



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, April 9, 2019

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **April 9, 2019** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the March 12, 2019 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment and announcements.
4. Fire Department Overtime and LifeQuest Services Billing Reports for March, 2019.
5. Approval of March 2019 Police Overtime
6. Request by the Police Chief to approve the transfer of \$7300 from undesignated reserves to purchase security measures required by updated Criminal Justice Information System Security Guidelines*
7. Request for Approval of Emergency Repair for 11 foot Lawn Mower in Park Department in the amount of \$10,050, to be funded from undesignated reserves.*
8. Consideration of and Possible Action on Copier Lease for City Hall - second floor, Fire Department, Municipal Service Center, and Community Center.*
9. Consideration of and Possible Action on Tax Collection Agreement between Brown County Treasurer and the City of De Pere (December 2019 - February 2020).*
10. Recommendation and possible action to reclassify the Parks Recreation and Forestry Director one pay grade due to change in responsibility*
11. Review and Possible Action on Claims for Personal Property Tax Refund Submitted by Festival Foods for 1001 Main Avenue and 1724 Lawrence Drive.*

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(g), the Committee may convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
The Committee may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.
12. Future agenda items.
13. Adjournment

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 9, 2019

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the March 12, 2019 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- March 12, 2019 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, March 12, 2019

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, March 12, 2019, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderman	Present	
Ryan Jennings	Alderman	Present	
Larry Lueck	Alderman	Present	
Casey Nelson	Alderman	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, Finance Director Joe Zegers, Park & Recreation Director Marty Kosobucki and Dan Doro.

2. Approval of the Minutes of the February 12, 2019 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderman
SECONDER:	Michael J. Walsh, Mayor
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

3. Public Comment and Announcements.

No announcements were made. Mayor Walsh offered the audience the opportunity to speak on an item other than those on the Agenda; no one came forward. The Mayor wished Joe Zegers (Finance Director) a happy birthday.

4. Fire Department Overtime and LifeQuest Services Billing Report for February, 2019.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Alderman
SECONDER:	Casey Nelson, Alderman
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

5. Approval of February 2019 Police Overtime.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Ryan Jennings, Alderman
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

6. Consider donation from VVA 224 to the Fire Department.*

Chief Matzke advised the Committee that VVA stands for Vietnam Veterans Association.

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

7. Consideration to Accept Walmart Donation to Police Department.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Casey Nelson, Alderperson
SECONDER: Ryan Jennings, Alderperson
AYES: Crevier, Jennings, Lueck, Nelson, Walsh

8. Consideration to Accept BayCare Clinic Foundation Donation to Police Department.*

Chief Beiderwieden advised the Committee that his Memo contained an error and the correct donation amount is 1,100, which he will correct before the council meeting. In response to Alderperson Crevier, the Chief advised that he couldn't recall for certain whether the Walmart donation was solicited; the Police Department works with Aurora, and that donation will be used to buy new tourniquets for the officers that are easier to use on oneself, if necessary; and the K-9 donation from Ameriprise was an unsolicited donation from an anonymous donor.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Ryan Jennings, Alderperson
SECONDER: Casey Nelson, Alderperson
AYES: Crevier, Jennings, Lueck, Nelson, Walsh

9. Consideration to Accept Ameriprise Donation to Police Department.*

Chief Beiderwieden clarified that although this donation was paid by Ameriprise, it was on behalf of an anonymous (client) donor. Alderperson Jennings thanked all of the donors who submitted donations approved at tonight's meeting.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Scott Crevier, Alderperson
SECONDER: Casey Nelson, Alderperson
AYES: Crevier, Jennings, Lueck, Nelson, Walsh

10. Review revisions to Municipal Code Chapter 62 - Electrical Code.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Casey Nelson, Alderperson
SECONDER: Ryan Jennings, Alderperson
AYES: Crevier, Jennings, Lueck, Nelson, Walsh

11. Recommendation from the Board of Park Commissioners to Approve Bid for Asbestos Inspection and Removal.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael J. Walsh, Mayor
SECONDER: Ryan Jennings, Alderperson
AYES: Crevier, Jennings, Lueck, Nelson, Walsh

12. Recommendation from the Board of Park Commissioners to Approve Additional Funding for the Surfacing at VFW Playground.*

In response to Alderperson Crevier, Parks, Recreation & Forestry Director Marty Kosobucki explained that equipment for this playground was purchased outright for a volunteer install, and a larger playground is possible as a result of better pricing, which allowed for a greater amount of playground equipment to be purchased. The timing details are still being worked on, with an anticipated volunteer install in July.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Larry Lueck, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

13. Recommendation from the Board of Park Commissioners to approve department ran Beer Garden where all net proceeds shall be deposited into a Park Fund established exclusively for park improvements.*

In response to Alderperson Crevier's question about whether this event will raise money for the park fund, Parks, Recreation & Forestry Director Marty Kosobucki explained that the proposed budget in the packet was drafted conservatively, as a worst case scenario, with the expectation that the event would grow over time. A discussion followed, which clarified that the event is scheduled for a five-hour window, which justifies the shift hours listed for workers, and that music is scheduled for only three of the five hours.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

14. Future agenda items.

None.

15. Consideration of Claim for Tax Refund Filed by Dan Doro - Parcel WD-726-M-20 (741 Morning Glory Lane).*

Mayor Walsh indicated he would not entertain a Motion to go into closed session as Mr. Doro appeared to present his claim to the Committee. Dan Doro introduced himself and indicated he owns the property at 741 Morning Glory Lane. He explained he has been trying to work with City staff and Accurate Appraisal over the last five to six months to correct an error in first floor square footage which was discovered when he was trying to list the property for sale. He believes he has overpaid taxes for the past 12 or 13 years for an assessment of 1,800 square feet, which should have been 1,200. He was looking for answers but did not go to open book to contest the error. City Attorney, Judith Schmidt-Lehman, detailed her memo to the Committee at the request of Mayor Walsh, which explains that a square footage error does constitute a palpable error, but only for the year in which the tax is due, and a valid unlawful tax claim must be filed prior to January 31 of the year the tax is due, although the Common Council in the past has allowed claims to go back one additional year. Accurate admits the square footage was listed incorrectly, but the burden is on the taxpayer to find errors or attend open book to contest errors, and revaluation notices are sent out to property owners. A discussion followed about how property owners would discover errors, that a link for property look-up is not noted in the letter, the difficulty of analyzing the information for property owners and how they could

be made more aware. Administrator Delo advised is unaware of a way that square footage could be added to the tax bill and also provide the link to Accurate. Finance Director Zegers added he was not sure if that information would fit in the allotted space on the tax bill. Adm. Delo further advised that there is a link to Accurate Appraisal on the City's website. Mr. Doro added that he spoke to Bill at Accurate, who indicated the mistake existed for 12-13 years. Alderperson Jennings asked if Accurate was requested to confirm how long the mistake existed, to which Attorney Schmidt-Lehman responded that she had not, as the statute only allows a claim for one year. Alderperson Jennings indicated that he would not have a problem going back more than a year. Mr. Doro expressed his frustration at not being able to talk to someone and get answers.

Mayor Walsh made a Motion to go into closed session at 7:57 p.m., which was seconded by Alderperson Crevier. Upon roll call vote, motion carried unanimously.

Mayor Walsh made a Motion to go back to regular order at 8:23 p.m., which was seconded by Alderperson. Jennings. Upon roll call vote, motion carried unanimously.

Mayor Walsh made a Motion to make a recommendation that the Council allow the claim for reimbursement for a refund for the years 2017 and 2018 due to taxing property that doesn't exist, which was seconded by Alderperson Crevier. Mr. Doro was advised of the next council meeting on March 19, and that he would be sent a copy of the Agenda.

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

16. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Jennings, the Finance/Personnel Committee unanimously adjourned at 8:25 p.m.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 9, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Reports for March, 2019.

ATTACHMENTS:

- FIRE DEPT_MARCH 2019 OT REPORT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2018

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	153.00	117.00	196.50	190.25	135.00	129.00	48.25	129.00	135.25	90.00	81.00	66.25	1,470.50
EMS TRAINING	79.50	31.50	98.00	67.00	61.50	17.75	0.00	0.00	98.50	117.50	121.50	99.00	791.75
FIRE TRAINING	21.75	31.50	24.00	18.00	94.25	16.00	18.50	15.75	0.00	55.00	66.50	34.50	395.75
RESCUE CALLS	17.00	6.75	16.50	10.50	4.00	10.75	4.50	0.00	0.00	24.25	13.00	9.75	117.00
FIRE CALLS	1.00	4.00	0.50	1.25	0.00	0.00	0.00	1.75	0.00	1.50	0.75	2.50	13.25
MEETINGS	30.25	41.25	10.50	12.75	3.75	5.50	4.25	31.50	17.25	5.25	0.00	14.50	176.75
STAFFING REP.	0.00	0.00	77.25	109.00	93.75	36.00	83.00	69.75	85.50	6.00	49.50	309.75	919.50
MAINTENANCE	26.50	6.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.25
PUB. ED.	13.50	0.00	17.75	0.75	14.25	6.00	6.00	19.50	29.25	48.00	1.50	0.00	156.50
SPECIAL EVENTS	58.75	0.00	0.00	0.00	211.50	0.00	0.00	32.50	0.00	23.50	6.00	21.00	353.25
# FIRE RUNS	39	35	31	47	38	39	46	48	50	30	38	36	477
# EMS RUNS	193	168	164	196	179	179	169	194	202	178	177	184	2,183
DISPATCH ERRORS	6	1	2	4	5	4	6	4	1	3	10	9	55
TOTAL HRS.	401.25	238.75	441.00	409.50	618.00	221.00	164.50	299.75	365.75	371.00	339.75	557.25	4,427.50

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through January 2, 2019, \$93,505, 98%

*Period: 12/30/17-01/26/18 +Period: 03/24/18-04/20/18 ^Period: 06/30/18-07/27/18 #Period: 09/22/18-11/02/18
**Period: 01/27/18-02/23/18 ++Period: 04/21/18-06/01/18 ^^Period: 07/28/18-08/24/18 ##Period: 11/03/18-11/30/18
***Period: 02/24/18-03/23/18 +++Period: 06/02/18-06/29/18 ^^^Period: 08/25/18-09/21/18 ###Period: 12/01/18-12/28/18

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2019

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	72.75	54.00	22.50										149.25
EMS TRAINING	40.75	129.25	108.25										278.25
FIRE TRAINING	3.50	43.50	15.50										62.50
RESCUE CALLS	13.00	2.25	11.25										26.50
FIRE CALLS	13.50	4.50	23.50										41.50
MEETINGS	3.00	33.00	22.25										58.25
STAFFING REP.	89.25	15.50	0.00										104.75
MAINTENANCE	0.00	0.00	0.00										0.00
PUB. ED.	2.25	0.00	4.50										6.75
SPECIAL EVENTS	0.00	0.00	0.00										0.00
# FIRE RUNS	56	31	50										137
# EMS RUNS	191	178	167										536
DISPATCH ERRORS	6	6	8										20
TOTAL HRS.	238.00	282.00	207.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	727.75

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through April 2, 2019, \$10,774, 11%

*Period: 12/29/18-01/25/19 +Period: ^Period: #Period:
**Period: 01/26/19-02/22/19 ++Period: ^^Period: ##Period:
***Period: 02/23/19-03/22/19 +++Period: ^^^Period: ###Period:

Attachment: FIRE DEPT_MARCH 2019 OT REPORT (8084 : Fire Department Overtime and LifeQuest Services Billing Reports for March, 2019.)

**DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
MARCH, 2019**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
TOTAL	0	0

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

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR MARCH, 2019



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
03/02/2019	2791 Viking Drive (Village of Ashwaubenon)	Building fire	C102, L111	Dispatched & canceled en route	N/A
03/02/2019	831 Grant Street	Arcing shorted electrical equipment	E111	Investigate	N/A
03/03/2019	2774 Viking Drive	Oven fire	C102, L111	Dispatched & canceled en route	N/A
03/03/2019	850 Morning Glory	Water or steam leak	C102, E111, E121	Remove water, salvage & overhaul	Ashwaubenon Lawrence
03/05/2019	368 Main Avenue	Smoke or odor removal	A112	Investigate	N/A
03/05/2019	331 Main Avenue	Building fire	C102, C102, A111, A112, A121, E121	Extinguishment by fire personnel, salvage & overhaul, forcible entry, ventilate, investigate	Ashwaubenon Bellevue, County Resc Green Bay, Hobart, Lawrence
03/06/2019	502 Front Street	Smoke or odor removal	E111	Investigate	N/A
03/06/2019	2164 Ten Mile Drive	Smoke detector activation due to malfunction	E111, E121	Investigate	N/A
03/08/2019	1189 Cormier (Village of Ashwaubenon)	Structure fire	L111	Dispatched & canceled en route	N/A
03/08/2019	1201 Enterprise Drive	Excessive heat, scorch burns with no ignition	C101, A111, E111, E121	Investigate	Ashwaubenon Bellevue, Lawrence, Ledgeview
03/11/2019	1580 Bellevue Street (Village of Bellevue)	Building fire	C101, L111	Dispatched & canceled en route	N/A
03/11/2019	2223 Lime Kiln Road (Village of Bellevue)	Building fire	C102, L111	Dispatched & canceled en route	N/A
03/12/2019	1639 Commanche Avenue (Village of Ashwaubenon)	Building fire	L111	Dispatched & canceled en route	N/A
03/13/2019	1233 Drews Drive	Carbon monoxide incident	E121	Investigate	N/A
03/13/2019	109 S. Broadway Street	Gas leak	A111, A121, E111, E121	Investigate, hazardous materials leak control & containment	N/A
03/14/2019	771 Winding Waters Way (Town of Ledgeview)	Smoke scare, odor of smoke	L111	Standby	N/A

Attachment: FIRE DEPT _MARCH 2019 OT REPORT (8084 : Fire Department Overtime and LifeQuest Services Billing Reports for March, 2019.)

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
03/14/2019	233 N. Broadway Street	Hazmat release investigation, with no hazmat	C102, E111, E121	Investigate	N/A
03/14/2019	1020 Tanager Trail	Water or steam leak	E111	Investigate	N/A
03/14/2019	150 S. Wisconsin Street	investigation, with no hazmat	C102, E111	Investigate	N/A
03/15/2019	1759 Bridgeport Lane	Extrication of victim from vehicle	E121	Rescue, remove from harm	N/A
03/15/2019	Eliza Street/Goodell Street (City of Green Bay)	Water rescue	C102, A111	Rescue, remove from harm	N/A
03/14/2019	1330 Glory Road (Village of Ashwaubenon)	Building fire	C102, L111	Incident command, stand by	N/A
03/15/2019	632 Broken Covey (Town of Ledgeview)	Building fire	N/A	No staffing available, declined request	N/A
03/15/2019	2621 Valley Heights Drive (Village of Bellevue)	Smoke scare, odor of smoke	C102, L111	Investigate	N/A
03/16/2019	956 Marvelle Lane (Village of Ashwaubenon)	Building fire	N/A	Dispatched & Canceled	N/A
03/16/2019	1825 Briarwood Court	Steam, vapor, fog or dust thought to be smoke	E111, E121	Investigate	Ledgeview
03/18/2019	1911 Bunker Hill Court	Building fire	C102, E121, E111, A111	Extinguishment by fire personnel, search, ventilate, salvage & overhaul, investigate	Ashwaubenc County Resc Hobart, Lawrence
03/18/2019	1025 Main Avenue	Steam, vapor, fog or dust thought to be smoke	A112, E121	Investigate	N/A
03/20/2019	1286 N. Crown Court	Carbon monoxide detector activation, no CO	E111, E121	Investigate, issued new detector	N/A
03/22/2019	401 Reid Street	Smoke scare, odor of smoke	E111, E121	Investigate	N/A
03/23/2019	310 Main Avenue	Carbon monoxide incident	E121	Investigate, ventilate	N/A
03/23/2019	922 N. Broadway	Alarm system sounded due to malfunction	E111	Investigate, replaced batteries	N/A
03/24/2019	2090 Orrie Lane (Village of Ashwaubenon)	Odor investigation	L111	Dispatched & canceled en route	N/A
03/24/2019	1339 N. Summer Range Rd	Smoke detector activation, no fire, unintentional	E111	Investigate, burnt food	N/A
03/27/2019	1519 Cook Street	Carbon monoxide detector activation, due to malfunction	A121, E111	Investigate, new detector issued	N/A
03/27/2019	2222 American Blvd	Smoke detector activation, due to malfunction	E111, E121	Investigate, restore fire alarm system	N/A

Attachment: FIRE DEPT_MARCH 2019 OT REPORT (8084 : Fire Department Overtime and LifeQuest Services Billing Reports for March, 2019.)

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
03/28/2019	703 N. Erie Street	Carbon monoxide detector activation, due to malfunction	E111	Investigate, replaced batteries	N/A
03/29/2019	2960 Allied Street (Village of Ashwaubenon)	Building fire	N/A	Declined, due to lack of personnel	N/A

Attachment: FIRE DEPT_MARCH 2019 OT REPORT (8084 : Fire Department Overtime and LifeQuest Services Billing Reports for March, 2019.)

LIFEQUEST MEDICAL BILLING - 2019 MONTHLY REPORT

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	143,655	104,733	155,785			
PAYMENTS	55,433	56,668	75,702			
CREDIT ADJUSTMENTS	63,699	48,843	69,520			

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

Payments to LifeQuest	
January	3,057
February	3,823
March	4,791
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total Paid	\$11,671

**See attached details

City Of De Pere
Income and Expenditures
March 2019
All Phases

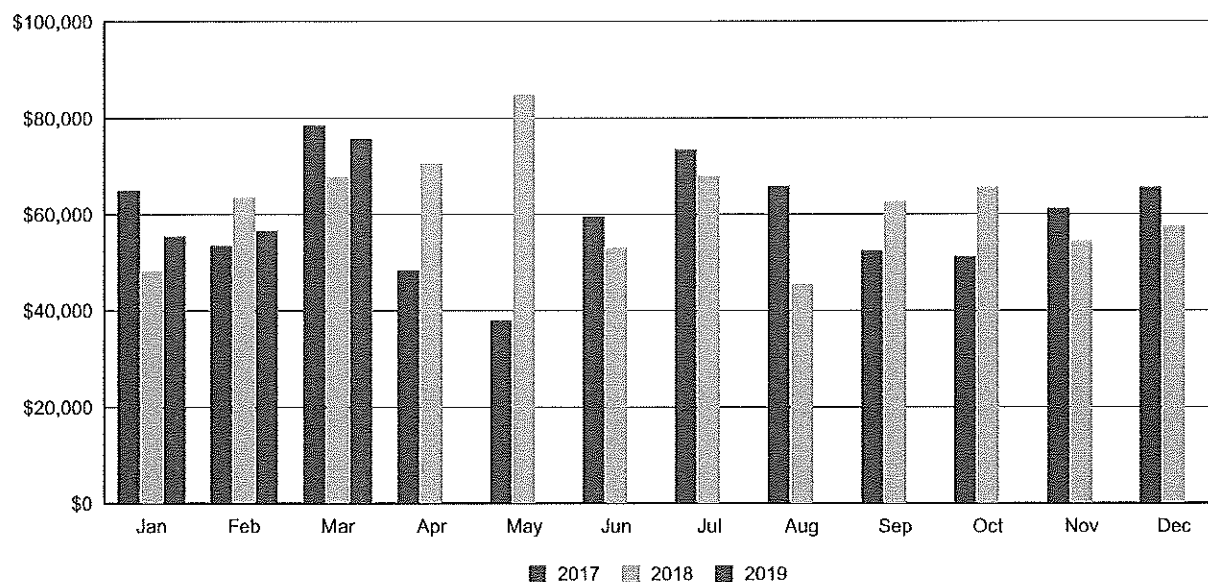
Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$121,194.00	\$34,591.22	\$155,785.22
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$121,194.00	\$34,591.22	\$155,785.22
Account Transfers		\$18,448.70	\$16,555.52	\$35,004.22
Credit Summary				
Total Credits		\$136,943.38	\$10,043.88	\$146,987.26
Less Adjustments	-	\$69,150.50	\$369.48	\$69,519.98
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$1,765.77	\$1,765.77
Less Overpayments	-	\$(3,364.17)	\$0.00	\$(3,364.17)
Gross Payments Received		\$71,157.05	\$7,908.63	\$79,065.68
Plus Overpayment Returns	+	\$(1,876.07)	\$0.00	\$(1,876.07)
Net Payments Received		\$69,280.98	\$7,908.63	\$77,189.61
Less Payments Kept By Service	-	\$54.63	\$0.00	\$54.63
Total Deposits Reconciliation		\$69,226.35	\$7,908.63	\$77,134.98
Summary of Disbursement				
Total Deposits & Payments Kept By		\$69,280.98	\$7,908.63	\$77,189.61
Plus Overpayment Refunds	+	\$(1,488.10)	\$0.00	\$(1,488.10)
Gross Revenue		\$67,792.88	\$7,908.63	\$75,701.51
LifeQuest Fee		\$3,050.68	\$1,739.90	\$4,790.58
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$3,050.68	\$1,739.90	\$4,790.58
Service Revenue		\$64,742.20	\$6,168.73	\$70,910.93
Less Payments Kept By Service	-	\$54.63	\$0.00	\$54.63
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	\$64,687.57	\$6,168.73	\$70,856.30

Messages:

Total Deposits EOM differ from bank statement by -\$248.83 due to 2/4 \$255.00 HUMANA, 2/21 \$170.17 WPS, 2/27 \$82.65 WPS, AND 2/28 \$540.15 DEAN NOW POSTED. 3/5 \$87.58 AETNA AND 3/28 \$711.56 UHC NOT POSTED. LAB 4.2.19

All Phases Gross Revenue

City of De Pere
January 2017 to March 2019



	2017	2018	2019
January	\$65,035	\$48,362	\$55,433
February	\$53,532	\$63,538	\$56,668
March	\$78,566	\$67,787	\$75,702
April	\$48,367	\$70,664	\$0
May	\$38,017	\$84,800	\$0
June	\$59,532	\$53,162	\$0
July	\$73,500	\$67,954	\$0
August	\$65,845	\$45,566	\$0
September	\$52,557	\$62,667	\$0
October	\$51,374	\$65,610	\$0
November	\$61,219	\$54,498	\$0
December	\$65,635	\$57,599	\$0
Total Gross Revenue	\$713,180	\$742,207	\$187,803

City Of De Pere

Billing Summary

March 2019

Phase 1

Charges

Billing Charges		\$121,194.00	
Other	+	\$0.00	
Subtotal of Charges			\$121,194.00

Account Transfers

Billing to Collections Transfer Total			\$18,448.70
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Credit Summary

Total Credits		\$136,943.38	
Less Adjustments	-	\$69,150.50	
Less Overpayments	-	\$(3,364.17)	
Gross Payments Received			\$71,157.05
Plus Overpayment Returns	-	\$(1,876.07)	
Net Payments Received			\$69,280.98
Less Payments Kept By Service	-	\$54.63	
Total Deposits Reconciliation			\$69,226.35

Summary of Disbursement

Total Deposits & Payments Kept By		\$69,280.98	
Plus Overpayment Refunds	+	\$(1,488.10)	
Gross Revenue			\$67,792.88
LifeQuest Fee		\$3,050.68	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$3,050.68
Service Revenue		\$64,742.20	
Less Payment Kept By Service	-	\$54.63	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$64,687.57

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

Billing Reconciliation Summary

City of De Pere
For the month of March 2019

Beginning Balance of Accounts Receivables			\$227,196.59
Total Charges entered for the Month	+		\$121,194.00
Adjustments			
Intercept		\$0	
Per Contract		\$0	
Account Transfer Total		\$18,448.70	
Other		\$50,701.80	
Total Adjustments for the Month		\$69,150.50	
	-		\$69,150.50
Payments			
Cash		\$15,543.16	
Contract Payments		\$0	
Credit Card		\$0	
Direct Deposit		\$51,449.73	
Hospital		\$0	
Insurance		\$4,109.53	
Payment Kept By		\$54.63	
Other		\$0	
		\$71,157.05	
	-		\$71,157.05
Overpayment			
Recoupment		\$0	
Refunds		\$(1,488.10)	
Returns		\$(1,876.07)	
Service Payable		\$0	
Other		\$0	
		\$(3,364.17)	
	-		\$(3,364.17)
Total for Reconciliation Summary			\$211,447.21
Ending Balance of Accounts Receivables			\$211,447.21

Total Page : 1 of 1

Page : 1 of 1

Date : 04/01/2019

Time : 12:11:38

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

<u>Charges</u>	<u>Apr 2018</u>	<u>May 2018</u>	<u>Jun 2018</u>	<u>Jul 2018</u>	<u>Aug 2018</u>	<u>Sep 2018</u>	<u>Oct 2018</u>	<u>Nov 2018</u>	<u>Dec 2018</u>	<u>Jan 2019</u>	<u>Feb 2019</u>	<u>Mar 2019</u>	<u>Totals</u>
Apr 2018	3445	36786	11277	7499	2399	733	206	764	495	0	0	0 \$	63603
125326	2.7	29.4	9	6	1.9	0.6	0.2	0.6	0.4	0	0	0 %	50.8
May 2018		7957	24645	15251	4391	2068	2018	873	200	247	100	10 \$	57761
113240		7	21.8	13.5	3.9	1.8	1.8	0.8	0.2	0.2	0.1	0 %	51
Jun 2018			4207	25686	14433	8076	4116	900	350	790	79	0 \$	58637
114068			3.7	22.5	12.7	7.1	3.6	0.8	0.3	0.7	0.1	0 %	51.4
Jul 2018				5253	16866	18074	7409	3552	617	-605	1057	46 \$	52270
106754				4.9	15.8	16.9	6.9	3.3	0.6	-0.6	1	0 %	49
Aug 2018					6334	25569	15117	8189	4149	712	268	597 \$	60936
122254					5.2	20.9	12.4	6.7	3.4	0.6	0.2	0.5 %	49.8
Sep 2018						1902	31023	13383	6534	5556	1489	1523 \$	61410
122220						1.6	25.4	11	5.3	4.5	1.2	1.2 %	50.2
Oct 2018							2562	26437	15902	6530	2176	3331 \$	56938
115714							2.2	22.8	13.7	5.6	1.9	2.9 %	49.2
Nov 2018								223	24640	14380	9451	2818 \$	51512
106478								0.2	23.1	13.5	8.9	2.6 %	48.4
Dec 2018									831	22268	14799	7686 \$	45585
107646									0.8	20.7	13.7	7.1 %	42.3
Jan 2019										0	17895	24350 \$	42244
119368										0	15	20.4 %	35.4
Feb 2019											360	27858 \$	28218
109224											0.3	25.5 %	25.8
Mar 2019												0 \$	0
41073												0 %	0
Averages	<u>1st Mo</u>	<u>2nd Mo</u>	<u>3rd Mo</u>	<u>4th Mo</u>	<u>5th Mo</u>	<u>6th Mo</u>	<u>7th Mo</u>	<u>8th Mo</u>	<u>9th Mo</u>	<u>10th Mo</u>	<u>11th Mo</u>	<u>12th Mo</u>	
Extended	2.5	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	2.5	22.2	13.6	6.4	2.9	1.2	0.4	0.6	0.2	0	0	0	

Attachment: FIRE DEPT_MARCH 2019 OT REPORT (8084 : Fire Department Overtime and LifeQuest Services Billing Reports for March, 2019.)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 9, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of March 2019 Police Overtime

The overtime (OT) report covers a four (4)-week period. Two previous years of overtime report summaries are attached for comparison.

Miscellaneous OT of 22.75 total hours is comprised of 11.25 hours of Patrol fraction allotments, 1 hour for Field Training (FTO) reporting and 10.5 hours for SWAT team call outs and training.

Reimbursable Miscellaneous OT of 13 total hours is comprised of 9.5 hours for OWI Task Force deployments and 3.5 hours for the Drug Task Force officer.

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

ATTACHMENTS:

- 2017 PD OT Report Summary (PDF)
- 2018 PD OT Report Summary (PDF)
- March 2019 PD OT Report (PDF)

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

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	12.00	64.75	39.50	24.75	23.50	15.00	38.00	37.00	18.00	32.75	4.00	23.00	332.25
OFFICER WORKED ON HOLIDAY	97.00	13.75		31.00	97.00	21.75	54.75	8.00	121.75	16.00	66.00	87.00	614.00
OFFICER FOR COURT	9.00	10.00	6.00	1.75	21.00	10.00	4.00	25.00	4.00	22.00	15.00	4.00	131.75
OFFICER TRAINING	207.00	65.50	36.00	39.00	241.75	60.25	16.50	46.75	259.25	203.00	51.25	97.00	1323.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	5.50	27.25	10.50	16.00	17.50	9.50	16.50	3.00	2.00	12.00	2.00	14.00	135.75
STAFFING LEVEL	63.00	22.50	39.25	39.50	199.50	74.00	66.50	97.50	130.50	209.50	98.00	69.00	1108.75
INVESTIGATION	37.50	44.50	43.50	36.50	73.75	24.50	47.00	26.25	23.50	108.50	28.50	57.50	551.50
HONOR GUARD FOR FUNERAL		2.00		11.00									13.00
SCHOOL LIAISON REIMBURSED	18.00	23.50	25.00	7.00	31.50	15.00		5.00	41.00	61.00	10.00	16.00	253.00
COMMUNITY RELATIONS					2.00			3.50	3.50	3.00			12.00
SPECIAL ASSIGNMENT		6.25					9.00						15.25
SPECIAL ASSIGNMENT REIMBURSED		6.25		18.50	219.50	13.00			8.00	29.50	29.00		323.75
MISCELLANEOUS	27.50	13.50	42.75	20.25	26.25	17.75	10.75	11.50	9.75	35.50	17.00	20.25	252.75
MISCELLANEOUS REIMBURSED	66.00	130.00	45.00	60.00	104.00	67.50	57.50	51.00	30.50	42.50	26.00	19.00	699.00
Gross OFFICER OVERTIME	542.50	429.75	287.50	305.25	1057.25	328.25	320.50	314.50	651.75	775.25	346.75	406.75	5766.00
SUBTOTAL REIMBURSED OVERTIME	(84.00)	(159.75)	(70.00)	(85.50)	(355.00)	(95.50)	(57.50)	(56.00)	(79.50)	(133.00)	(65.00)	(35.00)	(1275.75)
NET OFFICER OVERTIME	458.50	270.00	217.50	219.75	702.25	232.75	263.00	258.50	572.25	642.25	281.75	371.75	4490.25

Total Overtime Budget: **\$145,000.00**
Expenditures through 1/02/2018 **\$182,422.00**
Percent of Total Budget: **125.81%**

01/02/2018
Report Date

NOTES:

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

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

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

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

++Period 4/22/2017 - 6/02/2017

^Period 6/03/2017 - 6/30/2017

#Period 7/1/2017 - 7/28/2017

##Period 7/29/2017 - 8/25/2017

^^Period 8/26/2017 - 9/22/2017

^^^Period 9/23/2017 - 11/3/2017

*+Period 11/4/2017 - 12/1/2017

*+*Period 12/2/2017- 12/29/2017

Attachment: 2017 PD OT Report Summary (8058 : Police March 2019 Overtime)

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

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

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

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

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

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	20.50	16.50	15.00										52.00
OFFICER WORKED ON HOLIDAY	105.00	22.25	4.00										131.25
OFFICER FOR COURT	22.50	10.00	18.50										51.00
OFFICER TRAINING	29.50	89.00	124.00										242.50
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00	2.00	12.00										17.00
STAFFING LEVEL	39.00	60.00	124.50										223.50
INVESTIGATION	33.00	38.50	16.00										87.50
HONOR GUARD FOR FUNERAL		10.00											10.00
SCHOOL LIAISON REIMBURSED	25.50	30.50	14.00										70.00
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		14.00											14.00
MISCELLANEOUS	8.00	31.25	22.75										62.00
MISCELLANEOUS REIMBURSED	14.50	16.50	13.00										44.00
Gross OFFICER OVERTIME	300.50	340.50	363.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1004.75
SUBTOTAL REIMBURSED OVERTIME	(40.00)	(61.00)	(27.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(128.00)
NET OFFICER OVERTIME	260.50	279.50	336.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	876.75

Total Overtime Budget: **\$160,000.00**
Expenditures through 3/29/2019 **\$46,160.86**
Percent of Total Budget: **28.85%**

NOTES:

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

+Period

#Period

^^Period

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

++Period

##Period

*+Period

***Period 02/23/2019 - 3/22/2019

^Period

^^Period

*+*Period

Attachment: March 2019 PD OT Report (8058 : Police March 2019 Overtime)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 9, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Request by the Police Chief to approve the transfer of \$7300 from undesignated reserves to purchase security measures required by updated Criminal Justice Information System Security Guidelines*

The U.S. Department of Justice, Federal Bureau of Investigation, and Criminal Justice Information Services Division set the Security Policy that Law Enforcement Agencies must follow in order to protect and maintain the integrity of the Criminal Justice Information Systems. They released updated guidelines in their Criminal Justice Information Services (CJIS) Security Policy Version 5.7.

During our 2019 Wisconsin Department of Justice Crime Information Bureau Audit, we were found to be deficient in the upgraded technical security requirements.

Primarily, the area where significant changes were made is in the CJIS Policy Section 5.5.6, Remote Access. In prior audits, requirements were met through the access occurring only with an authorized escort, typically the TIME Agency Coordinator (TAC). The newly revised policy added the following requirement:

The remote administrative personnel connection shall be via an encrypted (FIPS 140-2 certified) path.

The need arises to allow external remote access to our system software, servers, and devices for critical technical troubleshooting, upgrades and configuration changes. In order to ensure all connection paths from vendors are compliant is to provide the device / technology ourselves. This will allow the Department to maintain and troubleshoot critical systems as needed.

To do so, we are requesting additional funding to purchase software and hardware that will enable the Department to maintain the integrity of the Criminal Justice Information we access. The City IT Director, Steve Massey, has recommended the Department purchase the BeyondTrust Solution. This is a solution that is used by the State of Wisconsin Department of Transportation, and comes recommended by them as well. The BeyondTrust Solution is fully FIPS 140-2 Certified, and will bring us into compliance with this CJIS requirement.

The Department would like to proceed with his recommendation this year, to ensure that we are able to maintain the integrity of the CJIS data systems that we access and utilize. The initial cost is \$7,300 for the hardware, software, two licenses, training and installation. Additionally, annual maintenance costs would be approximately \$1,800 to support the hardware/software.

This would be added to the yearly budget request for software maintenance. As with any other technology, routine replacements and upgrades would be anticipated and planned for in the usual budgetary process for the Department.

This purchase and implementation of the BeyondTrust technology will also allow the Department to remotely manage police vehicles equipped with computer technology. This will save time for department technology staff, as well as officer time being taken off the road for routine maintenance and troubleshooting.

Please contact Kerry Krueger at X1218 for more information.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 9, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Request for Approval of Emergency Repair for 11 foot Lawn Mower in Park Department in the amount of \$10,050, to be funded from undesignated reserves.*

We were informed from our Fleet Maintenance Supervisor that while going through the lawn mowers, staff uncovered our 11 foot mower (#306) has a blown cylinder. This damage essentially means we need a new engine. We investigated three different options to address the concern. We investigated rebuilding the engine, replacing the engine, and purchasing a new mower. A quick summary of each option is below.

Replacing mower - A new mower with trade in would cost approximately \$66,000. Based on the level of use, we project a mower will last around 8-12 years.

Rebuilding the engine - Estimates were provided to us that rebuilding the engine would cost approximately \$16,000.

Replacing Engine - We were provided an estimate of approximately \$10,500 to replace the engine in the mower.

The current mower has 4200 hours. It is believed that our mowers will last somewhere between 5000-6000 hours before they break down. While we cannot predict its longevity, we believe the mower has a good chance of lasting two, maybe three years. Based on this, we feel it's reasonable to attempt to fix the mower by replacing the engine.

The Park Department is asking for approval of \$10,050 from the Council as this repair would consume more than the current budget for consulting services (\$8,600), and would not allow for further repairs in this account.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 9, 2019

DEPARTMENT: City Clerk-Treasurer

FROM: Carey Danen

SUBJECT: Consideration of and Possible Action on Copier Lease for City Hall - second floor, Fire Department, Municipal Service Center, and Community Center.*

ATTACHMENTS:

- memo to Finance re copier lease_SM_4-3-19 (DOCX)
- Copier lease quote summary (PDF)
- WI Document Imaging Quote (PDF)
- Badger Office City Quote (PDF)
- Ricoh Quote (PDF)
- MBM Quote (PDF)

CITY OF DE PERE

MEMO

DATE: April 2, 2019

TO: Honorable Mayor Michael J. Walsh;
Members of the Finance/Personnel Committee

FROM: Carey Danen, Clerk's Office

RE: Copier Lease for City Hall second floor, Fire Department, Municipal Services Center, and Community Center

The current lease for the four copier machines listed above is expiring. Four quotes were obtained for a new 48 month lease; the monthly totals (as well as the total for the current lease) are as follows:

<u>Vendor:</u>	<u>Total Per Month:</u>
WI Document Imaging	\$748.44
Badger Office City	\$693.12
Ricoh	\$723.45
MBM	\$995.81
Current Lease	\$505.29

Please note that costs are increasing from the previous lease because color capability is being added to three of the machines (City Hall second floor, Fire Department and Community Center). Increased costs will be offset by efficiencies gained, reduction in print outsourcing and reducing the number of physical printers from 8 to 4. Current costs to operate color printers that will be eliminated in this transition are estimated at approximately \$190 per month. This has been calculated by averaging the color print volume over the last year and multiplying by the estimated cost per sheet.

I have attached a spreadsheet which summarizes the quotes in more detail. The individual proposals are also attached.

I recommend signing a lease with Badger Office City because they offer the most competitive pricing. They also currently provide the lease to the first floor at City Hall, and their service response time has been excellent.

De Pere Community Center
48-Month Lease

With color print and fax as requested

8.b

Lease	Lease Amount (48 month)	Rate per copy (B/W)	Maintenance Plan (estimated 6,931 pages/month)	Rate per copy (color)	Maintenance Plan Color (estimated 500 pages/month)	Total	Total Per Month
Current Lease (Ricoh MP4055)	\$5,314.08	0.0040	\$27.72	n/a	n/a	\$6,644.83	\$138.43
Wisconsin Doc. Imaging (IMC4500)	\$6,856.80	0.0055	\$38.12	0.0350	\$17.50	\$9,526.58	\$198.47
Badger Office City (IMC4500)	\$6,700.80	0.00389	\$26.96	0.0295	\$14.75	\$8,702.96	\$181.31
Ricoh (IMC4500)	\$7,379.52	0.0040	\$27.72	0.0370	\$18.50	\$9,598.27	\$199.96
MBM (Xerox C8035H2)	\$10,164.48	0.0063	\$43.67	0.0490	\$24.50	\$13,436.41	\$279.93

Attachment: Copier lease quote summary (8078 : Consideration and action on copier lease for Second

Municipal Services Center
48-Month Lease

With fax. Department did not request co

8.b

Lease	Lease Amount (48 month)	Rate per copy (B/W)	Maintenance Plan		Maintenance Plan		Total Per Month
			(estimated 10,057 pages/month)	Rate per copy (color)	Color (estimated 500 pages/month)	Total	
Current Lease	\$5,565.60	0.00400	\$40.23	n/a	n/a	\$7,496.54	\$156.18
Wisconsin Doc. Imaging (MP505	\$5,920.80	0.00590	\$59.34	n/a	n/a	\$8,768.94	\$182.69
Badger Office City (MP5055)	\$5,725.44	0.00520	\$52.30	n/a	n/a	\$8,235.67	\$171.58
Ricoh (MP5055)	\$6,139.68	0.00400	\$40.23	n/a	n/a	\$8,070.62	\$168.14
MBM (Xerox B8055H2)	\$10,605.12	0.00630	\$63.36	n/a	n/a	\$13,646.36	\$284.30

Attachment: Copier lease quote summary (8078 : Consideration and action on copier lease for Second

Second Floor City Hall
48-Month Lease

With fax and color printing as requested

8.b

Lease	Lease Amount (48 month)	Rate per copy (B/W)	Maintenance Plan (estimated 5,046 pages/month)	Rate per copy (color)	Maintenance Plan Color (estimated 500 pages/month)	Total	Total Per Month
Current Lease (Ricoh MP4055)	\$5,565.60	0.0040	\$20.18	n/a	n/a	\$6,534.43	\$136.13
Wisconsin Doc. Imaging (IMC4500)	\$6,856.80	0.0055	\$27.75	0.0350	\$17.50	\$9,028.94	\$188.10
Badger Office City (IMC4500)	\$6,700.80	0.00389	\$19.63	0.0295	\$14.75	\$8,350.99	\$173.98
Ricoh (IMC4500)	\$7,379.52	0.0040	\$20.18	0.0370	\$18.50	\$9,236.35	\$192.42
MBM (Xerox C8035H2)	\$9,527.52	0.00630	\$31.79	0.0490	\$24.50	\$12,229.43	\$254.78

Attachment: Copier lease quote summary (8078 : Consideration and action on copier lease for Second

Fire Department
48-Month Lease

With fax and color printing as requested

8.b

Lease	Lease Amount (48 month)	Rate per copy (B/W)	Maintenance Plan (estimated 1,725 pages/month)	Rate per copy (color)	Maintenance Plan Color (estimated 500 pages/month)	Total	Total Per Month
Current Lease (Ricoh MP2555)	\$3,247.20	0.0040	\$6.90	n/a	n/a	\$3,578.40	\$74.55
Wisconsin Doc. Imaging (IMC2500)	\$4,497.60	0.0075	\$12.94	0.0470	\$23.50	\$6,246.60	\$130.14
Badger Office City (IMC2500)	\$5,685.12	0.00662	\$11.42	0.0418	\$20.90	\$7,236.46	\$150.76
Ricoh (IMC2500)	\$5,708.16	0.0040	\$6.90	0.0370	\$18.50	\$6,927.36	\$144.32
MBM (Xerox C7025T2)	\$6,733.92	0.00780	\$13.46	0.05200	\$26.00	\$8,627.76	\$179.75

Attachment: Copier lease quote summary (8078 : Consideration and action on copier lease for Second



1850 Velp Ave.
Green Bay, WI 54303

Direct Line
1-920-593-1814
Toll Free Line
1-800-236-1372 Ext. 1814
Fax
1-920-593-1830
e-mail
mikes@wis-imaging.com

March 5, 2019

CITY OF DEPERE --(/ 2nd fl. City hall/ community center)

(FULL COLOR OPTION)

RICOH IMC 4500 COLOR MFP COPIER PROPOSAL

MACHINE FEATURES

Network printing, color scanning and scan to email

45 Pages per minute full color and black

Single pass document feeder (capacity 220 pages)

Scan speed 240 two sided images per minute

10.1" smart operation touch panel for ease of use (similar to an iPad)

Internal automatic stapling finisher (50 sheet staple capacity)

Four 550 sheet paper drawers plus a 100 sheet bypass tray

2 GB RAM, 320 GB Hard disk drive

PDF compression for color scanning

DOSS-Data overwrite security system (overwrites hard drive) HIPAA compliant

1200X1200 DPI resolution

ID card copy (copies driver's license, insurance cards, etc. both sides on one side of the page)

Banner mode – create up to 48" long banners

Scan to / print from USB flash drive standard

Automatic duplex for two sided copies

Cabinet stand included

Handles paper weights up to 166 lb. index stock

Lease Options:

36 Months	No payments in advance	\$147.25 per month
48 Months		\$119.25 per month

FEATURE OPTIONS:

	36 month	48 month
External automatic finisher (holds 1000 sheets, 50 sheet staple capacity)	\$19.00	\$15.25
15 amp surge protector / power filter	\$2.75	\$2.25

(required to be kept on a surge if under maintenance)

You are welcome to provide your own surge if you prefer)

Maintenance Agreement:

Includes all service calls, parts, labor and preventive maintenance. Includes unlimited black and color toners.

Black billed at .0055 per page and color billed at .035 per page. Billed in arrears based on actual usage. No minimum for color.

+ 8.35/month
for fax

Attachment: WI Document Imaging Quote (8078 : Consideration and action on copier lease for Second Floor City Hall,*)

Note: All new Ricoh's come with a free feature called @ Remote. This does three things for you. It will email us your monthly meter readings automatically so we get accurate readings without having to bother anyone at your office. It also emails our dispatchers if a service code comes up and a call is required. It also allows our techs to do firmware upgrades remotely whenever one is available.

Sincerely,

Mike Sevcik
Digital Imaging Specialist
Wisconsin Document Imaging

****Information herein is proprietary and confidential to Wisconsin Document Imaging (WDI) and shall not be used or disclosed without prior consent of WDI.****

Attachment: WI Document Imaging Quote (8078 : Consideration and action on copier lease for Second Floor City Hall,*)



Wisconsin Document Imaging

March 5, 2019

CITY OF DEPERE - MSC

RICOH MP5055 MULTIFUNCTIONAL COPIER PROPOSAL

MACHINE FEATURES

Network printing, scanning, with scan to email, scan to folder

50 Pages per minute, maximum size 11x17

Full color scanning

Full color 10.1" adjustable touch screen panel for ease of use, same layout as your current Ricoh's

220 page single pass document feeder (dual scanners)

Internal automatic stapling finisher (50 sheet staple capacity)

Scan to / print from USB flash drive standard

DOSS-Data overwrite security system – Overwrites hard drive, HIPAA compliant

Four 550 sheet paper drawers plus a 100 sheet bypass tray

PDF compression for full color scanning

Archiving holds 9000 pages in memory for form storage

ID card copy (copies drivers license or insurance cards, both sides on one side of the page)

Automatic duplex for two sided printing

320 GB hard disk drive memory 2GB RAM

LEASE OPTIONS: Prices based off Ricoh's municipality discount

36 Months	No Payments in Advance	\$123.00 per month
48 Months		\$99.75 per month

Options:

	36 month	48 month
External automatic stapling finisher (holds 1000 sheets, 50 sheet staple capacity)	\$19.00	\$15.25
15 amp surge protector/power filter	\$2.75	\$2.25
(required to be kept on a surge if under maintenance, you are welcome to Provide your own surge if you prefer)		

+ 8.35/month
for fax

Maintenance agreement:

All inclusive agreement billed at .0059 per page. Includes all parts, labor, preventive maintenance and all supplies of toner, staples etc. Invoiced in arrears based on actual usage with no overage charges.

continued

All new Ricoh copiers come with a free feature called @Remote and FM Audit. This will email us your meter readings automatically, it also will email us any service calls that are required and it tells the tech what the problem is before he arrives so he can have the right parts with him. It also allows us to do firmware upgrades remotely as soon as they are available at no charge to you.

Sincerely,

Mike Sevcik
Digital Imaging Specialist
Wisconsin Document Imaging

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1850 Velp Ave.
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Fax
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e-mail
mikes@wis-imaging.com

March 13, 2019

CITY OF DEPERE – FIRE DEPT.

RICOH IMC2500 COLOR MFP COPIER PROPOSAL

MACHINE FEATURES

Network printing, color scanning and scan to email

25 Pages per minute full color and black

10.1 " smart operation panel (swipe technology)

Internal automatic stapling finisher (50 sheets staple capacity)

Two 550 sheet paper drawers plus a 100 sheet bypass tray

Maximum size 11x17 ledger paper

Runs up to 166 lb. index stock

320 GB Hard disk drive

PDF Compression for full color scanning

DOSS-Data overwrite security system (overwrites hard drive) HIPAA compliant

1200X1200 DPI resolution

Automatic reversing document feeder (100 pages)

Scan to / print from USB flash drive included standard

Automatic duplex for two sided copies

Cabinet stand include

Lease Options:

36 Months	No payments in advance	\$105.50 per month
48 Months		\$85.35 per month

+ 8.35/month
for fax

Note: if you decide you don't need the automatic stapling finisher at the Fire Dept. you can reduce your prices to the following:

36 Months	\$96.00 per month
48 Months	\$77.75 per month

FEATURE OPTIONS:

	36 month	48 month
33.6 fax modem	\$10.25	\$8.35
15 amp surge protector/power filter	\$2.75	\$2.25
(required to be kept on a surge protector if under maintenance agreement, you are welcome to provide your own)		

Maintenance Agreement:

Includes all service calls, parts, labor and preventive maintenance. Includes unlimited black and color toners.

Black billed at .0075 per page and color billed at .047 per page. There is no minimum for color and is billed in arrears based on usage.

Attachment: WI Document Imaging Quote (8078 : Consideration and action on copier lease for Second Floor City Hall,*)

Note: All new Ricoh's come with a free feature called @ Remote. This does three things for you. It will email us your monthly meter readings automatically so we get accurate readings without having to bother anyone at your office. It also emails our dispatchers if a service code comes up and a call is required. It also allows our techs to do firmware upgrades remotely whenever one is available.

Sincerely,

Mike Sevcik
Digital Imaging Specialist
Wisconsin Document Imaging

****Information herein is proprietary and confidential to Wisconsin Document Imaging (WDI) and shall not be used or disclosed without prior consent of WDI.****

BADGER OFFICE CITY

8.d

Department	Model	Item	36 Months	36 months Quarterly Payments	48 Months	48 months Quarterly Payments	
Fire Department	MP 2555	Black					
		2 Drawer	\$ 58.35	\$ 174.15	\$ 47.91	\$ 142.90	
		SR 3210 Finisher	\$ 19.36	\$ 57.78	\$ 15.90	\$ 47.41	
		Fax	\$ 9.77	\$ 29.15	\$ 8.02	\$ 23.92	
			\$ 87.48	\$ 261.08	\$ 71.83	\$ 214.23	TOTAL
	IM c2000	Color					
		2 Drawer	\$ 77.48	\$ 231.06	\$ 63.57	\$ 189.60	
		Booklet Finisher	\$ 35.26	\$ 105.23	\$ 28.95	\$ 86.35	
		Fax	\$ 9.77	\$ 29.15	\$ 8.02	\$ 23.92	
			\$ 122.51	\$ 365.44	\$ 100.54	\$ 299.87	TOTAL
	IM c2500	Color					
		2 Drawer	\$ 99.23	\$ 296.13	\$ 81.47	\$ 242.99	
		Booklet Finisher	\$ 35.26	\$ 105.23	\$ 28.95	\$ 86.35	
		Fax	\$ 9.77	\$ 29.15	\$ 8.02	\$ 23.92	
			\$ 144.26	\$ 430.51	\$ 118.44	\$ 353.26	TOTAL

MSC	MP 5055	Black					
		4 Drawer	\$ 116.15	\$ 346.63	\$ 95.36	\$ 284.44	
		SR 3210 Finisher	\$ 19.36	\$ 57.78	\$ 15.90	\$ 47.41	
		Fax	\$ 9.77	\$ 29.15	\$ 8.02	\$ 23.92	
			\$ 145.28	\$ 433.56	\$ 119.28	\$ 355.77	TOTAL
	IM c4500	Color					
		4 Drawer	\$ 140.89	\$ 420.47	\$ 115.68	\$ 345.02	
		SR 3260 Finisher	\$ 19.36	\$ 57.78	\$ 15.90	\$ 47.41	
		Fax	\$ 9.77	\$ 29.15	\$ 8.02	\$ 23.92	
			\$ 170.02	\$ 507.40	\$ 139.60	\$ 416.35	TOTAL
	IM c6000	Color					
		4 Drawer	\$ 186.15	\$ 555.54	\$ 152.84	\$ 455.86	
		SR 3260 Finisher	\$ 19.36	\$ 57.78	\$ 15.90	\$ 47.41	
		Fax	\$ 9.77	\$ 29.15	\$ 8.02	\$ 23.92	
			\$ 215.28	\$ 642.47	\$ 176.76	\$ 527.19	TOTAL

Community Center	MP 4055	Black					
		4 Drawer	\$ 104.61	\$ 312.19	\$ 85.89	\$ 256.17	
		SR 3210 Finisher	\$ 19.36	\$ 57.78	\$ 15.90	\$ 47.41	
		Fax	\$ 9.77	\$ 29.15	\$ 8.02	\$ 23.92	
			\$ 133.74	\$ 399.12	\$ 109.81	\$ 327.50	TOTAL
	IM c4500	Color					
		4 Drawers	\$ 140.89	\$ 420.47	\$ 115.68	\$ 345.02	
		SR 3260 Finisher	\$ 19.36	\$ 57.78	\$ 15.90	\$ 47.41	
		Fax	\$ 9.77	\$ 29.15	\$ 8.02	\$ 23.92	
			\$ 170.02	\$ 507.40	\$ 139.60	\$ 416.35	TOTAL

2nd Floor City Hall	MP 5055	Black					
		4 Drawer	\$ 116.15	\$ 346.63	\$ 95.36	\$ 284.44	
		SR 3210 Finisher	\$ 19.36	\$ 57.78	\$ 15.90	\$ 47.41	
		Fax	\$ 9.77	\$ 29.15	\$ 8.02	\$ 23.92	
			\$ 145.28	\$ 433.56	\$ 119.28	\$ 355.77	TOTAL
	IM c4500	Color					
		4 Drawers	\$ 140.89	\$ 420.47	\$ 115.68	\$ 345.02	
		SR 3260 Finisher	\$ 19.36	\$ 57.78	\$ 15.90	\$ 47.41	
		Fax	\$ 9.77	\$ 29.15	\$ 8.02	\$ 23.92	
			\$ 170.02	\$ 507.40	\$ 139.60	\$ 416.35	TOTAL

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Attachment: Badger Office City Quote (8078 : Consideration and action on copier lease for Second Floor City Hall,*)

RICOH PROPOSAL

Party Name	Recommended Device	Configurations	Term	Future Lease payment	AMV B&W	AMV Color	BW CPC	COLOR CPC	Total Monthly spend
Fire Dept	Ricoh IM C2500	c,s,p,f,Internal Finisher, 4-550 Surge	48	\$ 118.92	1,725	500	\$0.0040	0.037	\$144.32
		Added Color and full stapling Also included 500 Color copies in Future Spend							

Party Name	Recommended Device	Configurations	Term	Future Lease payment	AMV B&W	AMV Color	BW CPC	COLOR CPC	Total Monthly spend
MSC	MP5055SPF	c,s,p,f, Large finisher, 4-550, Punch, Surge	48	\$ 127.91	10,057	0	\$0.0040	0	\$168.14

Party Name	Recommended Device	Configurations	Term	Future Lease payment	AMV B&W	AMV Color	BW CPC	COLOR CPC	Total Monthly spend
Community Ctr	Ricoh IMC4500	c,p,s,f, Large Finisher, 4-550, Punch, surge	48	\$ 153.74	1,283	970	\$0.0040	0.037	\$194.76
		Added Color and 40PPM to 45PPM Also included 970 Color copies in Future Spend							

Party Name	Recommended COLOR Device	Configurations	Term	Future Lease payment	AMV B&W	AMV Color	BW CPC	COLOR CPC	Total Monthly spend
2nd Fl - City Hall	Ricoh IMC4500	c,p,s,f, Large Finisher, 4-550, Punch, Surge	48	\$ 153.74	8,569	500	\$0.0040	0.037	\$206.52
		45PPM was the Same cost as 35PPM Also included 500 Color copies in Future Spend							

Provided By Ricoh USA
Chris Moelter
262-785-5220

Attachment: Ricoh Quote (8078 : Consideration and action on copier lease for Second Floor City Hall,*)



A Xerox Company

City of De Pere - Community Center

Prepared By: Shawn Brokaw

Sunday, March 10, 2019

Confidential Quote good for 30 days

Proposed Solution - Ideal Color Solution

(New) Xerox AltaLink C8035H2

AltaLink C8035 Multifunctional Copier/Printer/Scanner with 130 Sheet Single Pass Color Document Handler, 35/35ppm, 3-Trays (3-520), 100 Sheet Bypass Tray, Dual OCT (2x250), Network Accounting, Server Fax, Internet Fax, Data Security Kit (Image Overwrite, Encryption, McAfee Enhanced Security) EIP, PostScript, Billing Impression Mode Enabled

Xerox Office Finisher (2K sheet capacity w/ 50 sheet staple) (Not avail on C8070)

2/3 Hole Punch (only avail for OFC-C80)

Fax 1 Line

Envelope Tray Feed Kit (holds up to 60 envelopes, replaces Tray 1)

Payment Options

Lease Options.....

Term	Payment
36 Months	\$250.76 Monthly
48 Months	\$211.76 Monthly

Service & Supplies Program

Monthly Service & Supply Base Billing \$0.00

Xerox AltaLink C8035H2

0.0063 Per Black Image
0.0490 Per Color Image

- Includes parts, labor, service calls, image drums and toner based on specific toner yield. **(Excludes paper and staples)**
- In all cases, the manufacturer's specified warranty or yield should be used to determine the cost to make an image.
- With all of our machine placements, we install a meter capture software to provide us with meter readings from your LAN connected devices.
- Quote does not include applicable taxes.
- All images billed in arrears on monthly basis.

Thank you for this opportunity. If you have any questions, please contact me at ShawnB@mbm360.com or (920) 997-3349.

Customer Signature: _____ Date: _____

Printed Name: _____

Note: This order is given by the buyer subject to credit approval and all of the terms and conditions of the sale on the following pages which conditions are expressly agreed to and are incorporated herein, and is subject to acceptance by Modern Business Machines.

Attachment: MBM Quote (8078 : Consideration and action on copier lease for Second Floor City Hall,*)



A Xerox Company

City of De Pere - MSC

Prepared By: Shawn Brokaw

Sunday, March 10, 2019

Confidential Quote good for 30 days

Proposed Solution - Current Configuration

(New) Xerox AltaLink B8055H2

200 Sheet Single Pass Color Document Handler, 4-Trays (4,600 sheets), 100 sheet Bypass Tray, Network Accounting, Server Fax, Internet Fax, Data Security Kit (Image Overwrite, Encryption, McAfee Enhanced Security), EIP, Scanning Kit, PostScript, Billing Impression Mode Enabled

Xerox Office Finisher - 2K sheet, 50 sheet staple (Not avail on B8090)

Fax 1 Line

Payment Options

Lease Options.....

Term	Payment
36 Months	\$258.15 Monthly
48 Months	\$218.00 Monthly

Optional Accessories

	36 Mo Term	48 Mo Term
3 Hole Punch Kit	\$3.49	\$2.94

Service & Supplies Program

Monthly Service & Supply Base Billing \$0.00

Xerox AltaLink B8055H2

0.0063 Per Black Image

- Includes parts, labor, service calls, image drums and toner based on specific toner yield. (Excludes paper and staples)
- In all cases, the manufacturer's specified warranty or yield should be used to determine the cost to make an image.
- With all of our machine placements, we install a meter capture software to provide us with meter readings from your LAN connected devices.
- Quote does not include applicable taxes.
- All images billed in arrears on monthly basis.

Thank you for this opportunity. If you have any questions, please contact me at ShawnB@mbm360.com or (920) 997-3349.

Customer Signature: _____ Date: _____

Printed Name: _____

Note: This order is given by the buyer subject to credit approval and all of the terms and conditions of the sale on the following pages which conditions are expressly agreed to and are incorporated herein, and is subject to acceptance by Modern Business Machines.

Attachment: MBM Quote (8078 : Consideration and action on copier lease for Second Floor City Hall,*)



A Xerox Company

City of De Pere - Fire Department

Prepared By: Shawn Brokaw

Sunday, March 10, 2019

Confidential Quote good for 30 days

8.f

Proposed Solution - Ideal Color Configuration

(New) Xerox VersaLink C7025T2

VersaLink C7025 Color Laser Multifunction Printer, Print, Copy, Scan, up to 25ppm, 7" UI, with 110 Sheet Duplex Document Handler, 4-520 Sheet Trays, 100 Sheet Bypass Tray, Dual Catch Tray, Searchable PDF, Network Accounting, Security Kit (Image Overwrite & Encryption) EIP, USB, NFC, Scan Kit, Billing Impression Mode Enabled
Xerox Integrated Office Finisher (C8000)/(C7000)

Embedded 1-Line Fax w/ iFax

Xerox Postscript Kit (C70xx)

Payment Options

Lease Options.....

Term	Payment
36 Months	\$166.12 Monthly
48 Months	\$140.29 Monthly

Service & Supplies Program

Monthly Service & Supply Base Billing \$0.00

Xerox VersaLink C7025T2

0.0780 Per Black Image

0.0520 Per Color Image

- Includes parts, labor, service calls, image drums and toner based on specific toner yield. **(Excludes paper and staples)**
- In all cases, the manufacturer's specified warranty or yield should be used to determine the cost to make an image.
- With all of our machine placements, we install a meter capture software to provide us with meter readings from your LAN connected devices.
- Quote does not include applicable taxes.
- All images billed in arrears on monthly basis.

Thank you for this opportunity. If you have any questions, please contact me at ShawnB@mbm360.com or (920) 997-3349.

Customer Signature: _____ Date: _____

Printed Name: _____

Note: This order is given by the buyer subject to credit approval and all of the terms and conditions of the sale on the following pages which conditions are expressly agreed to and are incorporated herein, and is subject to acceptance by Modern Business Machines.

Attachment: MBM Quote (8078 : Consideration and action on copier lease for Second Floor City Hall,*)



A Xerox Company

City of De Pere - 2nd Floor

Prepared By: Shawn Brokaw

Sunday, March 10, 2019

Confidential Quote good for 30 days

Proposed Solution - Ideal Color Configuration

(New) Xerox AltaLink C8035H2

AltaLink C8035 Multifunctional Copier/Printer/Scanner with 130 Sheet Single Pass Color Document Handler, 35/35ppm, 3-Trays (3-520), 100 Sheet Bypass Tray, Dual OCT (2x250), Network Accounting, Server Fax, Internet Fax, Data Security Kit (Image Overwrite, Encryption, McAfee Enhanced Security) EIP, PostScript, Billing Impression Mode Enabled
Xerox Office Finisher (2K sheet capacity w/ 50 sheet staple) (Not avail on C8070)

Fax 1 Line

Payment Options

Lease Options.....

Term	Payment
36 Months	\$235.04 Monthly
48 Months	\$198.49 Monthly

Optional Accessories

	36 Mo Term	48 Mo Term
EFI Fiery Network Server	\$39.55	\$33.40

Service & Supplies Program

Monthly Service & Supply Base Billing \$0.00

Xerox AltaLink C8035H2

0.0063 Per Black Image
0.0490 Per Color Image

- Includes parts, labor, service calls, image drums and toner based on specific toner yield. (Excludes paper and staples)
- In all cases, the manufacturer's specified warranty or yield should be used to determine the cost to make an image.
- With all of our machine placements, we install a meter capture software to provide us with meter readings from your LAN connected devices.
- Quote does not include applicable taxes.
- All images billed in arrears on monthly basis.

Thank you for this opportunity. If you have any questions, please contact me at ShawnB@mbm360.com or (920) 997-3349.

Customer Signature: _____ Date: _____

Printed Name: _____

Note: This order is given by the buyer subject to credit approval and all of the terms and conditions of the sale on the following pages which conditions are expressly agreed to and are incorporated herein, and is subject to acceptance by Modern Business Machines.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 9, 2019

DEPARTMENT: City Clerk-Treasurer

FROM: Carey Danen

SUBJECT: Consideration of and Possible Action on Tax Collection Agreement
between Brown County Treasurer and the City of De Pere
(December 2019 - February 2020).*

ATTACHMENTS:

- memo to Finance re tax collection agreement (PDF)
- 2019-2020 Municipal Tax Collection Agreement-Fillable (PDF)
- 18-26 (PDF)

CITY OF DE PEREMEMO

DATE: April 2, 2019

TO: Honorable Mayor Michael J. Walsh;
Members of the Finance/Personnel Committee

FROM: Carey Danen, Clerk's Office

RE: Tax Collection Agreement with Brown County

The Brown County Treasurer's Office is again offering tax collection services to municipalities for the 2019 tax year (December 2019 – February 2019). The agreement before you is the same as last year's agreement that was approved by the Common Council by Resolution 18-26. There is no fee for using the services of the County Treasurer's Office; we only pay actual postage costs for the mailing of the tax bills.

I recommend approval of the tax collection agreement. Brown County offers many locations for in-person tax payments as well as the ability to receive a receipt by mail for those paying by mail.

If you have any questions, feel free to contact me at 339-4050. Thank you.

Attachment: memo to Finance re tax collection agreement (8077 : Consideration of Tax Collection Agreement between Brown County.*)

**BROWN COUNTY TAX COLLECTION AGREEMENT
DECEMBER 2019 TO FEBRUARY 2020**

This Agreement is entered into by and between **the County of Brown ('County')**, a body corporate as that term is used in Wis. Stat. § 59.01, and the _____ (**'Municipality'**). This Agreement is made pursuant to Wis. Stats. § 74.10, which allows a WI County to contract with WI Municipalities for tax collection services, and pursuant to Wis. Stat. § 66.0301, which allows a WI County to enter into Intergovernmental Agreements with WI Municipalities.

Municipality desires for County to perform **Tax Collection Services ('Services')** on its behalf, and County desires to perform said Services, pursuant to the terms and conditions specified below.

1. The term of this Agreement is from December 2019 to February 2020.
2. Municipality's Clerk shall provide all approved 2019 tax rates to the Brown County Treasurer's Office by December 2, 2019.
3. County, via the Brown County Treasurer, shall prepare appropriate tax bills for Municipality, specifying the first installment payment, second installment payment and/or full payment of Real and Personal Property Taxes along with Special Charges and Special Assessments to be due on or before January 31st, annually. Tax bill preparation includes entering tax rates, providing forms, printing, folding, sealing, presorting, and delivering the tax bills to the United States Postal Service.
4. County, via the Brown County Treasurer, shall invoice Municipality for actual postage costs incurred due to mailing bills to taxpayers, which shall be paid by Municipality on or before January 31, 2020.
5. County, via the Brown County Treasurer, shall process the first installment, second installment and full payments of Real and Personal Property Taxes, plus payments of Special Charges and Special Assessments.
6. County, via the Brown County Treasurer, shall deposit collections in Municipality's specified bank account on or about 01-03-2020, 01-17-2020, 02-05-2020 and 02-12-2020. Municipality shall have full control of said bank account.
7. County, via the Brown County Treasurer, shall provide an electronic *Real Estate Tax, Special Charges & Special Assessments, and Personal Property Tax Report* to Municipality with each deposit.
8. County, via the Brown County Treasurer, shall provide a receipt to taxpayers that pay in person at the Brown County Treasurer's Office.
9. **Due to County recently acquiring new Land Records software for the Land Information Office called GCS LandNav, which is also utilized by the Brown County Treasurer for tax collection purposes, only the Brown County Treasurer and County Authorized Banks may receive tax payments per this Agreement, and the Brown County Treasurer will only process payments made in this manner. Payments made directly to Municipalities will not be processed by the Brown County Treasurer per this Agreement.**
10. Municipality shall settle with County for all collections received, including collections for Special Assessments, Special Charges, and Special Taxes, and for General Property Taxes, on or before February 20, 2020 and Municipality shall pay all taxing districts their proportionate share of levies collected based on information provided by the Brown County Treasurer's Office.
11. If changes in state law occur during the course of this Agreement which substantially change tax collection methods or requirements, either party may elect to terminate this Agreement by providing the other party with thirty days prior written notice. Any material violation of the terms and conditions of this Agreement shall be grounds for termination upon ninety days written notice.

12. **Also due to County utilizing GCS LandNav software**, County shall collect **BOTH** Real Property Taxes (including Special Charges and Special Assessments) **AND** Personal Property Taxes on behalf of Municipality.
13. Municipality Payment to County: **\$0.00 per Property Tax Bill; and Actual Postage Costs.**

By signing below, the parties affirm and acknowledge that they have read and understand this Agreement, that they shall be bound by the terms and conditions of this Agreement, and that they have authority to enter into this Agreement on behalf of their respective Municipality or County.

	Brown County
Name of Municipality	Name of County
	Troy Streckenbach
Printed Name of Individual Signing on Behalf of Municipality	Name of Individual Signing on Behalf of County
	Brown County Executive
Printed Title of Individual Signing on Behalf of Municipality	Title of Individual Signing on Behalf of County
X	X
Signature of Individual Signing on Behalf of Municipality	Signature of Individual Signing on Behalf of County
Date Signed	Date Signed
	(920) 448-4001
Phone Number	Phone Number

RESOLUTION #18-26

AUTHORIZING TAX COLLECTION AGREEMENT
BETWEEN BROWN COUNTY TREASURER AND CITY OF DE PERE
(December 2018 – February 2019)

WHEREAS, the City and Brown County are subject to an Agreement whereby the County agrees to provide tax collection services on City's behalf for real and personal property taxes, as well as payments of special assessments and special charges for the first installment of property tax collection; and

WHEREAS, the County Treasurer has presented City with a revised Agreement (covering December 2018-February 2019), which provides the ability of Brown County to invoice the City for the actual costs incurred by Brown County for mailing bills to taxpayers; and

WHEREAS, this matter has been reviewed by the Finance/Personnel Committee, which recommends approval thereof.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Mayor is authorized and directed to enter into the Brown County Tax Collection Agreement (December 2018-February 2019) between the Brown County Treasurer and the City of De Pere (Exhibit A), together with subsequent renewals thereof, provided the terms are substantially similar and sufficient funds have been budgeted therefor.

BE IT FURTHER RESOLVED THAT:

All City officials, officers and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Resolution #18-26

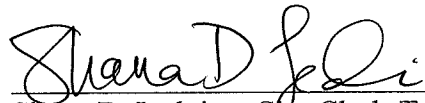
Page 2 of 2

Adopted by the Common Council of the City of De Pere, Wisconsin, this 20th day of March, 2018.

APPROVED:


Michael J. Walsh, Mayor

ATTEST:


Shana D. Ledvina, City Clerk-Treasurer

Ayes: 8

Nays: 0

Attachment: 18-26 (8077 : Consideration of Tax Collection Agreement between Brown County.*)

**BROWN COUNTY TAX COLLECTION AGREEMENT
DECEMBER 2018 TO FEBRUARY 2019**

This Agreement is entered into by and between **Brown County ('County')**, a body corporate as that term is used in Wis. Stat. § 59.01, and the City of De Pere ('Municipality'). This Agreement is made pursuant to Wis. Stats. § 74.10, which allows a WI County to contract with WI Municipalities for tax collection services, and pursuant to Wis. Stat. § 66.0301, which allows a WI County to enter into Intergovernmental Agreements with WI Municipalities.

Municipality desires for County to perform **Tax Collection Services ('Services')** on its behalf, and County desires to perform said Services, pursuant to the terms and conditions specified below.

1. The term of this Agreement is from December 2018 to February 2019.
2. Municipality's Clerk shall provide all approved 2018 tax rates to the Brown County Treasurer's Office by December 3, 2018.
3. County, via the Brown County Treasurer, shall prepare appropriate tax bills for Municipality, specifying the first installment payment and/or full payment of Real and Personal Property Taxes along with Special Charges and Special Assessments to be due on or before January 31st, annually. Tax bill preparation includes entering tax rates, providing forms, printing, folding, sealing, presorting, and delivering the tax bills to the United States Postal Service.
4. County, via the Brown County Treasurer, shall invoice Municipality for actual postage costs incurred due to mailing bills to taxpayers, which shall be paid by Municipality on or before January 31, 2019.
5. County, via the Brown County Treasurer, shall process the first installment and full payments of Real and Personal Property Taxes, plus payments of Special Charges and Special Assessments.
6. County, via the Brown County Treasurer, shall deposit collections in Municipality's specified bank account on a bi-weekly basis. Municipality shall have full control of said bank account.
7. County, via the Brown County Treasurer, shall provide an electronic *Real Estate Tax, Special Charges & Special Assessments, and Personal Property Tax Report* to Municipality with each bi-weekly deposit.
8. County, via the Brown County Treasurer, shall provide a receipt to taxpayers that pay in person at the Brown County Treasurer's Office.
9. Municipality's Treasurer shall forward any timely payments received by Municipality to the Brown County Treasurer's Office within three business days of said payment(s) being received by Municipality.
10. Municipality shall settle with County for all collections received, including collections for Special Assessments, Special Charges, and Special Taxes, and for General Property Taxes, on or before February 20, 2019 and Municipality shall pay all taxing districts their proportionate share of levies collected based on information provided by the Brown County Treasurer's Office.
11. If changes in state law occur during the course of this Agreement which substantially change tax collection methods or requirements, either party may elect to terminate this Agreement by providing the other party with thirty days prior written notice. Any material violation of the terms and conditions of this Agreement shall be grounds for termination upon ninety days written notice.
12. County shall collect **BOTH Real Property Taxes** (including Special Charges and Special Assessments) **AND Personal Property Taxes** on behalf of Municipality (NOTE: Due to recent software changes, this is the only option available for a Municipality that seeks to have County perform Tax Collection Services on its behalf).

Municipality Cost: \$0.00 per Property Tax Bill and Actual Postage Costs.

By signing below, the parties affirm and acknowledge that they have read and understand this Agreement, that they shall be bound by the terms and conditions of this Agreement, and that they have authority to enter into this Agreement on behalf of their respective Municipality or County.

City of De Pere	Brown County
Name of Municipality	Name of County
Michael J. Walsh	Troy Streckenbach
Printed Name of Individual Signing on Behalf of Municipality	Name of Individual Signing on Behalf of County
City of De Pere Mayor	Brown County Executive
Printed Title of Individual Signing on Behalf of Municipality	Title of Individual Signing on Behalf of County
X <i>Michael J. Walsh</i>	X <i>[Signature]</i>
Signature of Individual Signing on Behalf of Municipality	Signature of Individual Signing on Behalf of County
3-21-2018	4/2/18
Date Signed	Date Signed
920-339-4040	(920) 448-4001
Phone Number	Phone Number

This Document Drafted By:

David P. Hemery, BCCC

WI Bar No. 1033291

Brown County Corporation Counsel Office

305 East Walnut Street, Suite 680

Green Bay, WI 54301

Phone: (920) 448-4006 - Fax: (920) 448-4003

Attachment: 18-26 (8077 : Consideration of Tax Collection Agreement between Brown County.*)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 9, 2019

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation and possible action to reclassify the Parks
Recreation and Forestry Director one pay grade due to change in
responsibility*

ATTACHMENTS:

- memo to finance and Council adjustment Park Director (DOCX)

MemoCity of De Pere

To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 Re: Recommendation to reclassify the Parks Recreation and Forestry Director one pay grade due to change in responsibility
 Date: April 9, 2019

The City Administrator has asked that the Parks Recreation and Forestry Director pay grade be evaluated being the incumbent will be managing one or more capital development projects each year. The projects are intended to promote or enhance economic development in the City. The development of George Street Landing (former downtown bridge approach parcel) would be an example of a project. The City's compensation consultant, Patrick Glynn with Carlson Dettmann LLC, has reviewed the change in responsibility and is recommending that the position be reclassified to pay grade S.

- **Current** Pay Grade Level R \$86,778-\$99,154 (Control Point) \$118,976 (Max)
- **Proposed** Pay Grade Level S \$92,934-\$106,205 (Control Point) \$127,462 (Max)

The pay grade would increase in 2019, however there will not be a budgetary impact as the employee's current rate of pay will remain the same for the rest of 2019, but will increase in 2020.

If you have any questions in advance of the meeting, please contact me at 339-4045. I will be at a work conference so I will not be attending the meeting; however, the City Administrator will be available to answer questions at the meeting.

Thank you.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: April 9, 2019

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Review and Possible Action on Claims for Personal Property Tax
Refund Submitted by Festival Foods for 1001 Main Avenue and 1724
Lawrence Drive.*

ATTACHMENTS:

- Festival Foods notice of claim_1001 Main Av (PDF)
- Festival Foods notice of claim_1702 Lawrence Dr (PDF)



ONALASKA SUPPORT OFFICE

3800 Emerald Drive East Onalaska, WI 54650 608-783-5500

January 28, 2019

Shana Ledvina
City Clerk – City De Pere
335 S Broadway
De Pere, WI 54115



Re: Festival Foods
Account #15389
Personal property taxes

Dear Ms. Ledvina:

We hereby file a claim for refund under Wisconsin Statutes 74.35 [Recovery of unlawful taxes] for the personal property taxes assessed to Festival Foods for the 2018 tax year related to assets specifically exempt as machinery under 70.111(27)(a).

On January 3, the Wisconsin Attorney General provided clarification that the machinery exemption applied regardless of the 2017 reporting schedule. This exemption has been allowed for us in 22 of the 35 jurisdictions we have locations, and for other Wisconsin grocers in other jurisdictions. However, the assessor for your jurisdiction has not accepted the 2018 return as filed claiming various assets as machinery and not reportable on Schedule D. These assets meet the definition associated with Schedule C assets for the 2017 tax year. Therefore, when the law was changed to create an exemption for machinery, these assets became exempt.

Festival Foods has previously paid the assessed tax for \$41,211.60 due on January 31, 2019, by check number 425087. A copy of the tax bill has been included. Therefore, the claim for refund is in the amount of \$39,689.49, plus any applicable interest under 74.35(4).

Please contact me directly if you have any questions at (608) 779-2720.

Sincerely,

Sandy Kjome
Controller
Skogen's Festival Foods

Enclosures

Attachment: Festival Foods notice of claim_1001 Main Av (8082 : Review and Action on Claim for Property Tax Refund Submitted by Festival

paid 1/24/19 # 425087

\$ 41,211.60

05-DEP

PAUL D. ZELLER
BROWN COUNTY
TREASURER

ACCOUNT# 15389 CD
Bill# 532086

PAYMENT IN FULL
41,211.60
Pay by Jan. 31, 2019

OWNER: FESTIVAL FOODS SUPPORT CESANDY KJOME
PROPERTY LOCATION: 1001 MAIN AV

FESTIVAL FOODS SUPPORT
CESANDY KJOME
3800 EMERALD DR EAST
ONALASKA WI 54650

Make check payable and mail to:
BROWN COUNTY TREASURER
305 E WALNUT ST
P O BOX 23600
GREEN BAY WI 54305-3600

*Full Payment must be paid by due date to avoid interest and penalty charges

Tear off this stub and include with your payment.

For online & credit card payments visit: www.co.brown.wi.us

All payments made after January 31st must be sent to the LOCAL Municipal Treasurer, not Brown County.
Personal property payments CANNOT be made at Bank Locations

For online payments visit: www.co.brown.wi.us and click **Pay Property Taxes Online** or Toll Free at 1-877-765-4110
Point & Pay charges a fee of 2.39% for credit cards. E-check payments are charged \$.50 per transaction.

FOR INFORMATIONAL PURPOSES ONLY - Voter-Approved Temporary Tax Increases

Taxing Jurisdiction Total Additional Taxes Total Additional Taxes Applied to Property Year Increase Ends

PLEASE KEEP FOR YOUR RECORDS

PAUL D. ZELLER
BROWN COUNTY TREASURER
P O BOX 23600
GREEN BAY WI 54305-3600

STATEMENT OF PERSONAL PROPERTY TAXES FOR 2018

BUSINESS: FESTIVAL FOODS SUPPORT CENTER

ACCOUNT#: 15389

PROPERTY LOCATION: 1001 MAIN AV

OWNER: FESTIVAL FOODS SUPPORT CESANDY KJOME

STATE OF WISCONSIN

CORRESPONDENCE SHOULD REFER TO THE ABOVE ACCOUNT #

TOTAL Assessed Value Personal Property		2,006,900	Ave. Assmt. Ratio .9819	Total Estimated Fair Market Value Personal Property		2,043,900
TAXING JURISDICTION		2017 Est. State Aids Allocated Tax Dist.	2018 Est. State Aids Allocated Tax Dist.	2017 NET TAX	2018 NET TAX	% TAX CHANGE
STATE OF WISCONSIN						
BROWN COUNTY		784,996	766,895	9,726.40	9,257.60	4.8-
CITY OF DEPERE		2,721,033	2,730,230	13,396.10	14,196.40	6.0+
WEST DEPERE SCH		11,140,652	11,578,004	16,965.90	16,072.30	5.3-
NORTHEAST WI VTAE		2,075,576	2,085,616	1,753.90	1,685.30	3.9-
TOTAL:		16,722,257	17,160,745	41,842.30	41,211.60	1.5-
		Lottery & Gaming Credit		.00	.00	
		NET PROPERTY TAX		41,842.30	41,211.60	1.5-
SCHOOL TAXES REDUCED BY SCHOOL LEVY TAX CREDIT		3,627.80	NET ASSESSED VALUE RATE 20,5349 (Does NOT reflect lottery & gaming credit)			
Total Specials:						.00
TOTAL DUE						41,211.60
FULL PAYMENT PAY THIS AMOUNT						
Pay by						Jan. 31, 2019

15389 CD Bill # 532086
FESTIVAL FOODS SUPPORT
CESANDY KJOME
3800 EMERALD DR EAST
ONALASKA WI 54650

Attachment: Festival Foods notice of claim_1001 Main Av (8082 : Review and Action on Claim for Property Tax Refund Submitted by Festival



ONALASKA SUPPORT OFFICE

3800 Emerald Drive East Onalaska, WI 54650 608-783-55

January 28, 2019

Shana Ledvina
City Clerk – City De Pere
335 S Broadway
De Pere, WI 54115



**Re: Festival Foods Support Office
Account #23163
Personal property taxes**

Dear Ms. Ledvina:

We hereby file a claim for refund under Wisconsin Statutes 74.35 [Recovery of unlawful taxes] for the personal property taxes assessed to Festival Foods for the 2018 tax year related to assets specifically exempt as machinery under 70.111(27)(a).

On January 3, the Wisconsin Attorney General provided clarification that the machinery exemption applied regardless of the 2017 reporting schedule. This exemption has been allowed for us in 22 of the 35 jurisdictions we have locations, and for other Wisconsin grocers in other jurisdictions. However, the assessor for your jurisdiction has not accepted the 2018 return as filed claiming various assets as machinery and not reportable on Schedule D. These assets meet the definition associated with Schedule C assets for the 2017 tax year. Therefore, when the law was changed to create an exemption for machinery, these assets became exempt.

Festival Foods has previously paid the assessed tax for \$34,960.60 due on January 31, 2019, by check number 425097. A copy of the tax bill has been included. Therefore, the claim for refund is in the amount of \$21,912.30, plus any applicable interest under 74.35(4).

Please contact me directly if you have any questions at (608) 779-2720.

Sincerely,

Sandy Kjome
Controller
Skogen's Festival Foods

Enclosures

Attachment: Festival Foods notice of claim_1702 Lawrence Dr (8082 : Review and Action on Claim for Property Tax Refund Submitted by

paid 1/24/19 # 425097
\$ 34,960.60

04 - GBSO

PAUL D. ZELLER
BROWN COUNTY
TREASURER

ACCOUNT# 23163 CD
Bill# 532085

PAYMENT IN FULL
34,960.60
Pay by Jan. 31, 2019

OWNER: FESTIFAL FOODS SUPPORT SANDY KJOME
PROPERTY LOCATION: 1702 LAWRENCE DR

FESTIFAL FOODS SUPPORT
SANDY KJOME
3800 EMERALD DR EAST
ONALASKA WI 54650

Make check payable and mail to:
BROWN COUNTY TREASURER
305 E WALNUT ST
P O BOX 23600
GREEN BAY WI 54305-3600

*Full Payment must be paid by due date to avoid interest and penalty charges

Tear off this stub and include with your payment.

For online & credit card payments visit: www.co.brown.wi.us

All payments made after January 31st must be sent to the LOCAL Municipal Treasurer, not Brown County.
Personal property payments CANNOT be made at Bank Locations

For online payments visit: www.co.brown.wi.us and click Pay Property Taxes Online or Toll Free at 1-877-765-4110
Point & Pay charges a fee of 2.39% for credit cards. E-check payments are charged \$.50 per transaction.

FOR INFORMATIONAL PURPOSES ONLY - Voter-Approved Temporary Tax Increases

Taxing Jurisdiction Total Additional Taxes Total Additional Taxes Applied to Property Year Increase Ends

PLEASE KEEP FOR YOUR RECORDS

PAUL D. ZELLER
BROWN COUNTY TREASURER
P O BOX 23600
GREEN BAY WI 54305-3600

STATEMENT OF PERSONAL PROPERTY TAXES FOR 2018

BUSINESS: FESTIFAL FOODS SUPPORT CENTER

PROPERTY LOCATION: 1702 LAWRENCE DR

OWNER: FESTIFAL FOODS SUPPORT SANDY KJOME

ACCOUNT#: 23163

CORRESPONDENCE SHOULD REFER TO THE ABOVE ACCOUNT #

STATE OF WISCONSIN

TOTAL Assessed Value Personal Property		1,702,500	Ave. Assmt. Ratio .9819	Total Estimated Fair Market Value Personal Property		1,733,900		
TAXING JURISDICTION		2017 Est. State Aids Allocated Tax Dist.	2018 Est. State Aids Allocated Tax Dist.	2017 NET TAX	2018 NET TAX	% TAX CHANGE	NET PROPERTY TAX 34,960.60	
STATE OF WISCONSIN								
BROWN COUNTY		784,996	766,895	8,261.40	7,853.40	4.9-		
CITY OF DEPERE		2,721,033	2,730,230	11,378.40	12,043.10	5.8+		
WEST DEPERE SCH		11,140,652	11,578,004	14,410.50	13,634.50	5.4-		
NORTHEAST WI VTAE		2,075,576	2,085,616	1,489.70	1,429.60	4.0-		
TOTAL:		16,722,257	17,160,745	35,540.00	34,960.60	1.6-	Total Specials: .00	
		Lottery & Gaming Credit		.00	.00		TOTAL DUE 34,960.60	
		NET PROPERTY TAX		35,540.00	34,960.60	1.6-	FULL PAYMENT PAY THIS AMOUNT	
SCHOOL TAXES REDUCED BY SCHOOL LEVY TAX CREDIT		3,077.50			NET ASSESSED VALUE RATE 20.5349 (Does NOT reflect lottery & gaming credit)		Pay by Jan. 31, 2019	

23163 CD Bill # 532085
FESTIFAL FOODS SUPPORT
SANDY KJOME
3800 EMERALD DR EAST
ONALASKA WI 54650

Attachment: Festival Foods notice of claim 1702 Lawrence Dr (8082 : Review and Action on Claim for Property Tax Refund Submitted by