,062.21 | 1,550,112.01 | 1,597,771.65 | 1,497,590.13 | 1,454,800.95 | 1,461,028.52 |
| DENTAL CHECKING | 94,218.23 | 90,414.94 | 92,341.20 | 94,649.79 | 91,085.51 | 87,103.22 |
| **TOTAL CASH** | **$ 1,157,307.25** | **$ 2,214,197.14** | **$ 4,390,652.94** | **$ 2,270,886.15** | **$ 3,651,771.81** | **$ 23,765,239.49** |
| **INVESTMENTS** | | | | | | |
| LGIP | 18,467,847.24 | 9,825,140.33 | 18,467,847.24 | 22,265,487.00 | 18,472,177.10 | 17,410,621.92 |
| ASSOCIATED BANK TRUST | 4,943,910.06 | 4,963,993.01 | 4,966,963.40 | 4,982,495.53 | 5,038,343.27 | 5,084,723.76 |
| CHARLES SCHWAB INVESTMENTS | 6,266,819.25 | 6,281,947.66 | 6,291,271.13 | 6,322,570.93 | 6,361,357.81 | 6,412,770.14 |
| MONEY MARKET | 7,698,620.52 | 5,225,914.04 | 3,040,513.16 | 3,054,295.42 | 2,067,319.72 | 1,073,669.92 |
| **TOTAL INVESTMENTS** | **$ 37,377,197.07** | **$ 26,296,995.04** | **$ 32,766,594.93** | **$ 36,624,848.88** | **$ 31,939,197.90** | **$ 29,981,785.74** |
| **TOTAL CASH AND INVESTMENTS** | **$ 38,534,504.32** | **$ 28,511,192.18** | **$ 37,157,247.87** | **$ 38,895,735.03** | **$ 35,590,969.71** | **$ 53,747,025.23** |