



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, December 8, 2020

7:30 PM

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **December 8, 2020** at **7:30 PM**.

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

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/DePere>

You can also dial in using your phone.

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

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

Access Code: 154-883-285

THIS MEETING WILL NOT BE HELD IN PERSON.

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the November 10, 2020 Regular Meeting of the Finance/Personnel Committee.
3. Fire Department Overtime and LifeQuest Services Billing Reports for November, 2020.
4. Consideration and Possible Approval of the November 2020 Police Overtime Report -
5. Consideration and Possible Action to Accept Brown County Crime Prevention Funding Board Grant to Police Department*
6. Consideration and Possible Action to Approve Park & Recreation Dept. Organizational Changes*
7. Consideration and possible action regarding proposed Purchase/Sale Agreement terms with Green Bay Packaging Inc for Parcel WD-L492-2 and parcel WD-L492-B-3 in the west business park (Biotech Way).*
8. Consideration and possible action on the 2020 Short Term Note.*
9. Review and possible action on City of De Pere Investments and Cash Detail for October 2020.
10. Future agenda items.
11. Adjournment

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

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 8, 2020

DEPARTMENT: City Attorney

FROM: Angela Zills

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

ATTACHMENTS:

- November 10, 2020 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, November 10, 2020

7:30 PM

1. Call to Order. Mayor Boyd called the meeting of the Finance/Personnel Committee to order at 7:30 PM.

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Remote	
Mike Eserkaln	Aldersperson	Remote	
Amy Chandik Kunding	Aldersperson	Remote	
Casey Nelson	Aldersperson	Remote	
Kelly Ruh	Aldersperson	Remote	

Also Present (Remote): City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Finance Director-Treasurer Joseph Zegers, Police Chief Derek Beiderwieden, Assistant Fire Chief Rich Annen, Development Services Director Daniel Lindstrom, Human Resources Director Shannon Metzler and Tina Quigley of Definitely De Pere.

2. Approval of the Minutes of the October 13, 2020 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Kelly Ruh, Aldersperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

3. Consideration and Possible Approval of the October 2020 Police Overtime Report.

In response to Aldersperson Nelson regarding the compliance check for On the Rocks, Chief Beiderwieden indicated that this is a local bar on the 400 Block of Main Avenue on the City's west side. A compliance check conducted on October 30 resulted in 51 violations at the bar. He additionally explained that the one hour of non-reimbursable overtime related to a presidential candidate visit was not worth the staff time and effort to seek reimbursement, so it was decided not to pursue.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Mike Eserkaln, Aldersperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

4. Fire Department Overtime and LifeQuest Services Billing Reports for October, 2020.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

5. Consider donation of two ice dispensing machines from Humana for the Fire Dept.*

In response to Aldersperson Chandik Kunding, Assistant Fire Chief Rich Annen explained that Humana purchased the ice machines about three years ago, had them in storage, and reached out to the Fire Department for interest in use.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Kelly Ruh, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

6. Consideration and possible action regarding the proposed Pandemic Response - Downtown Business Aid Program.*

Development Services Director Dan Lindstrom indicated that this item is the next phase of pandemic response for businesses. The City has made several efforts to date, including a loan program and extending or delaying payments on existing loans. The pandemic has lasted longer than hoped and many businesses can no longer conduct activities outdoors or social distance. The harsh winter months will be the most difficult time for businesses. This program would allocate \$300,000 of funding to maintain downtown businesses to provide approximately 50-60 business with a \$5,000 grant, requiring that the City be advised if a business closes and also be returned a prorated amount. It is not intended to incentivize paying off debts in order to close. The anticipated application window is December 1-18, but may be pulled back a week in order to speed up the process to wrap up before the holidays. DSD Lindstrom then highlighted requirements of the aid package, including having a store front, the ability to demonstrate a negative hardship, having fewer than 20 employees, being a locally owned business (established prior to December 1, 2020) and a business type within certain industry standard codes. More discussions are needed about scoring applications and the rationale behind review, which will be presented at the Council meeting. The results from the Business "Walk and Talk" are included the packet.

In response to Alderperson Chandik Kunding, DSD Lindstrom explained that the risk of the loss of a business would create lost momentum in the downtown and pure loss of synergy, which can expedite the loss of other businesses. From a dollars standpoint, losing a business would be very detrimental to De Pere's vision of being experience-based, rather than a "typical" downtown.

Alderperson Nelson expressed his appreciation for bringing this item forward and to get businesses over the hump; he would like to see a map of the area of businesses this will impact. In further discussion with Ald Nelson, DSD Lindstrom advised that with minimal resources the City has, this program is being focused on the core of downtown; if spread too thin, those funds would only make minimal impact on a larger scale. He reminded the Committee that \$50,000 was previously submitted to the Chamber for a city-wide program. DSD Lindstrom further explained that other grant programs have created negative concerns about businesses taking grant funds and then closing; therefore staff suggests prorating the program to May. He reported an update on the current loan program: that of the two business that have closed, both have repaid the loans; none are going to the very last dime and are operating responsibly by preparing and planning ahead. Discussion followed on survey results and Ald Nelson indicated his appreciation of the information.

Mayor Boyd made a Motion to open the meeting at 7:57 PM, seconded by Alderperson Chandik Kunding; upon vote, Motion carried unanimously. Tina Quigley of Definitely De Pere provided detailed results of the survey conducted of downtown businesses,

which is a good representation of highlighted results, with professional and personal services businesses being the least impacted.

Aldersperson Nelson asked about the number of businesses lost to date, to which Tina Quigley explained that while many have not been lost, four were lost, with COVID being a trigger, but there were also other factors. She added that businesses are hanging on, but now is critical and this is the time to act before an escalation in closures occurs; this is typically the busiest shopping time of the year and businesses rely on this time of year to carry their year. Mayor Boyd added that retail businesses are likely not able to carry the normal amount of inventory without help. Tina Quigley added that buying for spring and summer has also been a challenge to project, but businesses are committed to stay in business and the main concern is keeping doors open. DSD Lindstrom added that it is positive that businesses have been gained in the downtown and desiring to be here; three have been added since the pandemic and it is a very positive reflection on the community character.

Mayor moved to return regular session at 8:07 PM, seconded by Aldersperson Chandik Kunding; upon vote, Motion carried unanimously.

Upon further discussion, Aldersperson Eserkaln asked about the timeline to which DSD Lindstrom indicated he is assuming this item to move to the Common Council next week, and an application being prepared similar to the loan application. If the window is shortened, it would not be before Thanksgiving; he is expecting to adjust by a few days, not being too narrow on either the Thanksgiving or Christmas holidays.

The Mayor thanked staff for the effort in putting together this program and indicated that until there is a handle on COVID, this is a dire time. The City is trying to help businesses have confidence to get over the hump and to show the City does care; those efforts will continue.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

7. Consideration and possible action regarding a planning option request for Parcel WD-D0077 (West Industrial Park) and 26 acres adjacent to Profit Place (East Industrial park).*

Development Services Director Daniel Lindstrom advised the Committee that this item is a little different from other options, and the terms are highlighted on pages 1-2 of his memo. Two sites are being considered by Immel Construction (on behalf of their client) to conduct background due diligence to solidify a location with 24-26 acres in early 2021 for a 300,000 to 350,000 square foot manufacturing facility and potential headquarters. The two parcels are WD-D0077 and a lot in the East Park on Profit Place and future Commerce Drive. Two short, limited-term options are being requested of 90 days at about \$3,200 per option, which is a typical rate per acre. Similar to other options, the option amount would be applied to the sale price if either site is chosen. A representative of Immel could not be available for tonight's meeting and the represented business is not able to be disclosed at this time.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

8. Review and possible action on City of De Pere Investments and Cash Detail for Sept. 2020.

Finance Director-Treasurer Zegers presented the September report indicating the City's cash and investment balance of 18.3 million - 3.3 million in cash and 15 million in investments. In October, the LGIP investment account will increase by 7.7 million due to 2020 note proceeds. The interest yields are moving downward toward the end of the year.

Alderperson Nelson asked about earnings on investments as it appeared that the City was above projections and to get a sense for what changed, whether it is market conditions or retiring higher yield instruments, and FDT Zegers explained that both those factors impact returns; the market condition is such that bonds are down, and the timing of when investments are maturing, as well as the interest rate at that time, also has an effect. Schwab has timed ladders throughout the course of the year for investments, to smooth out swings of increase or decrease.

Mayor Boyd moved to receive the report and to place on file.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Eserkaln, Kunding, Nelson, Ruh

9. Discuss Bargaining Strategy for Successor Collective Bargaining Agreement with the De Pere Police Benevolent Association*

The Finance/Personnel Committee went into closed session at 8:25 PM.

Mayor Boyd made a Motion to return to regular order at 8:30 PM, seconded by Alderperson Nelson.

RESULT:	NO ACTION
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10. Future agenda items.
None.
11. Adjournment.

Upon Motion of Mayor Boyd, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 8:31 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 8, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

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

ATTACHMENTS:

- FIRE DEPT NOV OT REPORT (PDF)

DE PERE FIRE RESCUEOVERTIME BREAKDOWN BY REASON FOR THE YEAR 2019

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

Special Events included in Overtime

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

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

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2020

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	48.00	41.00	73.75	21.00	5.50	18.00	36.00	51.00	93.00	51.00	72.00		510.25
EMS TRAINING	97.25	128.50	146.00	45.00	0.00	0.00	0.00	0.00	99.00	82.75	85.50		684.00
FIRE TRAINING	4.50	21.75	16.50	0.00	21.50	52.25	25.50	0.00	15.75	4.50	15.00		177.25
RESCUE CALLS	4.25	6.50	6.25	10.25	3.00	11.50	3.75	4.75	9.25	10.50	0.50		70.50
FIRE CALLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.25	0.00	0.00	0.00		4.25
MEETINGS	4.75	4.50	7.00	30.00	24.50	25.50	0.00	26.00	28.25	54.75	0.00		205.25
STAFFING REP.	49.50	4.50	18.00	0.00	3.75	198.00	36.00	216.00	162.00	152.00	352.50		1,192.25
MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PUB. ED.	13.00	3.00	6.00	0.00	0.00	0.00	0.00	6.50	17.25	0.00	0.00		45.75
SPECIAL EVENTS	0.00	13.75	0.00	0.00	0.00	0.00	2.25	0.00	7.50	9.00	3.00		35.50
# FIRE RUNS	25	42	39	36	45	22	45	27	32	41	35		389
# EMS RUNS	179	190	177	153	172	198	183	200	195	216	205		2,068
DISPATCH ERRORS	2	2	1	2	3	4	2	1	2	2	2		23
TOTAL HRS.	221.25	223.50	273.50	106.25	58.25	305.25	103.50	308.50	432.00	364.50	528.50	0.00	2,925.00

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through December 2, 2020, \$64,478, 59%

*Period: 12/28/19-01/24/20 +Period: 04/04/20-05/01/20 ^Period: 06/27/20-07/24/20 #Period: 10/03/20-10/30/20
 **Period: 01/25/20-02/21/20 ++Period: 05/02/20-05/29/20 ^^Period: 07/25/20-08/21/20 ###Period: 10/31/20-11/27/20
 ***Period: 02/22/20-04/03/20 +++Period: 05/30/20-06/26/20 ^^Period: 08/22/20-10/02/20 ####Period:

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

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
11/4/2020	18.5	27.75
11/8/2020	11	16.5
11/11/2020	7.75	11.75
11/19/2020	24	36
11/20/2020	25	37.5
11/21/2020	48	72
11/23/2020	24	36
11/27/2020	24	36
TOTALS	182.25	273.5

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

DE PERE FIRE RESCUE

STRUCTURAL FIRE "STILL" ALARMS FOR NOVEMBER, 2020



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
11/3/2020	1306 Fox River Drive	Alarm system activation, no fire, unintentional	E111	Investigate	N/A
11/3/2020	Southbridge/Lawrence	Hazmat release investigation, with no hazmat	E121	Investigate	N/A
11/3/2020	1820 S. Overland Road (Village of Hobart)	Building fire	Incident command, extinguishment by fire service personnel	BC105, L111	N/A
11/8/2020	252 Nob Hill Lane	Carbon monoxide incident	E111	Investigate	N/A
11/14/2020	430 Grant Street	Cooking fire, confined to container	BC105, E121	Ventilate	N/A
11/14/2020	1040 Pilgrim Way (Village of Ashwaubenon)	Building fire	BC105, L111	Ventilate	N/A
11/14/2020	200 S. Ninth Street	Local alarm system, malicious false alarm	E121	Investigate, restore fire alarm system	N/A
11/15/2020	2360 Canter Lane (Village of Ashwaubenon)	Structure fire	BC103, L111	Dispatched/canceled en route	N/A
11/18/2020	1298 N. Crown Court	Alarm system activation, no fire, unintentional	E111	Investigate	N/A
11/18/2020	1807 Lost Dauphin Road	Smoke detector activation, due to malfunction	E121	Investigate	N/A
11/20/2020	1880 Scheuring Road (Town of Lawrence)	Cooking fire	BC110, L111	Dispatched/canceled en route	N/A
11/20/2020	1620 Lawrence Drive	Possible gas leak	E121	Dispatched/canceled en route	N/A
11/21/2020	830 Prosper Street	Overheated motor	C101, BC110, E111, E121	Investigate	Ashwaubenon, Bellevue, County Rescue, Green Bay
11/24/2020	452 S. St. Bernard Drive	Carbon monoxide incident	E111	Investigate	N/A
11/25/2020	1905 Keehan Lane (Village of Bellevue)	Smoke or odor removal	L111	Ventilate, investigate	N/A
11/26/2020	814 Virginia Drive	Chimney or flue fire	C102, BC110, E111, E121	Investigate, salvage & overhaul, extinguishment by fire service personnel	Ashwaubenon, Bellevue, County Rescue, Green Bay, Ledgeview
11/27/2020	1718 Industrial Drive (Village of Bellevue)	Building fire	BC104, L111	Dispatched/canceled en route	N/A
11/28/2020	1001 Main Avenue	Gasoline or other flammable liquid spill	BC105, E121	Hazardous materials spill control confinement	N/A
11/30/2020	200 S. Ninth Street	Local alarm system, malicious false alarm	E121	Investigate	N/A
11/30/2020	1180 Grant Street	Alarm system activation, no fire, unintentional	E121	Investigate, restore fire alarm system	N/A

**LIFEQUEST MEDICAL BILLING - 2020
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	154,012	136,191	143,795	104,251	159,227	120,688
PAYMENTS	74,735	68,980	86,226	70,107	61,059	64,610
CREDIT ADJUSTMENTS	67,527	66,328	61,809	54,723	63,424	56,485

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	154,461	117,161	112,013	111,483	163,575	
PAYMENTS	55,803	52,414	61,594	70,195	42,131	
CREDIT ADJUSTMENTS	56,928	53,110	58,354	53,024	39,623	

Payments to LifeQuest	
January	4,164
February	5,086
March	6,422
April	5,652
May	3,741
June	4,329
July	3,099
August	2,868
September	3,001
October	4,149
November	2,231
December	
Total Paid	\$44,742

**See attached details

City Of De Pere
Income and Expenditures
November 2020
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$139,696.20	\$23,878.47	\$163,574.67
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$139,696.20	\$23,878.47	\$163,574.67
Account Transfers		\$8,983.96	\$14,894.51	\$23,878.47
Credit Summary				
Total Credits		\$73,565.28	\$6,349.49	\$79,914.77
Less Adjustments	-	\$38,329.87	\$1,292.74	\$39,622.61
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$2,123.66	\$2,123.66
Less Overpayments	-	\$(2,739.07)	\$(1,223.90)	\$(3,962.97)
Gross Payments Received		\$37,974.48	\$4,156.99	\$42,131.47
Plus Overpayment Returns	+	\$(1,253.11)	\$(205.70)	\$(1,458.81)
Net Payments Received		\$36,721.37	\$3,951.29	\$40,672.66
Less Payments Kept By Service	-	\$718.00	\$0.00	\$718.00
Total Deposits Reconciliation		\$36,003.37	\$3,951.29	\$39,954.66
Summary of Disbursement				
Total Deposits & Payments Kept By		\$36,721.37	\$3,951.29	\$40,672.66
Plus Overpayment Refunds	+	\$(1,485.96)	\$(1,018.20)	\$(2,504.16)
Gross Revenue		\$35,235.41	\$2,933.09	\$38,168.50
LifeQuest Fee		\$1,585.59	\$645.28	\$2,230.87
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$1,585.59	\$645.28	\$2,230.87
Service Revenue		\$33,649.82	\$2,287.81	\$35,937.63
Less Payments Kept By Service	-	\$718.00	\$0.00	\$718.00
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	\$32,931.82	\$2,287.81	\$35,219.63

Messages:

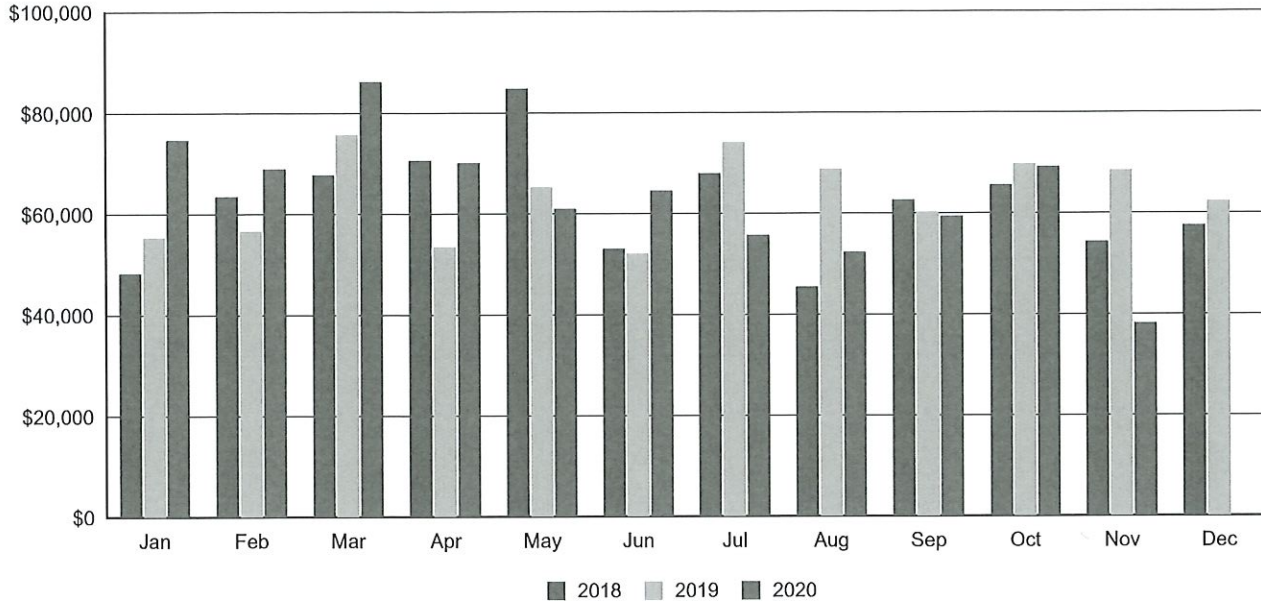
Received response from uncashed check letter #1136 \$1021.20 lost, reissue #1149 \$1021.20

11.9.20 BJ

Total Deposits EOM differ from bank statement by \$597.78 due to 10/30 \$300.74 HWHO, 10/30 \$1219.68 HUMANA, \$5.03 INTEREST ADJ, NOW POSTED. 11/5 \$86.43 ANTHEM BLUE, 11/9 \$83.69 ANTHEM BLUE, 11/25 \$494.14 NHIC US BANK, 11/30 \$84.91 AARP NOT POSTED. 11/25 \$292.20 POSTING CORRECTION TO BE CORRECTED. 12.1.20 BJ

All Phases Gross Revenue

City of De Pere
January 2018 to November 2020



	2018	2019	2020
January	\$48,362	\$55,433	\$74,735
February	\$63,538	\$56,668	\$68,980
March	\$67,787	\$75,702	\$86,226
April	\$70,664	\$53,535	\$70,107
May	\$84,800	\$65,318	\$61,059
June	\$53,162	\$52,157	\$64,610
July	\$67,954	\$74,156	\$55,803
August	\$45,566	\$68,797	\$52,414
September	\$62,667	\$60,290	\$59,470
October	\$65,610	\$69,765	\$69,260
November	\$54,498	\$68,470	\$38,169
December	\$57,599	\$62,371	\$0
Total Gross Revenue	\$742,207	\$762,663	\$700,832

City Of De Pere

Billing Summary

November 2020

Phase 1

Charges

Billing Charges		\$139,696.20	
Other	+	\$0.00	
Subtotal of Charges			\$139,696.20

Account Transfers

Billing to Collections Transfer Total			\$8,983.96
---------------------------------------	--	--	-------------------

Credit Summary

Total Credits		\$73,565.28	
Less Adjustments	-	\$38,329.87	
Less Overpayments	-	\$(2,739.07)	
Gross Payments Received			\$37,974.48
Plus Overpayment Returns	-	\$(1,253.11)	
Net Payments Received			\$36,721.37
Less Payments Kept By Service	-	\$718.00	
Total Deposits Reconciliation			\$36,003.37

Summary of Disbursement

Total Deposits & Payments Kept By		\$36,721.37	
Plus Overpayment Refunds	+	\$(1,485.96)	
Gross Revenue			\$35,235.41
LifeQuest Fee		\$1,585.59	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$1,585.59
Service Revenue		\$33,649.82	
Less Payment Kept By Service	-	\$718.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$32,931.82

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 November 2020

Beginning Balance of Accounts Receivables			\$117,134.78
Total Charges entered for the Month		+	\$139,696.20
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$8,983.96		
Other	\$29,345.91		
Total Adjustments for the Month	\$38,329.87	-	\$38,329.87
Payments			
Cash	\$9,364.99		
Contract Payments	\$0		
Credit Card	\$0		
Direct Deposit	\$24,729.70		
Hospital	\$0		
Insurance	\$3,161.79		
Payment Kept By	\$718.00		
Other	\$0		
	\$37,974.48	-	\$37,974.48
Overpayment			
Recoupment	\$0		
Refunds	\$(1,485.96)		
Returns	\$(1,253.11)		
Service Payable	\$0		
Other	\$0		
	\$(2,739.07)	-	\$(2,739.07)
Total for Reconciliation Summary			\$183,265.70
Ending Balance of Accounts Receivables			\$183,265.70

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Totals
Dec 2019	6157	34915	16747	8106	2080	125	1100	132	4	0	0	0 \$	69367
136523	4.5	25.6	12.3	5.9	1.5	0.1	0.8	0.1	0	0	0	0 %	50.8
Jan 2020		2578	25047	17367	2697	4317	824	389	0	0	355	0 \$	53576
115056		2.2	21.8	15.1	2.3	3.8	0.7	0.3	0	0	0.3	0 %	46.6
Feb 2020			4661	31832	19382	3333	1516	0	-599	1307	675	5 \$	62113
125413			3.7	25.4	15.5	2.7	1.2	0	-0.5	1	0.5	0 %	49.5
Mar 2020				7912	31664	11272	4764	2122	1195	90	0	0 \$	59019
123149				6.4	25.7	9.2	3.9	1.7	1	0.1	0	0 %	47.9
Apr 2020					2271	24717	13458	4075	2328	219	0	0 \$	47069
94023					2.4	26.3	14.3	4.3	2.5	0.2	0	0 %	50.1
May 2020						8335	27652	7784	2178	2583	98	0 \$	48630
95127						8.8	29.1	8.2	2.3	2.7	0.1	0 %	51.1
Jun 2020							4232	32353	11249	4482	2034	259 \$	54610
108184							3.9	29.9	10.4	4.1	1.9	0.2 %	50.5
Jul 2020								7922	28462	12738	2571	196 \$	51890
108952								7.3	26.1	11.7	2.4	0.2 %	47.6
Aug 2020									4845	28997	14703	3310 \$	51855
99450									4.9	29.2	14.8	3.3 %	52.1
Sep 2020										6271	32367	11480 \$	50119
108003										5.8	30	10.6 %	46.4
Oct 2020											12912	15688 \$	28600
116517											11.1	13.5 %	24.5
Nov 2020												85 \$	85
74049												0.1 %	0.1
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	5.2	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	5.2	25.5	12.2	3.5	1.9	0.3	0.1	0.2	0.1	0.1	0	0	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 8, 2020

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Approval of the November 2020 Police Overtime Report -

The overtime (OT) report covers the month of November 2020. Two previous years of overtime report summaries are attached for comparison but they are by payroll period versus calendar month due to the change in how the overtime was gathered back then. They should still be somewhat comparable.

Reimbursable Miscellaneous OT of 11 hours was from the officer assigned to the Drug Task Force.

Non-reimbursable Miscellaneous Overtime total hours of 5.75 hours was comprised of 3 hours for daylight savings time, 1 hour for K9 Vet visit, 1 hour shift differential, and .75 for a walk through at the BC Circuit Court Building.

Additionally, of the 32.5 total hours incurred for Investigation, 13 hours were due to Detective Sergeant Investigations, while 19.5 hours were for Late Calls/Report Writing by Patrol.

Special Assignment Reimbursed is for a Walmart event assistance.

ATTACHMENTS:

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

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

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

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

NOTES:

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

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

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

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

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

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

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

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

^^Period 8/25/2018 - 09/21/2018

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

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

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

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

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

TOTAL OVERTIME BUDGET: \$ 160,000.00

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

PERCENT OF TOTAL BUDGET: 174.95%

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

**DEPERE POLICE DEPARTMENT
OVERTIME BY REASON
2020**

REASON	JAN *	FEB **	MAR ***	APR +	MAY ++	JUN ^	JUL #	AUG ##	SEPT ^	OCT ^	NOV **	DEC ***	TOTAL
OFFICER SICK RELIEF	90.75	25.50	18.00		10.25	6.50	0.00	20.00	27.50	42.25	61.50		302.25
OFFICER WORKED ON HOLIDAY	92.75	12.00	12.00	25.75	48.50	8.00	69.25	4.00	108.00	18.00	53.50		451.75
OFFICER FOR COURT	60.00	4.00	7.00	5.00		3.00	8.00	5.50	7.75	4.00	4.00		108.25
OFFICER TRAINING	38.50	119.75	56.00	20.00		146.00	104.25	48.25	78.50	142.50	97.00		850.75
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTENDING		2.00	2.00								1.50		5.50
STAFFING LEVEL	285.50	107.25	99.00	54.25	42.50	154.50	225.25	279.00	243.50	304.25	94.75		1889.75
INVESTIGATION	22.50	7.50	32.25	28.25	36.25	25.50	70.75	43.25	74.25	57.25	32.50		430.25
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LAB ON REIMBURSED	27.75	29.25	13.75					14.00	14.25	16.00	8.00		123.00
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED	4.50	14.00								3.25	55.00		76.75
MISCELLANEOUS	15.25	14.25	24.75	5.75	48.00	58.00	2.00	5.75	12.75	27.00	11.00		224.50
MISCELLANEOUS REIMBURSED	11.50	42.25	18.50	12.25	5.75	4.00	31.50	4.00	18.75	11.00	5.75		165.25
GROSS OFFICER OVERTIME	649.00	377.75	283.25	151.25	191.25	405.50	511.00	423.75	585.25	625.50	424.50	0.00	4628.00
SUBTOTAL REIMBURSED OVERTIME	(43.75)	(85.50)	(32.25)	(12.25)	(5.75)	(4.00)	(31.50)	(18.00)	(33.00)	(30.25)	(68.75)	0.00	(365.00)
NET OFFICER OVERTIME	605.25	292.25	251.00	139.00	185.50	401.50	479.50	405.75	552.25	595.25	355.75	0.00	4263.00

TOTAL OVERTIME BUDGET : \$ 175,000.00

EXPENDITURES THROUGH 11/6/2020 \$ 195,479.44

PERCENT OF TOTAL BUDGET : 112%

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

Additional Notes

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 8, 2020

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Action to Accept Brown County Crime Prevention Funding Board Grant to Police Department*

The Brown County Crime Prevention Funding Board is a county board created by state legislation that collects certain funds from convicted criminals and annually distributes those funds to groups or agencies that have a crime prevention purpose or use. This year the De Pere Police Department applied to the board for the purpose of purchasing a portable speed board in the amount of \$3,246.00. As a result the Funding Board approved the application and has awarded the funds to the police department.

The speed board will be used for traffic speed control and awareness at various locations throughout the city. It has shown to be effective in the past for such purposes.

The department requests the approval of the grant and accept the funds in the amount of \$3,246.00.

Thank you for your consideration and if you have any questions please contact me at your convenience.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 8, 2020

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration and Possible Action to Approve Park & Recreation
Dept. Organizational Changes*

ATTACHMENTS:

- Park dept. reorg (DOCX)
- Job Classification - Recreation Supervisor 08092020 (PDF)

CITY OF DE PERE

MEMO



To: Finance/Personnel Committee
 From: Marty Kosobucki
 Director of Parks, Recreation and Forestry
 Shannon Metzler
 Human Resources Director

Date: December 8, 2020

RE: Park, Recreation and Forestry Department Organizational Change

Recently the Parks department had a few departures (Part Time Office Assistant and Part Time Activity Coordinator). When this occurs we always look at our organizational structure and try to determine better efficiencies in operation. In looking at our current staffing, work responsibilities, and to better prepare the department for the future, we are proposing a revised staffing plan.

Changes:

- Eliminate Part Time (.5 FTE) Office Assistant Position
- Eliminate Part Time (.6 FTE) Activity Coordinator Position focusing on Older Adults and Playgrounds
- Create new Full Time (Hourly) position that will combine Office duties and Older Adult related activities
- Increase the Recreation Specialist Position (.83 FTE) to a Full Time Recreation Supervisor (Exempt) position with added duties to include:
 - o Oversee Summer Playground Program
 - o Manage instructional based senior programs
 - o Serve as city representative for Commission on Aging

There are several reasons for the proposed changes; however the main reasons are as follows:

- Over the last 10 years we have had a very difficult time filling and retaining people in the part time Office Assistant position. (8 employees over 10 years) Converting the position to a full time position will give us a greater ability to recruit quality people and have them stay.
- Our current Recreation Specialist is nearing retirement and it will be very difficult to recruit a quality person in anything less than a full time position. Our Recreation Specialist's main duties are to run our very successful Day Camp and Kidz Zone programs along with a multitude of pre-school/youth programs.
- Provides us greater flexibility with a full time hourly employee helping with our front office and senior programs, which would include overseeing daily senior programming, special events and fundraising; would also assist with the Commission on Aging.

- Provides us greater flexibility for a full time exempt employee in monitoring and managing Summer Day Camp, Kidz Zone, and our Playground Programs as the hours extend from early morning to early evening.

City policy allows for positions to be reviewed if there has been a significant increase in responsibility. The City then works with the City's compensation consultant to determine if the change in responsibility warrants the position to be reclassified into a higher pay grade level. Due to the additional responsibilities being added to the Recreation Specialist position we had the position evaluated. 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 J and move up two pay levels. Please see attached recommendation.

Below is a budgetary breakdown of the proposed change using estimated 2021 wages. The breakdown does not include benefits. These numbers are estimates as we would not know the full impact until new people would come in and we understand what they would take for insurance.

Position	Current/New	FTE	Grade	Wage	Step	Current	Proposed
Rec Specialist	Current	.83	H	\$25.03	5	\$43,212	
Rec Supervisor	New	1.0	J	\$27.03	1		\$56,222
Activity Coordinator	Current	.6	G	\$22.77	5	\$28,417	
Eliminated	New	NA	NA	NA	NA		0
Office Assistant	Current	.5	F	\$20.53	5	\$21,351	
Eliminated	New	NA	NA	NA	NA		0
Activity Coordinator/ Office Assistant	New	1.0	G	\$20.84	1		\$43,347
Total						\$92,980	\$99,569
Additional Wages							\$ 6,589

- \$1,860 of the \$6,589 increase is linked to the 2% market increase with 2021 wages.

The cost of the reorganization was submitted and approved in the 2021 budget. The department supervisors and Human Resources will be available at the meeting to answer any questions.



August 9, 2020

MEMORANDUM

TO: Shannon Metzler, Human Resources Director

FR: Patrick Glynn, Senior Consultant

RE: Job Classification – Recreation Supervisor

The City requested we evaluate job documentation provided for the classification of Recreation Supervisor. The revised job documentation outlines several changes including, but not limited to: managing the Summer Park Playground Program; representing the City to the Commission on Aging; overseeing and implementing programming for older adults, as well as school/youth programs; etc.

Our analysis leads us to the recommendation to revise the ratings for “Thinking Challenges”, “Decision-Making”, “Interactions & Communications”, and “Formal Preparation and Experience” and to place this classification at Grade J of the wage structure.

As it relates to the FLSA status (i.e. hourly vs. salaried), we feel comfortable designating this classification as exempt under the executive exemption, which requires the supervision of two full-time employees or the equivalent (emphasis added). Based on a review of the hours of the seasonal, part-time employees, the full-time equivalency far exceeds that which is required by law.

Of course, the FLSA designation requires an interpretation of federal statute. We are not attorneys, nor do we purport to provide formal legal advice. While we are reasonably confident in our recommendation to the City, formal legal guidance may be required of the City if additional questions remain.

Please let me know if you any questions.

Patrick Glynn
patrick.glynn@carlsondettmann.com
920.629.4743



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 8, 2020

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and possible action regarding proposed Purchase/Sale Agreement terms with Green Bay Packaging Inc for Parcel WD-L492-2 and parcel WD-L492-B-3 in the west business park (Biotech Way).*

ATTACHMENTS:

- Letter of Intent WD-L492-2 - vFinal - 11.16.2020 (PDF)
- 2020 10-29 GBP De Pere - Site Master Plan (PDF)
- 20097 - GB Packaging Folding Carton_Floor Plans_Revised (PDF)
- Green Bay Packaging FP Memo 12042020 (PDF)
- Exhibit A - Site Map (PDF)

**GREEN BAY PACKAGING**

BRYAN A. HOLLENBACH
EXECUTIVE VICE PRESIDENT

bhollenb@gbp.com
Phone: 920.433.5202
Cell: 920.450.8336

November 16, 2020

dlindstrom@deperewi.gov

Via Email Transmission and US Mail

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

Subject: Letter of Intent to Purchase Parcel WD-L492-2

Daniel,

The letter will serve as Green Bay Packaging's Letter of Intent to purchase parcel WD-L492-2 from the City of De Pere, Wisconsin (the City).

Business Name: Green Bay Packaging Inc.

Project Introduction:

Green Bay Packaging Inc. (GBP) is evaluating the potential of a significant expansion of and investment in our current Folding Carton Division located at 2275 American Blvd. on parcel WD-L-492-B-2. The current building is approximately 380,000 square feet and the proposed expansion would add another 300,000 square feet.

The expansion would entail building onto parcel WD-L492-1, which GBP purchased from the City in November of 2016, and onto parcel WD-L492-2, which we would acquire as part of this proposed transaction.

This project has the potential to be a significant investment for the City, Brown County, and the State of Wisconsin. It contemplates a direct investment of approximately \$50 million into the area by GBP and a robust construction build over the course of nearly one year utilizing many local trades, construction contractors, and suppliers. The result will be a world class manufacturing operation located in the City that employs more than 200 FTEs in good-paying jobs and leverages highly sophisticated printing and converting equipment and bleeding edge technology to create a showcase for the City, the company, and the industry.

Company Introduction:

GBP is a Green Bay, Wisconsin institution. It was started in 1933 by Mr. George Kress making corrugated shipping boxes. The company has been headquartered in Green Bay, Wisconsin for 87 years.

The Folding Carton Division was established in 1942. In 2007, we moved the Folding Carton Division to De Pere and built a 200,000 sqft. plant located at 2275 American Blvd. In 2013, we added a 100,000 sqft. addition and in 2017 we expanded another 80,000 sqft., yielding the division's current 380,000 sqft. footprint.

Today, GBP generates \$1.8 billion in net sales and is a privately held S Corporation primarily owned by the Kress family. Will Kress, George's grandson, is the Chairman, President, and CEO. GBP employs nearly 4,200 employees nationwide, with over 1,500 of those in the State of Wisconsin, over 1,110 in Brown County and 311 in the City. We are one of the largest privately held businesses in the State.

We run our business with the highest ethical standards and are considered a quality employer. We have invested at a substantial rate in the State – investing over \$800 million into Wisconsin operations over just the last five years, including the largest project in the history of Brown County and one of the largest projects in the history of Wisconsin – the new Mill currently being built in Green Bay. We have also substantially grown our workforce, adding over 400 new FTEs in the last five years in the State of Wisconsin, an increase of more than 35% in our statewide workforce.

GBP also funds and manages the George Kress Foundation, a leading philanthropic organization supporting many nonprofit organizations throughout the City, Brown County, and State of Wisconsin. In 2016, as part of our purchase of parcel WD-L492-1, we donated a small parcel to be used for the City's dog park.

Intended Use of the Property:

The purchase of parcel WD-L492-2 will allow GBP to complete the 300,000 sqft. expansion noted previously. While much of the expansion will appear to sit on parcel WD-L492-1, WD-L492-2 would allow for squaring off the property and to optimize for efficient manufacturing and warehousing operations. If we are not able to acquire the property on WD-L492-2, the proposed expansion is less attractive and we will elect to investigate different options outside of De Pere and outside of the State of Wisconsin.

The total investment, including land preparation, building construction, equipment, and support is currently estimated at \$50 million. Additionally, we anticipate adding 15 new FTEs in the first year after completion and, ultimately, adding 50 new FTEs in the five years after completion.

We are in the beginning of developing the site plans; drawings of initial plans are attached. A picture of the current facility is depicted here; the expansion will be of similar construction.

Daniel Lindstrom
November 16, 2020
Page 3



Timing of Development:

We are on a tight schedule and would like to close on the property by no later than January 31, 2021. Our intention would be to begin the permitting process immediately with the objective of breaking ground in Spring, 2021. We plan on building completion and occupancy by fourth quarter of 2021.

The timing of this project is critical. We have a window of opportunity to take advantage of industry and customer dynamics. If we cannot do the expansion in De Pere, Wisconsin to meet our business needs, we will be compelled to look for sites near one of our key customers in Iowa.

Summary:

This is an exciting project for Green Bay Packaging, the State of Wisconsin, the City, and Brown County. It continues to cement the legacy of GBP's Folding Carton operation in the City.

The project would be expected to have a number of positive impacts on the City, financial and otherwise. A few key figures:

- \$50 million estimated investment pertaining to the project.
- Solidifies the 197 FTEs currently employed at the operation.
- Creates an estimated 15 new well compensated jobs by 2022 and the potential for an additional 50 by 2027.
- Positive utilization of land that is currently idle.
- Expansion of a state-of-the-art operation in the City.

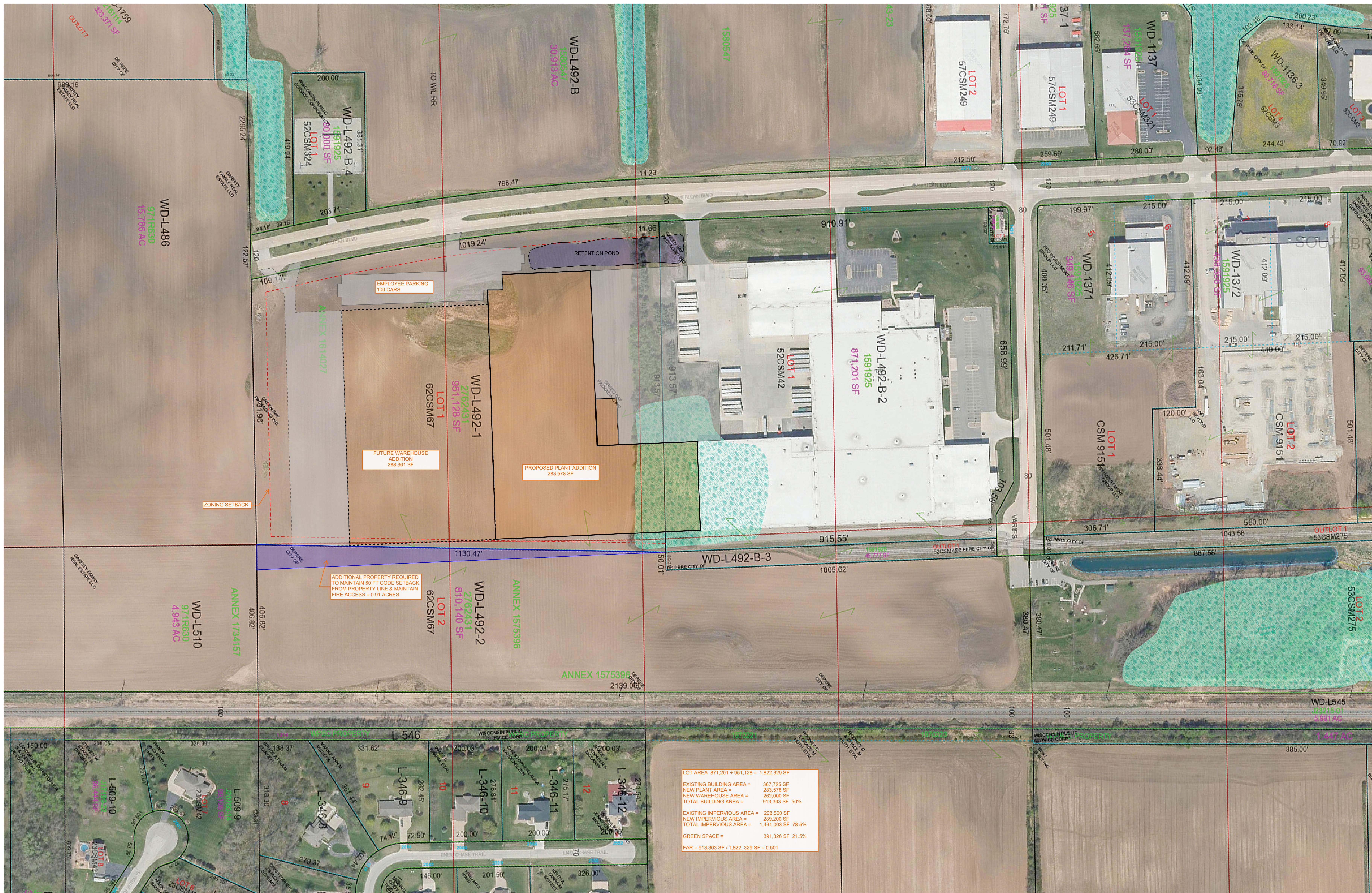
The project has a short window, and we need to move quickly.

We at Green Bay Packaging look forward to your response as we work together to make this a reality for GBP, the City, and the State of Wisconsin.

Sincerely,

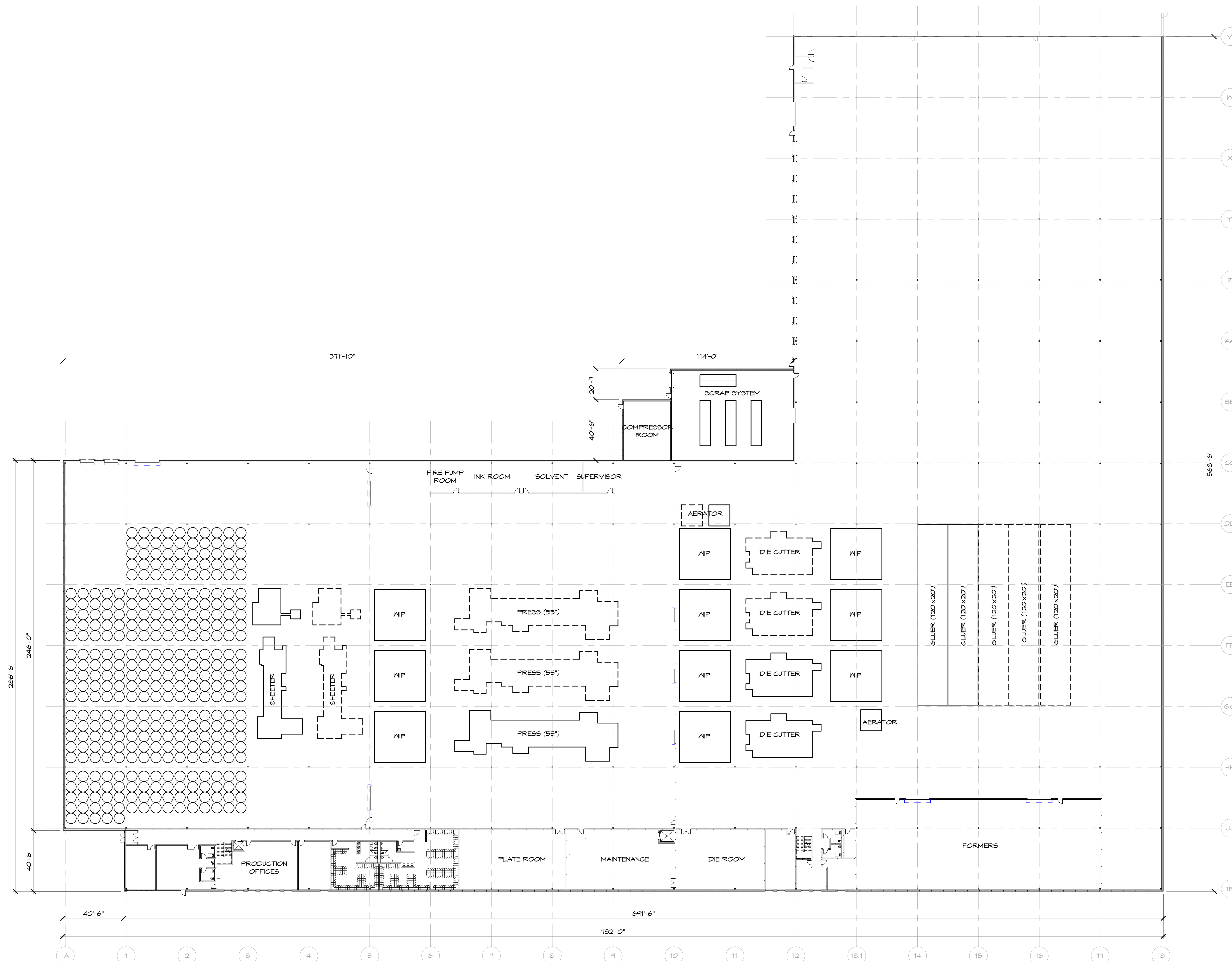
Bryan Hollenbach
Executive Vice President

Attachments



SCALE: 1" = 100'

- A. ALL GYPSUM BOARD WALLS ARE TO BE WALL TYPE #1 UNLESS NOTED OTHERWISE.
- B. INTERIOR WALL DIMENSIONS ARE TO FINISH FACE OF GYPSUM BOARD UNLESS DETAILED OR NOTED OTHERWISE.
- C. EXPOSED COLUMNS SHALL BE GRIND AND/OR SANDED SMOOTH TO REMOVE ALL DRIPS/DEFECTS BEFORE FINISH COAT.
- D. GENERAL CONTRACTOR SHALL PROVIDE WOOD BLOCKING AND BACKING FOR ALL CASEWORK. BACKING SHALL BE SUBMITTED BY CASEWORK SUPPLIER FOR COORDINATION WITH OTHER TRADES.
- E. COORDINATE SIZE AND LOCATIONS OF ANY AND ALL LOUVERS AND WALL OPENINGS WITH MECHANICAL, ELECTRICAL, AND PLUMBING SUBCONTRACTORS.



SCALE: 1/32" = 1'-0"

NOT FOR CONSTRUCTION

**FOLDING CARTON
ADDITION**
GB Packaging

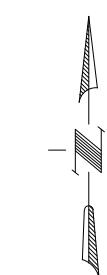
De Pere, WI



124 N. BROADWAY, P.O. BOX 5156
DE PERE, WISCONSIN 54115

OVERALL FIRST FLOOR PLAN

DRAWN		CHK'D
DWB		B
DATE	SCALE	
MM/DD/YY	As indicate	
DRAWING NO.		
A1.1		
PROJECT NO.	REV.	
20097		



NOT FOR CONSTRUCTION

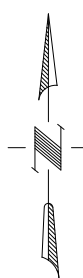
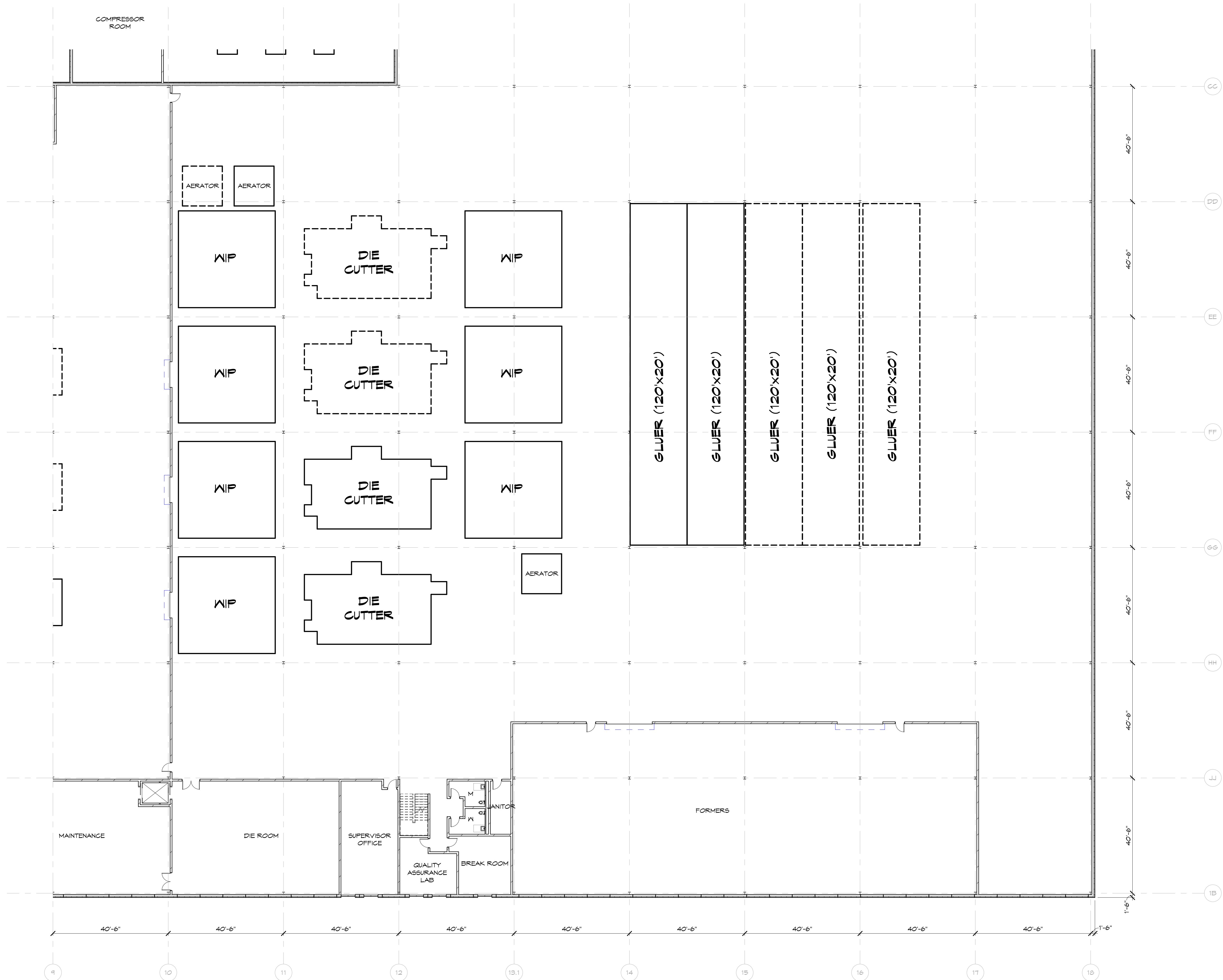
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TEL: 212.261.2000 FAX: 212.261.2001
WWW.PERFORMA.COM

FIRST FLOOR PLAN - AREA 'A'

**FOLDING CARTON
ADDITION**
GB Packaging

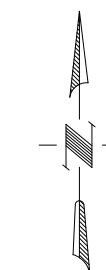
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FIRST FLOOR PLAN - AREA 'B'
SCALE: 1/16" = 1'-0"

NOT FOR CONSTRUCTION

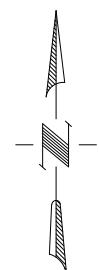
TITLE		DRAWING NO.		PROJECT NO.	
FIRST FLOOR PLAN - AREA 'B'		A1.1B		20097	
DRAWN	DWB	CHKD	BB	REV	
DATE	MM/DD/YY	SCALE	1/16" = 1'-0"	20097	
FOLDING CARTON ADDITION GB Packaging		De Pere, WI		NO.	
DESCRIPTION		DATE		7.c	



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**FOLDING CARTON
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De Pere, WI



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**FOLDING CARTON
ADDITION**
GB Packaging
De Pere, WI

CITY OF DE PERE MEMO



To: De Pere Finance and Personnel Committee
 From: Daniel Lindstrom, Development Services Director
 Date: December 8, 2020

RE: **Request for Sale of Parcel WD-L492-2 and WD-L492-B-3 (Biotech Way, West Industrial Park)***

PROJECT SUMMARY

Bryan Hollenbach, Executive Vice President for Green Bay Packaging Inc ("GBP") presented the City of De Pere ("City") with a Letter of Intent to purchase parcel WD-L492-2 ("subject parcel") at the eastern end of Biotech WY and adjacent to their current facility at 2275 American Blvd. In 2015 and 2016, GBP worked with the City to acquire approximately 21 acres to the south of the current facility for their future expansion. The agreement included provisions that would allow for negotiations to purchase the property if they did not make improvements within ten years.

GBP is now evaluating the potential to expand the size of their current facility by adding nearly 285,000 square feet of manufacturing space to the current 380,000 square foot facility. GBP indicated a preference to expand its current facility at 2275 American Boulevard onto the previously purchased parcel WD-L492-1; however, the parties acknowledge that, as of the date of this discussion, there are no definitive plans for expansion as they are under concept at this time. GBP expressed there is significant interest to potentially also expand on to the subject parcel; therefore expanding the conceptual proposal shown in Figure 2 to the east. The parties believe it important to take steps currently that will allow GBP to expand to either the previously purchased parcel or the subject parcel. GBP does anticipate a significant expansion into the subject parcel either in 2021 or in the future.

Therefore, GBP requests the purchase of WD-L492-2 to "square off" the lot and ensure the proposed facility would comply with the required setbacks and floor area ratio. A sale would also allow for additional expansion space for a potential future 290,000 square foot warehouse addition. See Figure 1 to the right and Exhibit A – Site Map.

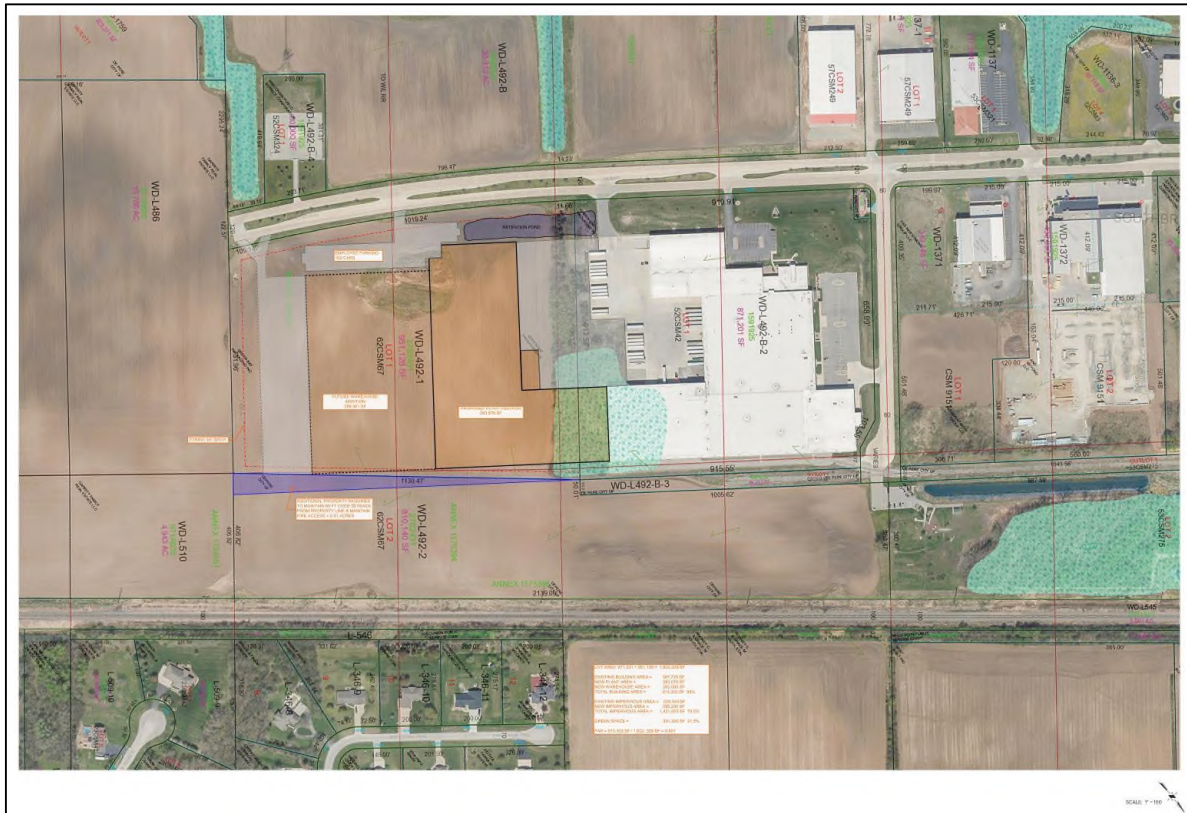
The proposed expansion would add 50 new FTE employees to the facility and approximately \$50 million in total investment (land prep, building construction, equipment, etc.). The current facility is assessed at

Figure 1: Site Map



approximately \$16.5 million in real estate and personnel property. The proposed expansion would add significant value to TID No. 12. Staff anticipates between \$12 and \$14 million in new value. See Figure 2 for the proposed expansion plans. Representatives from GBP stated that while the plans provided are conceptual the proposed expansion could extend further to the east to the subject parcel. Moreover, GBP is not requesting direct financial assistance for the proposed expansion.

Figure 2: Proposed Expansion Plans



ADDITIONAL AGREEMENT AND SITE CONSIDERATIONS

Sale/Development Timeline

City staff recognizes the Common Council typically does not enter into sale agreements with developers or businesses that do not have a known or anticipated near-term construction timeline. Staff typically recommends three-year options with possible extensions; where all costs paid as part of the option would be considered in the final sale price. The City maintains this position since we are not in the position to sell land quickly but to ensure development happens as soon as possible. The 2016 agreement between the City and GBP was an exception to that informal policy but did include a provision for an extension or an option for City to repurchase the property if it was not developed within ten years. GBP requests a similar arrangement to accommodate their future growth patterns.

Staff Recommendation: Staff believes a similar ten-year sell-back provision is appropriate for this parcel given the shape, size, and location of the lot. The existing railroad spur on the Green Bay Packaging site creates the likelihood that the southern portion would be developed before the northern portion. Therefore, staff suggests limiting the sell-back provision to the northerly 500' of the subject parcel as depicted in Exhibit A. See Figure 1.

Railroad Spur:

In 2007, the City received a TEA Grant from the Wisconsin Department of Transportation to construct and extend a railroad spur to the GBP facility. The City also constructed an additional 630 linear feet of the railroad to provide rail access to the subject parcel and potentially to provide access to future business park lands south of the current terminus of American Blvd. Scannell Properties is now under contract to develop the lands to the south of American Blvd into a private portion of the west business park. A representative for Scannell Properties stated they do not anticipate a need to extend the railroad spur to their future property and they would work directly with CN Railroad to develop a shorter railroad spur on their property if necessary. Therefore, the City should consider the removal of the railroad spur as a condition of a sale agreement to provide a larger development envelope; however, with the possible sell-back provision stated above, it would be advantageous to keep the railroad spur in place until such time as GBP develops the entire subject parcel.

Staff recommendation: Include a provision in a sale agreement that would require the removal of the railroad spur, at the City's expense, at the time of future development of the northerly 500' of the subject parcel as depicted in Exhibit A.

Biotech Way Easement and Access to the Dog Park

The subject parcel contains a 25' utility easement that bisects the northern portion of the parcel. The subject parcel also contains the sole access to the De Pere Dog Park - see Figure 3 and Figure 4. The Parks and Recreation Director expressed concerns about heavy truck traffic and the conflict with dog owners and dogs. The representatives for GBP agreed and felt it would be appropriate to design the truck entrance the best they can to minimize traffic conflicts and protect the safety of the dog park users. GBP anticipates the northern portion of the lot to be warehousing facilities and recommended working with the City at that time to prepare a driveway plan that works for everyone. City staff believes a parking lot expansion along the south fence line of the dog park would be an appropriate location for a parking lot expansion.

Staff Recommendation: The City should facilitate a CSM to separate approximately 0.55 acres from the subject parcel for the City to retain as an outlot or combine with the dog park parcel. This should also include an access easement to access the parcel. The CSM should also include the railroad outlot (parcel WD-L492-B-3) where the northern 500' would also be included as part of the sell-back provision.

Cost Per Acre:

Similar to the 2015/2016 agreement Green Bay Packaging requests a reduced sale price. The current asking price for this parcel is \$40,000 an acre. GBP requests a sale value of \$20,000 per acre. This is less than the 2016 negotiated value, but the previous acquisition included approximately 1,140 linear feet of access to American Blvd and utilities.

Staff Recommendation: With the requested reduced per acre price, the difference between the list price and the requested price would be considered a tax increment incentive equivalent and would be documented as such if a future project occurs on the property. The price reduction or land grant results in an incentive equivalent of \$377,400.

TIF Analysis

The 2016 agreement included an incentive equivalent of \$104,900 for the sale of approximately 20.98 acres. As proposed, the two sale agreements would result in a total incentive of approximately \$482,300. Assuming the

Figure 3: Easement and CSM

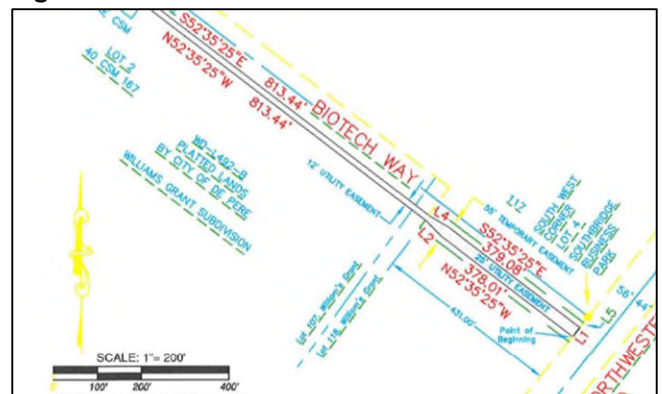


Figure 4: Easement



proposed expansion results in \$14 million in new assessed value the total incentive would be approximately 3.45% of the total assessed value of the project. This is below the typical target for new development in the business parks. Future additions would further reduce the incentive percentage.

- \$15 million in new assessed value: 3.22%
- \$16 million in new assessed value: 3.01%
- \$17 million in new assessed value: 2.84%
- \$18 million in new assessed value: 2.68%
- \$19 million in new assessed value: 2.54%
- \$20 million in new assessed value: 2.41%

PROPOSED TERMS

Staff recommends the following terms for a proposed f sale agreement:

Parcel IDs: WD-L492-2 and WD-L492-B-3

Acres: Approximately 18.9 acres

Purpose: Future expansion space for Green Bay Packaging Operations

Property List Price: \$40,000/acre (\$754,800 total)

Property Requested Price: \$20,000/acre (\$377,400 total)

Land Grant Incentive Equivalent: \$377,400 (\$482,300 cumulative ~ 3.45% of anticipated vale)

Specific Provisions: The following are specific conditions for the proposed sale agreement. Items identified with an "*" represent a condition similar to the 2016 agreement.

1. The City would, at its own expense, have a Certified Survey Map of the subject parcel prepared to illustrate the boundary changes. The CSM shall include an approximately 0.55-acre parcel for the City to retain and an access easement through the future Green Bay Packaging Inc. parcel for access to a future dog park parking lot. The City shall maintain the easement and current drive until such time as Green Bay Packing Inc. submits a site plan to access off Biotech Way. The design of the access to the parking lot and Green Bay Packaging Inc facility should be on in a way to protect the safety of the dog park users.
2. The City would investigate the impacts of the railroad spur abandonment and removal as it relates to the 2007 WisDOT TEA Grant.
3. The City would, at its own expense, remove the railroad spur at the time of future development of the northerly 500' Feet of parcel WD-L492-2 and WD-L4920-B-3. As depicted in Exhibit A. The City shall retain maintenance responsibilities until such time that the railroad spur is removed. The recorded CSM stated above shall include an access easement to maintain the railroad spur.
4. Green Bay Packaging Inc. would submit a development plan to the City within ten years for the development of the subject parcel. If development does not occur on the northerly 500' Feet of the subject parcel within this period then the City can work with Green Bay Packaging to negotiate an extension or property may be purchased back by the City. *
5. Green Bay Packaging Inc. would provide the City a first right of refusal to repurchase the property or a portion of the property if a third party offer is considered. *
6. Green Bay Packaging, Inc, during the City's Right of First Refusal and sell-back period, would take steps that are reasonable and necessary to work the land of the subject parcel so as to preserve its developable acreage and avoid the creation of wet spots or wetland indicators on the property.*
7. With the requested reduced per acre price, all or a portion of the difference would be considered a tax increment incentive and would be documented as such if a future project occurs on the property.*
8. The City would provide regional stormwater treatment for the site. Part of the site is treated and the other area is planned to be treated in our long term business park plans*
9. The City reserves the right to acquire the subject parcels from Green Bay Packaging Inc, should they elect to not move forward with the planned expansion of their current facility at 2275 American Blvd.



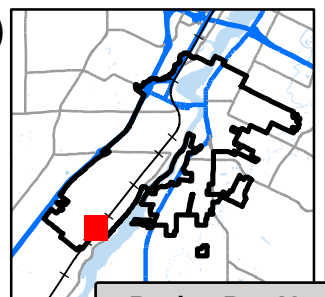
Exhibit A: WD-L492-2 & WD-L492-B-3 (Biotech Way, West Industrial Park)

City of De Pere

0 187.5 375 750 1,125 1,500 Feet

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

File Path:



Data Source



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 8, 2020

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Consideration and possible action on the 2020 Short Term Note.*

ATTACHMENTS:

- 2020 Short Term Note Borrowing Memo (PDF)
- Associated Bank St Note Letter 2020 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: December 1, 2020
Subject: 2020 Short-Term Note

I have attached the interest rate quote from Associated Bank for the City's short-term note borrowing of \$250,000 authorized in the Adopted 2021 budget in November 2020. The repayment of the note was included in the City's 2021 debt service fund expenditures and covers eight items included in the 2021 budget as noted in the attachment. These amounts were included on pages 298-301 of the 2021 Executive Budget. The interest rate quote of 3.50% for 60 days or earlier prepayment will cost just under \$1,250 in interest which is included in the City's 2021 debt service fund budget.

I recommend the Finance Committee approve the terms of this note. Should you have any questions on this feel free to contact me or I will be present at the Finance Committee meeting on December 8th.



December 2, 2020

Mr. Joseph G. Zegers
Finance Director
City of De Pere
335 S. Broadway Street
De Pere, WI 54115

RE: Financing

Dear Joe:

Associated Bank (the "Bank") is pleased to provide the City of De Pere (the "Borrower") with a financing Commitment for a Taxable General Obligation Term Loan supported with a direct levy annual tax sufficient to repay principal in the amount of \$250,000 (the "Commitment") and interest. This Commitment is subject to the acceptance by the Borrower of the following terms and conditions:

<u>Borrower:</u>	City of De Pere
<u>Purpose:</u>	Public purpose equipment and services
<u>Commitment:</u>	\$250,000
<u>Interest Rate:</u>	3.50% fixed – taxable Calculated on the basis of the actual number of days over a 365 day year
<u>Repayment:</u>	Principal and interest due at maturity
<u>Note Date:</u>	12-28-20
<u>Maturity:</u>	2-25-21
<u>Legal Fees:</u>	\$2,000
<u>Prepayment Costs:</u>	None

**Expiration of
Commitment:**

This Commitment shall be accepted by official action of the City Council of the Borrower at a meeting duly called noticed, held and conducted in a manner established by the City of De Pere and required by the pertinent Wisconsin Statutes. Unless accepted or terminated, this Commitment shall expire on December 31, 2020. If the loan documentation required by the Bank hereunder is not completed and the Taxable Loan has not been extended by the Bank to the Borrower for any reason by December 31, 2020, then this Commitment shall expire on said date.

If you have any questions, please contact me at (920) 433-3091.

Sincerely,

Name: *Joseph G. Hockers*

Joseph G. Hockers

Title: Senior Vice President

ACCEPTANCE

This Commitment as outlined above was accepted by action of the City Council on December 15, 2020.

By: _____

Joseph G. Zegers – Finance Director City of De Pere



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 8, 2020

DEPARTMENT: Finance Department

FROM: Joe Zegers

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

ATTACHMENTS:

- Cash & Inv. Oct. 2020 - Memo (PDF)
- Cash & Inv. Oct. 2020 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: December 1st, 2020
Subject: Cash and Investments Report for October 31, 2020

I have attached a summary of the City's Cash and Investments for your information and review as of October 30st, 2020. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments earned \$354,052 through October of 2020 which projects to roughly \$425,000 annually which is lower year to date in comparison to our budgeted annual amount for 2020 of \$525,000. The LGIP investment amount increased \$7.7 million in **October** for receipt of 2020 debt proceeds of \$9,339,000 and \$330,000 for state transit aid which was offset by payment of accounts payable and payroll of \$2 million. The LGIP investment account will decrease by \$4.4 million in **October** for payment of accounts payable & payroll of \$3.5 million & also debt service payments of \$2.1 million offset by receipt of state shared revenues of \$1.2 million. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

October 31, 2020

CASH ACCOUNTS	
CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 752,746.69
HEALTH CHECKING	\$ 2,361,875.07
DENTAL CHECKING	\$ 57,501.05
SUBTOTAL	\$ 3,172,122.81
RESTRICTED	BALANCE
WATER BOND MM	\$ 212,666.43
SUBTOTAL	\$ 212,666.43
TOTAL CASH	\$ 3,384,789.24

INVESTMENTS			
	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 11,153,519.47	\$ 74,651.14	0.57%
ASSOCIATED BANK TRUST	\$ 5,089,746.85	\$ 108,251.19	2.61%
CHARLES SCHWAB INVESTMENTS	\$ 6,379,040.35	\$ 161,600.33	3.12%
MONEY MARKET	\$ 27,430.50	\$ 9,550.06	0.15%
TOTAL INVESTMENTS	\$ 22,649,737.17	\$ 354,052.72	
TOTAL CASH AND INVESTMENTS	\$ 26,034,526.41		

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
OCTOBER 31, 2020

	31-Jan-2020	28-Feb-2020	31-Mar-2020	30-Apr-2020	31-May-2020	30-Jun-2020
CHECKING ACCOUNTS						
CITY CHECKING	\$ 302,762.74	\$ 1,328,326.87	\$ 1,041,573.06	\$ 1,073,733.26	\$ 1,113,891.37	\$ 1,276,362.52
HEALTH CHECKING	\$ 1,911,924.58	\$ 2,026,594.61	\$ 2,089,912.04	\$ 2,213,019.26	\$ 2,336,136.09	\$ 2,414,675.91
DENTAL CHECKING	\$ 43,409.33	\$ 43,209.31	\$ 42,592.41	\$ 50,674.31	\$ 59,636.77	\$ 52,627.38
SUBTOTAL	\$ 2,258,096.65	\$ 3,398,130.79	\$ 3,174,077.51	\$ 3,337,426.83	\$ 3,509,664.23	\$ 3,743,665.81
RESTRICTED						
WATER BOND MM	\$ 212,314.37	\$ 212,390.07	\$ 212,480.02	\$ 212,506.14	\$ 212,533.14	\$ 212,559.27
SUBTOTAL	\$ 212,314.37	\$ 212,390.07	\$ 212,480.02	\$ 212,506.14	\$ 212,533.14	\$ 212,559.27
TOTAL CASH	\$ 2,470,411.02	\$ 3,610,520.86	\$ 3,386,557.53	\$ 3,549,932.97	\$ 3,722,197.37	\$ 3,956,225.08
INVESTMENTS						
LGIP	\$ 15,473,207.24	\$ 13,737,476.89	\$ 14,721,783.82	\$ 13,450,069.86	\$ 11,194,884.59	\$ 8,196,049.60
ASSOCIATED BANK TRUST	\$ 4,994,549.98	\$ 5,026,920.08	\$ 5,035,037.14	\$ 5,043,399.19	\$ 5,069,223.08	\$ 5,075,193.05
CHARLES SCHWAB INVESTMENTS	\$ 6,228,990.32	\$ 6,250,938.09	\$ 6,308,210.01	\$ 6,321,001.44	\$ 6,355,447.04	\$ 6,356,782.00
MONEY MARKET	\$ 2,896,555.81	\$ 2,899,998.43	\$ 1,026,779.67	\$ 1,026,905.91	\$ 1,027,036.37	\$ 1,027,162.64
TOTAL INVESTMENTS	\$ 29,593,303.35	\$ 27,915,333.49	\$ 27,091,810.64	\$ 25,841,376.40	\$ 23,646,591.08	\$ 20,655,187.29
TOTAL CASH AND INVESTMENTS	\$ 32,063,714.37	\$ 31,525,854.35	\$ 30,478,368.17	\$ 29,391,309.37	\$ 27,368,788.45	\$ 24,611,412.37

	31-Jul-2020	31-Aug-2020	30-Sep-2020	31-Oct-2020	30-Nov-2020	31-Dec-2020
CHECKING ACCOUNTS						
CITY CHECKING	1,041,192.27	234,572.92	764,065.93	752,746.69	-	-
HEALTH CHECKING	2,426,825.16	2,310,352.31	2,320,754.91	2,361,875.07	-	-
DENTAL CHECKING	52,498.10	53,078.30	54,250.48	57,501.05	-	-
SUBTOTAL	\$ 3,520,515.53	\$ 2,598,003.53	\$ 3,139,071.32	\$ 3,172,122.81	\$ -	\$ -
RESTRICTED						
WATER BOND MM	212,586.27	212,613.28	212,639.42	212,666.43	-	-
SUBTOTAL	\$ 212,586.27	\$ 212,613.28	\$ 212,639.42	\$ 212,666.43	\$ -	\$ -
TOTAL CASH	\$ 3,733,101.80	\$ 2,810,616.81	\$ 3,351,710.74	\$ 3,384,789.24	\$ -	\$ -
INVESTMENTS						
LGIP	\$ 11,059,044.57	\$ 5,946,902.22	\$ 3,484,285.98	\$ 11,153,519.47		
ASSOCIATED BANK TRUST	\$ 5,071,822.75	\$ 5,086,606.76	\$ 5,089,865.05	\$ 5,089,746.85		
CHARLES SCHWAB INVESTMENTS	\$ 6,356,910.15	\$ 6,361,200.65	\$ 6,369,589.86	\$ 6,379,040.35		
MONEY MARKET	\$ 1,027,293.14	\$ 1,027,423.65	\$ 27,427.02	\$ 27,430.50		
TOTAL INVESTMENTS	\$ 23,515,070.61	\$ 18,422,133.28	\$ 14,971,167.91	\$ 22,649,737.17	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 27,248,172.41	\$ 21,232,750.09	\$ 18,322,878.65	\$ 26,034,526.41	\$ -	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2019

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

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