Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, March 14, 2023 | **7:30 PM** | **Council Chambers and Virtual**

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **March 14, 2023** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

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

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

OR

You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
United States: +1 (312) 757-3117
Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at http://deperecitywi.iqm2.com/.

Call to Order

1. Roll Call
2. Approval of the Minutes of the January 10, 2023, Regular Meeting of the Finance/Personnel Committee.
3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee.§6-3(f) DPMC
4. Consideration and Possible Action on the January 2023 Police Overtime Report.
5. Consideration and Possible Action on the February 2023 Police Overtime Report.
6. Consideration and Possible Action on the Fire Department Overtime and LifeQuest Billing Services Reports for January, 2023.
7. Consideration and Possible Action on the Fire Department Overtime and LifeQuest Services Billing Reports for February, 2023.
8. Consideration and Possible Acceptance of a Donation of Flagpole & Monument from VFW Post 2113 for Fire Stations #1 & 2.*
9. Consideration and Possible Action on a $250 Sponsorship from the Kress Inn and Bemis Conference Center in support of De Pere TV.*
10. Consideration and Possible Action on Noise Consultant Study and De Pere Municipal Code Chapter 146 Ordinance Revisions.*
11. Consideration and Approval of Health Department Grants*

12. Review and Possible Action on City of De Pere Investments and Cash Detail report for Dec. 2022.
13. Review and possible action on City of De Pere Investments and Cash Detail report for January 2023.
14. Future agenda items.
15. Adjournment

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

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

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

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 14, 2023**
DEPARTMENT:	**City Attorney**
FROM:	**Angela Zills**
SUBJECT:	**Approval of the Minutes of the January 10, 2023, Regular Meeting of the Finance/Personnel Committee.**

ATTACHMENTS:

- January 10, 2023 Minutes-DRAFT (PDF)

Finance/Personnel Committee

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

Regular Meeting

Draft Minutes

Tuesday, January 10, 2023 | 7:30 PM | Council Chambers and Virtual

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

Attendee Name	Title	Status	Arrived
Devin Perock	Alderperson	Present	
Pamela Gantz	Alderperson	Present	
James Boyd	Mayor	Present	
Amy Chandik Kundinger	Alderperson	Present	
John Quigley	Alderperson	Present	

Also Present: City Administrator Lawrence Delo, Development Services Director Daniel Lindstrom, City Attorney Anthony Wachewicz, Finance-Director Treasurer Joe Zegers, Fire Chief Alan Matzke and Police Chief Jeremy Muraski (remote).

2. Approval of the Minutes of the December 13, 2022, Regular Meeting of the Finance/Personnel Committee.

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

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

None.

4. Fire Department Overtime and LifeQuest Billing Reports for December, 2022.

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

5. Consideration and Possible Action on the December 2022 Police Overtime Report.

Chief Muraski explained that police overtime is higher due to an officer on light duty and two officers that are currently in training but anticipated to graduate in February.

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

6. Consideration and Possible Action on Acceptance of $18,546 donation from Greater Green Bay Community Foundation Inc. to Police for use with the K-9 Unit. *

In response to Mayor Boyd's inquiry as to the status of the K-9 account, Chief Muraski advised the Committee that the account is close to allowing the department to expand the

K-9 unit and have a second dog, and there is also enough reserve to replace Kurt when he retires. The current donation is part of the Bark 'n Blue Foundation; the Greater Green Bay Community Foundation routinely makes this donation on a rotating basis to local communities.

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

7. Consideration and Possible Action for Repair or Reconstruction of the Interstate-41 Sign.*

Development Services Director, Daniel Lindstrom, advised the Committee that several of the alderpersons have requested staff to look into the Highway 41 sign as it has had some issues in Fall of last year. Staff investigated the status and potential repairs, as well as the option of adding a new sign more in line with City's branding standards. There is a wide discrepancy in cost: $14,000-$15,000 for repair, which includes mechanisms unique to that sign; to use the existing base and do something new on top, the cost could range from $165,000-$230,000. Staff did reach out to the original manufacturer for design assistance and is looking for guidance from this Committee. Funding options include: Tax Increment District #15, possibly from a development project, unassigned reserves, ARPA (American Rescue Plan Act) or a combination thereof. Administrator Delo confirmed with City Attorney, Tony Wachewicz, that if the higher cost option was chosen, it would require that the project be bid.

Mayor Boyd expressed his preference to go with a new sign. Alderperson Quigley indicated he is leaning toward the smaller figure, as he has concerns regarding the cost of replacement given that the current sign has lasted for only 6 years of service. Alderperson Perock advised he is also leaning toward option A (maintenance only). Alderperson Chandik Kundinger indicated that she would like the cost to be budgeted; she appreciates the idea of using the pillar foundation, but is not seeing this as an immediate need.

DSD Lindstrom advised that one other option could be to have the existing sign ground lit; it would require working with the adjoining property owner to light with rental equipment, and the alderpersons indicated that they liked that suggestion. Administrator Delo added that perhaps some lighting could also be mounted on top to cast some light down as well, as it would be hard to light the entire sign from the ground. Alderperson Gantz indicated that it is pricey to have a new one, as it is not a necessity. Administrator Delo added that the project could be bid to see what the prices actually come in at and then a decision could be made as to which action should be taken, as bids could be rejected if too high. In the interim, ground lighting could be tried. It was agreed more options should be considered.

In response to Alderperson Chandik Kundinger, DSD Lindstrom explained that the sign is completely custom, which is why it is so difficult to fix.

The Mayor suggested doing some patchwork in the interim and putting the project out for bids and then making a decision. He confirmed that bids would come back to this Committee for review.

In response to DSD Lindstrom's comments regarding bids getting too far into the design, Administrator Delo advised that potential bidders could be given general parameters and build the design costs into the bid.

No further action was taken on this item.

RESULT:	**NO ACTION**

8. Consideration and Possible Action for an Amendment to the Agreement with Cedar Corporation for Phase 2 Environmental Assessment for the S 100 Block of Broadway (Perrot Square Parking Structure).*

Development Services Director Lindstrom advised that $25,000 has been spent so far in Phase II environmental assessments at this property. This proposal is for the next phase to limit the area of impact, trading off test samples to do less soil remediation. Cedar Corporation will conduct 11 additional soil borings to comply with Wisconsin Department of Natural Resources requirements. A report is expected in approximately six months, in anticipation of redeveloping that block.

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

9. Consideration and Possible Action for a Professional Services Agreement with MSA for WEDC – Community Development Investment (CDI) Grant Application, Management, and Reporting Services.*

Development Services Director Lindstrom advised the Committee that the scope of this item is twofold. MSA currently serves as the City's consultant for grant identification and solicitation. This item would utilize their expertise, with fees from TID #9 funds for grant reporting and closeout for the Cobblestone Hotel. It would also allow for MSA to complete the grant application in July, early in the time frame of the funding cycle, for development of the former Shopko site; the fiscal year for distribution of grants starts July 1. The monitoring of the grant process management would occur only if the city is awarded the grant.

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

10. Discussion Regarding the use of the Affordable Housing Funding from the Extension of TID No. 6.

Development Services Director Lindstrom advised the Committee that he will provide a high-level overview of example programs contained in the agenda packet memo proposed to use funds collected from the state upon TID termination. The city can craft a program that is the most beneficial to the community.

-Housing Action Plan - $50,000 ($40,000 roll-over from 2022 budget and $10,000 from Affordable Housing Extension); this program would identify actions the city can take to

increase housing supply, bolster the diversity of housing options and increase affordability and stability for residents.

-Affordable Housing Stock Improvement Loan Program - (for certain income level to be determined) using assessed value to determine if a property is eligible. The maximum amount of any loan would be $10,000 or 50% of the total improvement costs for owner-occupied single or two-family units, to be paid back in full at the end of the loan term. DSD Lindstrom does have past experience creating this program for communities around the state.

-Deeper Roots Down Payment Assistance - forgivable loan in the amount of $5,000 for buyers below 80% of area median income or for the purchase of a home in a targeted area if above 80%, but below 120% (payable if the home is transferred before the loan period is completed, but reduces over the term of the loan); partnering companies could provide seed funding.

-Look up De Pere - Upper Story Housing Activation - forgivable loans to reactivate and renovate units in the downtown for housing. This program would need to be structured in a way to balance the lost rent while keeping rental rates affordable. TIF funds could be used for this program, as well as Affordable Housing Extension funds.

-Habitat for Humanity Rock the Block - in partnership with Greater Green Bay Habitat for Humanity ("Habitat"), a specific block or segment is identified to make a sizable impact in a short amount of time (with corporate match donations) to complete 20-30 projects in a 2-3 block stretch. DSD Lindstrom suggests that if this program is selected, one segment should be chosen on both sides of river. This would be a turn-key program in that it is organized and managed by Habitat. Habitat does provide the manpower, secures funding and works with homeowners. In answer to Alderperson Quigley, DSD Lindstrom advised that one community per year is chosen to participate in this program. Mayor Boyd indicated this is an impressive program.

-Lot Purchase Program - city would buy lots and reserve for affordability requirements; lots would be purchased in a new subdivision and sold at a reduced price to a non-profit for development of affordable housing.

-Affordable Housing in Multi-Family TIF Developments - incentives to include affordable housing in multi-family or mixed-use developments; funding can be utilized to make up lost revenue from the market rate gap and to use funds to bridge the gap from the reduction of assessed value from full market value or the city could be a lead developer on a site. The program could follow WHEDA Section 42 guidelines and could contract with WHEDA for monitoring.

Discussion followed, and in response to the Mayor, DSD Lindstrom advised that one or more programs could be selected. Alderperson Chandik Kundinger appreciates the extraordinary amount of work put into these options but feels $1.9 million may be too thin to do them all. Alderperson Quigley commented on improving housing stock in an older neighborhood.

Administrator Delo advised the Committee regarding a county program funded by the state's Community Development Block Grant program that is paid back when a house

sells, but the requirements are more stringent in that the roof, siding and windows all must be replaced; it is difficult if homeowners do not meet income requirements or do not want to do all the repairs at once. This is the only program the county has for housing improvements or down payment assistance.

In response to Mayor Boyd, DSD Lindstrom indicated that the Rock the Block option is the most turn-key program. The loan programs are the most difficult to offer and the most challenging to monitor; he prefers forgivable loans versus grants. Administrator Delo added that it is necessary to consider what is the interest in mind for the community and what end result is sought, such as getting people into apartments, new home ownership or modifying existing homes.

DSD Lindstrom further explained that the Housing Authority is funded through HUD and must comply with federal requirements.

The alderpersons expressed support of DSD Lindstrom's suggestion of putting out a community survey for feedback. Alderperson Perock indicated a need for more senior housing.

Further discussion followed on the survey and a percentage allocation structure for feedback. In response to Alderperson Chandik Kundinger's question on whether this item will come back before this Committee, DSD Lindstrom indicated he will bring this back for general discussion as he would prefer the filter of the Finance/Personnel Committee and he explained the action strategy in response to Alderperson Quigley. Administrator Delo advised that no funding is available for a statistically sound survey; it would cost approximately $10,000 and 6-12 weeks to complete. The information provided from the community would be informational only and not statistically sound.

RESULT: DISCUSSED

11. Review and possible action on City of De Pere Investments and Cash Detail report for Nov. 2022.

Finance Director Treasurer Zegers reviewed the monthly summary ending November 30, 2022, which reports $33 million in total cash and investments, with $3.1 million in total cash (with decreases of $340,000 in city checking and $140,000 in health checking from the previous month).

Investments for this period are down $1 million, with the bulk in the Local Government Investment Pool, due to receipt of shared revenues of $1.2 million and interest of $50,000, offset by $1.5 million and $816,00 for accounts payable and payroll. Investments total approximately $30 million, with $33.2 million as of November 30. The investment return decreased $238,000, which is up $80,000 in depreciation.

December reflects $100,000 in appreciation, and he reminded the Committee that the City does get back its initial principal on investments.

Mayor Boyd made a Motion to accept the report and to place it on file; seconded by Alderperson Quigley.

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

12. Future agenda items.

None.

Administrator Delo did clarify with Finance Director-Treasurer Zegers that due to tax collection activities, the evaluation of other banking services (a future agenda requested at a recent Common Council meeting) is planned to come before this Committee in March.

13. Adjournment.

Mayor Boyd made a Motion to adjourn the meeting at 8:26 PM, seconded by Alderperson Gantz. Motion carried by unanimous vote.

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

Respectfully submitted,
Angela Zills

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 14, 2023**
DEPARTMENT:	**Police**
FROM:	**Jeremy Muraski**
SUBJECT:	**Consideration and Possible Action on the January 2023 Police Overtime Report.**

The overtime (OT) report covers the month of January 2023. January 2023 overtime was higher than 2022, but lower than January if 2020 and 2021.

Sick Relief Overtime accounted for only 11 hours.

Staffing Level OT accounted for 152 hours. We still have a probationary officer in training who is not yet certified for solo patrol, and the second just graduated to solo patrol after the first of February. We also had an officer who light duty status. It is anticipated that the remaining officer in training will graduate to solo patrol by the end of February and the light duty officer should be available in early March, so it is hoped that will help decrease staffing level overtime.

We are still in the hiring and background check process for new hires, however they will need approximately 16 weeks of Field Training before they would count toward staffing.

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

ATTACHMENTS:

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

DEPEER EPOLICE DEPARTMENT
OVERTIMEBY REASON
2020

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

TOTAL OVERTIME BUDGET : $ 175,000.00
EXPENDITURES THROUGH 12/31/2020 $ 236,439.64
PERCENT OF TOTAL BUDGET : 135%

NOTES:

*Period 12/28/2019 -1/24/2020
**Period 1/25/2020 -2/21/2020
***Period 2/22/2020 -4/3/2020
+Period 4/4/2020 -4/30/2020
++Period 5/1/2020 -5/31/2020
^Period 6/1/2020 -6/30/2020
#Period 7/1/2020 -7/31/2020
##Period 8/1/2020 -8/31/2020
^^Period 9/1/2020 -9/30/2020
^^^Period 10/1/2020 -10/31/2020
*+Period 11/1/2020 -11/30/2020
*+*Period 12/1/2020 -12/31/2020

Additional Notes:
Changing from Payroll Period Reporting to Monthly Reporting beginning May 1, 2020.

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2021

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

***TOTAL OVERTIME BUDGET: $ 175,000.00**
EXPENDITURES THROUGH 12/31/2021 $ 202,559.08
PERCENT OF TOTAL BUDGET: 116%

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2023

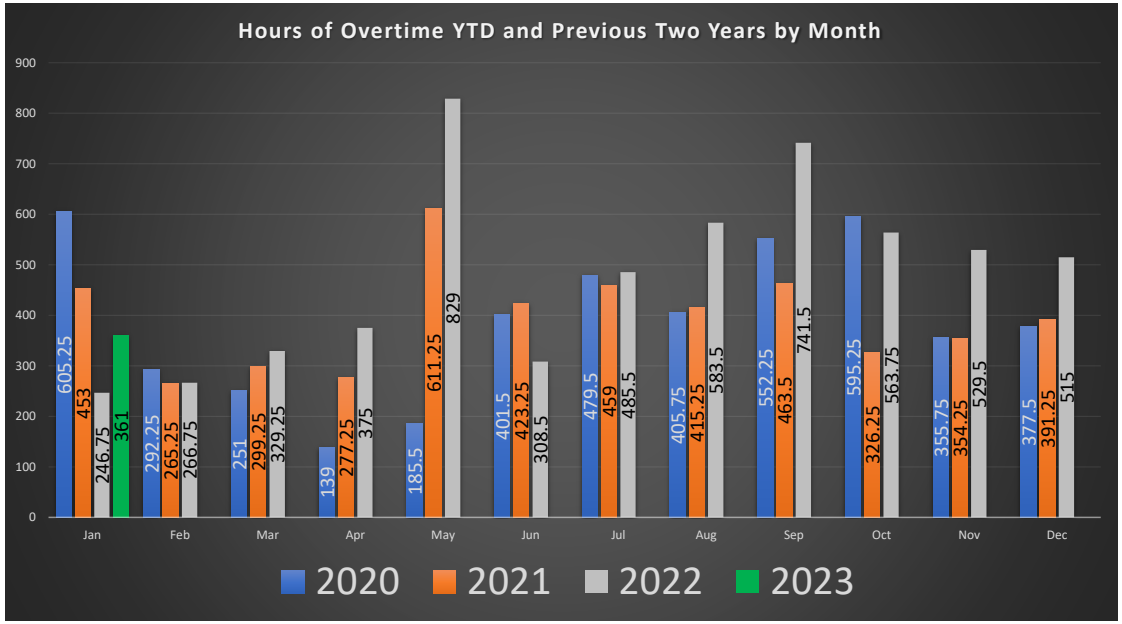
REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	11.00												11.00
OFFICER WORKED ON HOLIDAY	68.00												68.00
OFFICER FOR COURT	18.00												18.00
OFFICER TRAINING	53.50												53.50
OFFICER RELIEF FOR FUNERAL	0.00												0.00
OFFICER ATTEND MEETING	30.00												30.00
STAFFING LEVEL	152.00												152.00
INVESTIGATION	16.00												16.00
HONOR GUARD FOR FUNERAL	0.00												0.00
SCHOOL LIAISON REIMBURSED	41.50												41.50
COMMUNITY RELATIONS	0.00												0.00
SPECIAL ASSIGNMENT	0.00												0.00
SPECIAL ASSIGNMENT REIMBURSED	0.00												0.00
MISCELLANEOUS	12.50												12.50
MISCELLANEOUS REIMBUSED	20.25												20.25
GROSS OFFICER OVERTIME	422.75												422.75
SUBTOTAL REIMBURSED OVERTIME	(61.75)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(61.75)
NET OFFICER OVERTIME	**361.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	361.00

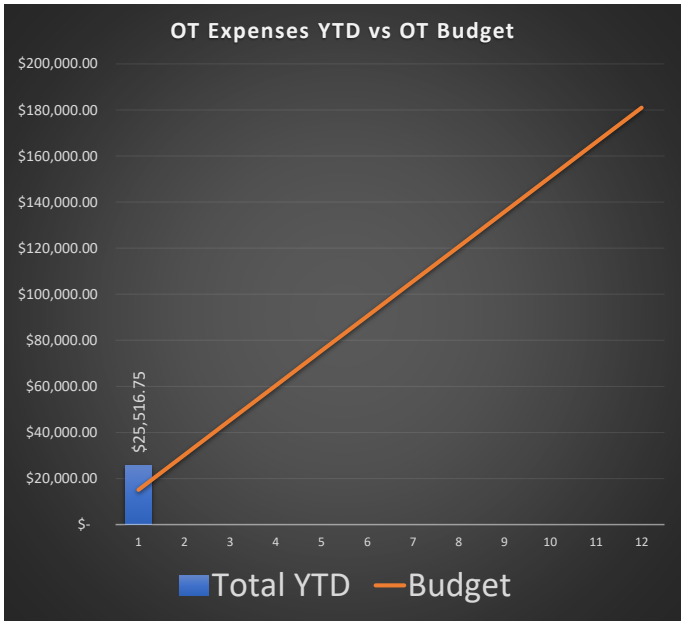
TOTAL OVERTIME BUDGET: $ 181,000.00
EXPENDITURES THROUGH 1/31/2023 $ 25,516.75
PERCENT OF TOTAL BUDGET: 14%

2023 PD Overtime Trends Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Yearly Hours	Total Yearly Expendi	Total OT Budget
2020	605.25	292.25	251	139	185.5	401.5	479.5	405.75	552.25	595.25	355.75	377.5	4640.5	$ 236,436.94	$ 175,000.00
2021	453	265.25	299.25	277.25	611.25	423.25	459	415.25	463.5	326.25	354.25	391.25	4738.75	$ 202,559.08	$ 175,000.00
2022	246.75	266.75	329.25	375	829	308.5	485.5	583.5	741.5	563.75	529.5	515	5774	$ 195,590.66	$ 175,000.00
2023	361												361	$ 25,516.75	$ 181,000.00

Total YTD	$ 25,516.75											
% of Budget	14.0%											
Budget	$ 15,083.33	$ 30,166.66	$ 45,249.99	$ 60,333.32	$ 75,416.65	$ 90,499.98	$ 105,583.31	$ 120,666.64	$ 135,749.97	$ 150,833.30	$ 165,916.63	$ 180,999.96





DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2022

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

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

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 14, 2023**
DEPARTMENT:	**Police**
FROM:	**Jeremy Muraski**
SUBJECT:	**Consideration and Possible Action on the February 2023 Police Overtime Report.**

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

Sick Relief Overtime accounted for only 15.75 hours. There was an uptick in Court related Overtime and 98.5 hours of training related OT.

Staffing Level OT accounted for 81.75 hours, down from January 2023. We still had a probationary officer in training who just graduated to full solo patrol. We also had an officer who was out on maternity leave. The maternity leave officer should be available later in March, so it is hoped that will help decrease staffing level overtime, however we are anticipating two additional officers being out on FMLA for new family members starting in April and August.

We are still in the hiring and background check process for 2 new hires to fill two vacancies due to retirement which contribute to higher OT expenditures. Any new hires will need approximately 16 weeks of Field Training before they count toward staffing and help ease the OT burden.

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

ATTACHMENTS:

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

DEPEER EPOLICE DEPARTMENT
OVERTIMEBY REASON
2020

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

TOTAL OVERTIME BUDGET : $ 175,000.00
EXPENDITURES THROUGH 12/31/2020 $ 236,439.64
PERCENT OF TOTAL BUDGET : 135%

NOTES:

*Period 12/28/2019 -1/24/2020
**Period 1/25/2020 -2/21/2020
***Period 2/22/2020 -4/3/2020
+Period 4/4/2020 -4/30/2020
++Period 5/1/2020 -5/31/2020
^Period 6/1/2020 -6/30/2020
#Period 7/1/2020 -7/31/2020
##Period 8/1/2020 -8/31/2020
^^Period 9/1/2020 -9/30/2020
^^^Period 10/1/2020 -10/31/2020
*+Period 11/1/2020 -11/30/2020
*+*Period 12/1/2020 -12/31/2020

Additional Notes:
Changing from Payroll Period Reporting to Monthly Reporting beginning May 1, 2020.

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2021

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

***TOTAL OVERTIME BUDGET: $ 175,000.00**
EXPENDITURES THROUGH 12/31/2021 $ 202,559.08
PERCENT OF TOTAL BUDGET: 116%

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2022

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

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

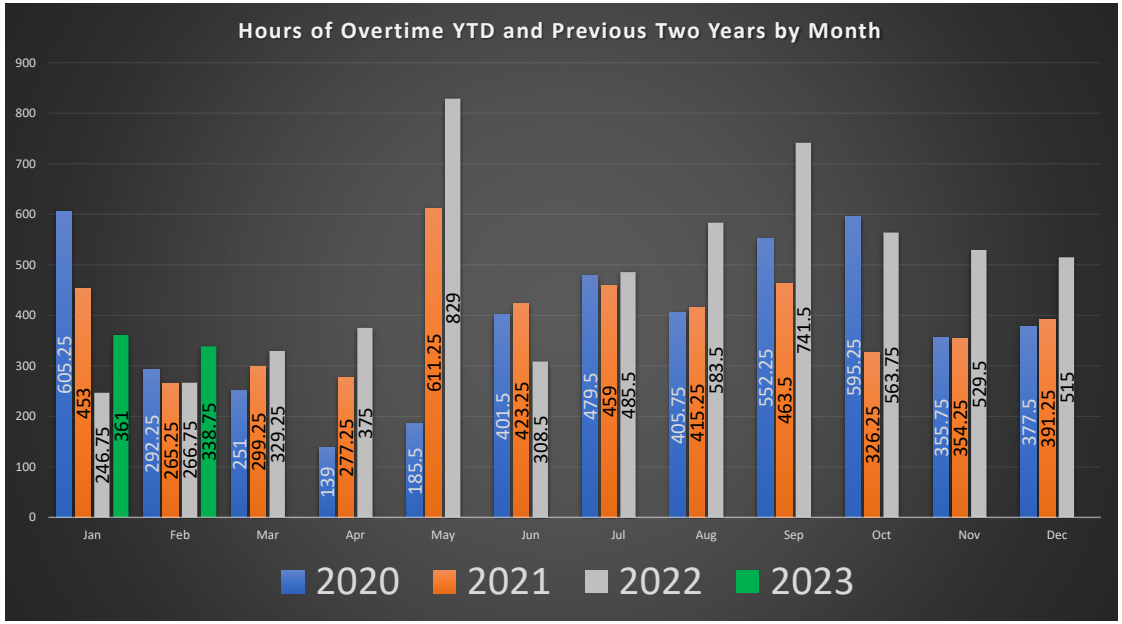
DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2023

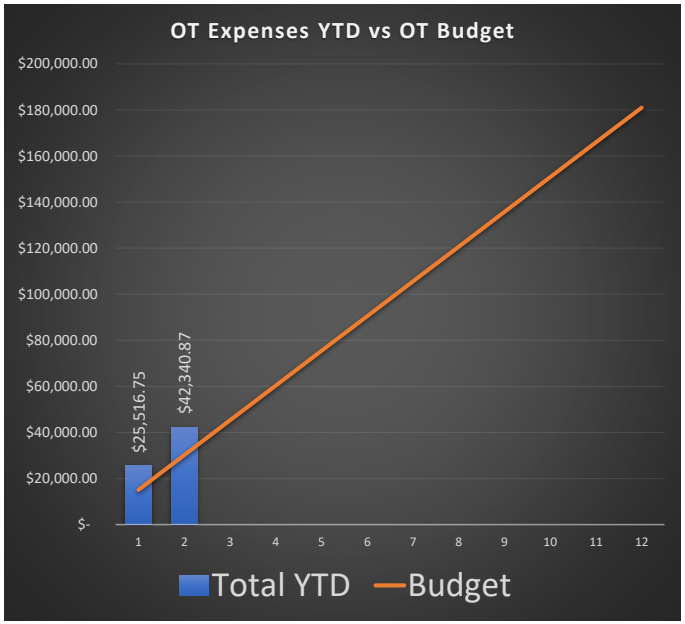
REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	11.00	15.75											26.75
OFFICER WORKED ON HOLIDAY	68.00	8.00											76.00
OFFICER FOR COURT	18.00	29.50											47.50
OFFICER TRAINING	53.50	98.50											152.00
OFFICER RELIEF FOR FUNERAL	0.00												0.00
OFFICER ATTEND MEETING	30.00	8.25											38.25
STAFFING LEVEL	152.00	81.75											233.75
INVESTIGATION	16.00	67.50											83.50
HONOR GUARD FOR FUNERAL	0.00	20.00											20.00
SCHOOL LIAISON REIMBURSED	41.50	29.00											70.50
COMMUNITY RELATIONS	0.00												0.00
SPECIAL ASSIGNMENT	0.00												0.00
SPECIAL ASSIGNMENT REIMBURSED	0.00	14.00											14.00
MISCELLANEOUS	12.50	9.50											22.00
MISCELLANEOUS REIMBUSED	20.25	37.50											57.75
GROSS OFFICER OVERTIME	422.75	419.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	842.00
SUBTOTAL REIMBURSED OVERTIME	(61.75)	(80.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(142.25)
NET OFFICER OVERTIME	**361.00**	**338.75**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	699.75

TOTAL OVERTIME BUDGET: $ 181,000.00
EXPENDITURES THROUGH 2/28/2023 $ 42,340.87
PERCENT OF TOTAL BUDGET: 23%

2023 PD Overtime Trends Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Yearly Hours	Total Yearly Expendi	Total OT Budget
2020	605.25	292.25	251	139	185.5	401.5	479.5	405.75	552.25	595.25	355.75	377.5	4640.5	$ 236,436.94	$ 175,000.00
2021	453	265.25	299.25	277.25	611.25	423.25	459	415.25	463.5	326.25	354.25	391.25	4738.75	$ 202,559.08	$ 175,000.00
2022	246.75	266.75	329.25	375	829	308.5	485.5	583.5	741.5	563.75	529.5	515	5774	$ 195,590.66	$ 175,000.00
2023	361	338.75											699.75	$ 25,516.75	$ 181,000.00
Total YTD	$ 25,516.75	$ 42,340.87													
% of Budget	14.0%	23.0%													
Budget	$ 15,083.33	$ 30,166.66	$ 45,249.99	$ 60,333.32	$ 75,416.65	$ 90,499.98	$ 105,583.31	$ 120,666.64	$ 135,749.97	$ 150,833.30	$ 165,916.63	$ 180,999.96			





City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 14, 2023**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Consideration and Possible Action on the Fire Department Overtime and LifeQuest Billing Services Reports for January, 2023.**

ATTACHMENTS:

- FIRE DEPT JAN 2023 OT REPORT (PDF)

DE PERE FIRE RESCUE

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2022

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

Special Events included in Overtime
Total Overtime Budget $110,000, Expenditures through January 3, 2023, $172,643

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

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2023

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	69.00												69.00
EMS TRAINING	74.25												74.25
FIRE TRAINING	13.50												13.50
RESCUE CALLS	19.50												19.50
FIRE CALLS	8.75												8.75
MEETINGS	10.75												10.75
STAFFING REP.	39.75												39.75
MAINTENANCE	3.00												3.00
PUB. ED.	0.00												0.00
SPECIAL EVENTS	0.00												0.00
# FIRE RUNS	36												36
# EMS RUNS	216												216
DISPATCH ERRORS	5												5
TOTAL HRS.	238.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	238.50

Special Events included in Overtime
Total Overtime Budget $115,000, Expenditures through February 1, 2023, $3,100

*Period: 12/24/22-01/20/23
**Period:
***Period:
+Period:
++Period:
+++Period:
^Period:
^^Period:
^^^Period:
#Period:
##Period:
###Period:

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

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
1/1/2023	2224 Carstensen Lane (Village of Ashwaubenon)	Building fire	BC111	Dispatched & canceled en route	N/A
1/2/2023	1202 Fox River Drive	Carbon monoxide incident	E111	Investigate	N/A
1/4/2023	1233 O'Keefe Court	Carbon monoxide incident	E111	Investigate	N/A
1/6/2023	418 Lois Street	Smoke scare, odor of smoke	E121	Investigate	N/A
1/9/2023	1700 Chicago Street	Excessive heat, scorch burns with no ignition	BC111, E111	Investigate	N/A
1/11/2023	1380 Scheuring Road	Smoke scare, odor of smoke	BC111, A121, E121	Investigate	N/A
1/12/2023	3310 Mid Valley Drive (Town of Lawrence)	Building fire	BC111, E111	Extinguishment by fire service personnel	N/A
1/12/2023	120 S. Libal Street	Alarm sounded, due to malfunction	E111	Investigate	N/A
1/12/2023	MM 161 I-41 SB (Town of Lawrence)	Smoke scare, odor of smoke	E121	Investigate	N/A
1/14/2023	673 Main Avenue	Arcing, shorted electrical equipment	BC111, E111, E121	Investigate	Ashwaubenon, Cty Rescue, Hobart & Lawrence
1/16/2023	2108 S. Broadway Street	Cooking fire, confined to container	BC111, E111, E121	Investigate, ventilate, restore file alarm system	Ashwaubenon, Cty Rescue, Green Bay & Ledgeview
1/17/2023	925 S. Sixth Street	Smoke or odor removal	E121	Investigate	N/A
1/17/2023	1234 Danena Drive	Carbon monoxide detector activation, due to malfunction	E121	Investigate	N/A
1/18/2023	875 Heritage Road	Alarm system activation, no fire, unintentional	E111	Investigate	N/A
1/22/2023	1000 Ashwaubenon Street (Village of Ashwaubenon)	Trash or rubbish fire, contained	BC111, L111	Extinguishment by fire service personnel	N/A
1/22/2023	985 N. Broadway Street	Hazmat release investigation w/out hazmat	BC111, E111	Investigate	N/A
1/23/2023	765 Lawrence Drive	Sprinkler activation, no fire, unintentional	E111, E121	Investigate	N/A
1/24/2023	925 S. Sixth Street	Possible fire	BC111, A121, E111, E121	No incident found on arrival	Dispatched & Canceled En Route
1/27/2023	1850 Enterprise Drive	Smoke detector activation, no fire, unintentional	E111	Investigate	N/A
1/28/2023	2580 S. Broadway (Village of Ashwaubenon)	Possible fire	BC111, L111	Dispatched & canceled en route	N/A

DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
JANUARY, 2023

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
TOTAL	**0**	**0**

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

Pay Periods: 12/24/22-01/20/23

LIFEQUEST MEDICAL BILLING - 2023
MONTHLY REPORT

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	249,747					
PAYMENTS	94,422					
CREDIT ADJUSTMENTS	119,181					

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

Payments to LifeQuest	
January	6,282
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total Paid	$6,282

**See attached details

City Of De Pere

Income and Expenditures

January 2023

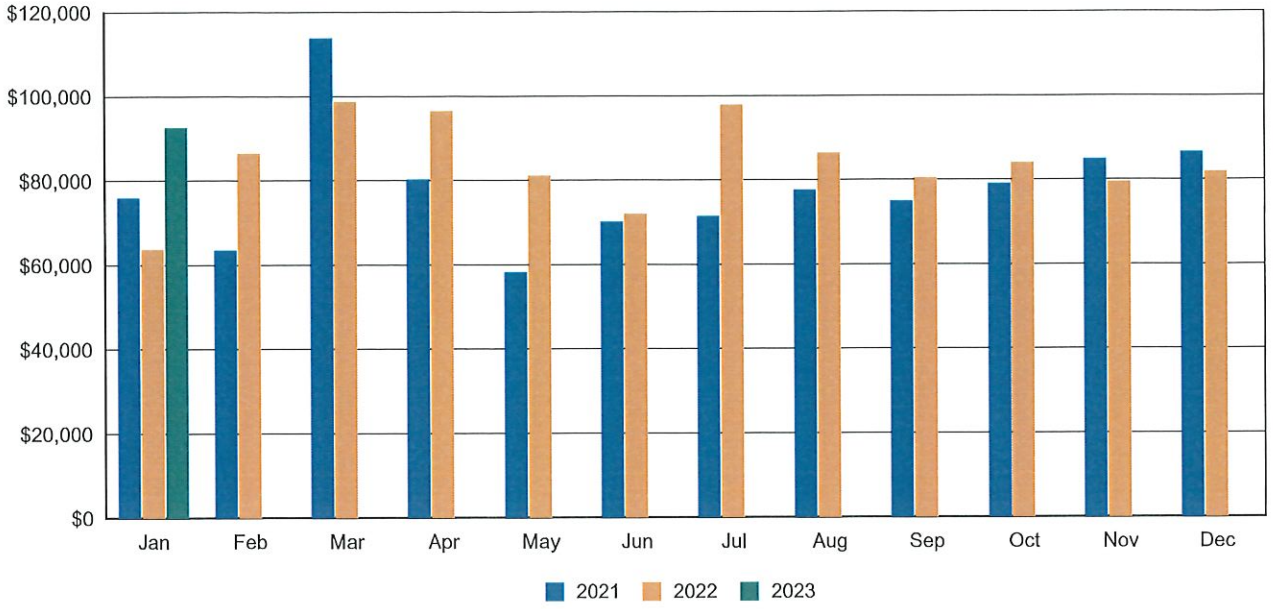
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		$217,148.00	$32,599.13	$249,747.13
Other	+	$0.00	$0.00	$0.00
Subtotal of Charges		**$217,148.00**	**$32,599.13**	**$249,747.13**
Account Transfers		**$22,116.32**	**$10,482.81**	**$32,599.13**
Credit Summary				
Total Credits		**$199,839.27**	**$18,002.70**	**$217,841.97**
Less Adjustments	-	$119,180.50	$0.00	$119,180.50
Less Delinquent Closed Accounts Reconciliation	-	$0.00	$5,944.55	$5,944.55
Less Overpayments	-	$(1,705.33)	$0.00	$(1,705.33)
Gross Payments Received		**$82,364.10**	**$12,058.15**	**$94,422.25**
Plus Overpayment Returns	+	$(941.33)	$0.00	$(941.33)
Net Payments Received		**$81,422.77**	**$12,058.15**	**$93,480.92**
Less Payments Kept By Service	-	$0.00	$0.00	$0.00
Total Deposits Reconciliation		**$81,422.77**	**$12,058.15**	**$93,480.92**
Summary of Disbursement				
Total Deposits & Payments Kept By		$81,422.77	$12,058.15	$93,480.92
Plus Overpayment Refunds	+	$(764.00)	$0.00	$(764.00)
Gross Revenue		**$80,658.77**	**$12,058.15**	**$92,716.92**
LifeQuest Fee		$3,629.64	$2,652.80	$6,282.44
Plus Probate Fees	+	$0.00	$0.00	$0.00
Other / Fees		-	-	$0.00
Total Due LifeQuest **Check #**		**$3,629.64**	**$2,652.80**	**$6,282.44**
Service Revenue		$77,029.13	$9,405.35	$86,434.48
Less Payments Kept By Service	-	$0.00	$0.00	$0.00
Less Service Payable	-	$0.00	$0.00	$0.00
Less Probate Fees	-	$0.00	$0.00	$0.00
Other / Fees		$0.00	$0.00	$0.00
Total Due Service **Check #**		**$77,029.13**	**$9,405.35**	**$86,434.48**

All Phases Gross Revenue

City of De Pere

January 2021 to January 2023



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

City Of De Pere

Billing Summary

January 2023

Phase 1

Charges			
Billing Charges		$217,148.00	
Other	+	$0.00	
Subtotal of Charges			**$217,148.00**
Account Transfers			
Billing to Collections Transfer Total			**$22,116.32**
Credit Summary			
Total Credits		$199,839.27	
Less Adjustments	-	$119,180.50	
Less Overpayments	-	$(1,705.33)	
Gross Payments Received			**$82,364.10**
Plus Overpayment Returns	-	$(941.33)	
Net Payments Received			**$81,422.77**
Less Payments Kept By Service	-	$0.00	
Total Deposits Reconciliation			**$81,422.77**
Summary of Disbursement			
Total Deposits & Payments Kept By		$81,422.77	
Plus Overpayment Refunds	+	$(764.00)	
Gross Revenue			**$80,658.77**
LifeQuest Fee		$3,629.64	
Plus Probate Fees	+	$0.00	
Total Due LifeQuest **Check #**			**$3,629.64**
Service Revenue		$77,029.13	
Less Payment Kept By Service	-	$0.00	
Less Service Payable	-	$0.00	
Less Probate Fees	-	$0.00	
Other / Fees	-	$0.00	
Total Due Service **Check #**			**$77,029.13**

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

6.a

Receivables Distribution Report

Receivables Cash

All Companies **All Directories**

Charges	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Totals
Feb 2022	1738	40455	15387	3522	1053	0	0	0	0	0	0	408 $	62564
159686	1.1	25.3	9.6	2.2	0.7	0	0	0	0	0	0	0.3 %	39.2
Mar 2022		12718	40086	20879	2013	8345	259	607	-150	200	427	250 $	85636
202697		6.3	19.8	10.3	1	4.1	0.1	0.3	-0.1	0.1	0.2	0.1 %	42.2
Apr 2022			7944	36694	12390	9634	1835	2006	100	50	0	0 $	70654
162556			4.9	22.6	7.6	5.9	1.1	1.2	0.1	0	0	0 %	43.5
May 2022				10020	39770	19683	7823	1962	1126	242	241	50 $	80916
181374				5.5	21.9	10.9	4.3	1.1	0.6	0.1	0.1	0 %	44.6
Jun 2022					6148	43991	17570	6212	1538	1738	219	271 $	77688
182315					3.4	24.1	9.6	3.4	0.8	1	0.1	0.1 %	42.6
Jul 2022						11811	50340	16296	6529	4277	131	150 $	89534
212516						5.6	23.7	7.7	3.1	2	0.1	0.1 %	42.1
Aug 2022							4148	39546	17217	3603	8227	705 $	73445
188907							2.2	20.9	9.1	1.9	4.4	0.4 %	38.9
Sep 2022								5420	43706	23508	8301	3026 $	83961
192420								2.8	22.7	12.2	4.3	1.6 %	43.6
Oct 2022									8983	35308	15297	7168 $	66757
183413									4.9	19.3	8.3	3.9 %	36.4
Nov 2022										5006	35903	22782 $	63691
176364										2.8	20.4	12.9 %	36.1
Dec 2022											5364	42270 $	47633
185954											2.9	22.7 %	25.6
Jan 2023												2976 $	2976
150695												2 %	2

Averages	1st Mo	2nd Mo	3rd Mo	4th Mo	5th Mo	6th Mo	7th Mo	8th Mo	9th Mo	10th Mo	11th Mo	12th Mo
Extended	3.8	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>
Weighted	3.8	22.1	9.8	3.3	2	0.5	0.1	0	0	0.1	0.1	0.3

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 14, 2023**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Consideration and Possible Action on the Fire Department Overtime and LifeQuest Services Billing Reports for February, 2023.**

ATTACHMENTS:

- FIRE DEPT OT REPORT FEB 2023 (PDF)

DE PERE FIRE RESCUE

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2022

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

Special Events included in Overtime

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

*Period: 12/24/21-01/21/22 +Period: 04/02/22-04/29/22 ^Period: 06/25/22-07/22/22 #Period: 10/01/22-10/28/22

**Period: 01/22/22-02/18/22 ++Period: 04/30/22-05/27/22 ^^Period: 07/23/22-09/02/22 ##Period: 10/29/22-11/25/22

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

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2023

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	69.00	40.50											109.50
EMS TRAINING	74.25	247.00											321.25
FIRE TRAINING	13.50	49.50											63.00
RESCUE CALLS	19.50	21.25											40.75
FIRE CALLS	8.75	6.25											15.00
MEETINGS	10.75	3.00											13.75
STAFFING REP.	39.75	509.25											549.00
MAINTENANCE	3.00	0.00											3.00
PUB. ED.	0.00	0.00											0.00
SPECIAL EVENTS	0.00	3.00											3.00
# FIRE RUNS	36	18											54
# EMS RUNS	216	189											405
DISPATCH ERRORS	5	2											7
TOTAL HRS.	238.50	879.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,118.25

Special Events included in Overtime

Total Overtime Budget $115,000, Expenditures through March 3, 2023, $13,890

*Period: 12/24/22-01/20/23 +Period: ^Period: #Period:

**Period: 01/21/23-03/03/23 ++Period: ^^Period: ##Period:

***Period: +++Period: ^^^Period: ###Period:

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

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
2/1/2023	1313 Lawrence Drive	Alarm system activated, no fire, unintentional	BC111, E121	Investigate	N/A
2/1/2023	823 Morning Glory Lane	Carbon monoxide detector activation, due to malfunction	E121	Investigate	N/A
2/1/2023	515 N. Winnebago Street	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
2/2/2023	1336 E. Walnut Street (City of Green Bay)	Building fire	L111	Dispatched & canceled en route	N/A
2/3/2023	2580 S. Broadway (Village of Ashwaubenon)	Building fire	BC111, L111	Standby	N/A
2/3/2023	3001 Ryan Road	Smoke detector activation, no fire, unintentional	E111	Investigate	N/A
2/6/2023	1340 Eminence Street (Village of Ashwaubenon)	Cooking fire, confined to container	BC111, L111	Search, forcible entry	N/A
2/8/2023	1233 O'Keefe Court	Carbon monoxide detector activation, due to malfunction	L111	Investigate	N/A
2/10/2023	633 Heritage Road	Building fire	E111	Investigate, fire out on arrival, salvage/overhaul	N/A
2/10/2023	2157 Dickinson Road (Town of Ledgeview)	Building fire	BC111, L111	Investigate, fire out on arrival, ventilate	N/A
2/10/2023	4451 Whisper Lane (Town of Ledgeview)	Possible chimney fire	BC111, L111	Dispatched & canceled en route	N/A
2/12/2023	903 Jordan Road	Building fire	BC111, E111, E121	Extinguishment by fire service personnel, search, salvage & overhaul	Ashwaubenon, Cty Rescue, Green Bay & Ledgeview
2/15/2023	247 Scout Way	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
2/17/2023	2911 Lumber Lane (Village of Ashwaubenon)	Dryer fire	BC111, L111	Dispatched & canceled en route	N/A
2/22/2023	1116 Marvelle Lane (Village of Ashwaubenon)	Tree fire	BC111, L111	Dispatched & canceled en route	N/A
2/23/2023	5918 Pleasant View Road (Town of Morrison)	Building fire	BC111, L111	Extinguishment by fire service personnel, search, salvage & overhaul	N/A

DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
FEBRUARY, 2023

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
1/23/2023	24	36
2/15/2023	24	36
2/17/2023	24	36
2/18/2023	4.5	6.75
2/28/2023	24	36
TOTAL	**100.5**	**150.75**

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

Pay Periods: 01/21/23-03/03/23

LIFEQUEST MEDICAL BILLING - 2023
MONTHLY REPORT

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

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

Payments to LifeQuest	
January	6,282
February	6,498
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total Paid	$12,781

**See attached details

City Of De Pere

Income and Expenditures

February 2023

All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		$193,122.00	$34,954.45	$228,076.45
Other	+	$0.00	$0.00	$0.00
Subtotal of Charges		**$193,122.00**	**$34,954.45**	**$228,076.45**
Account Transfers		**$18,030.53**	**$16,923.92**	**$34,954.45**
Credit Summary				
Total Credits		**$204,253.91**	**$16,068.51**	**$220,322.42**
Less Adjustments	-	$119,501.82	$529.58	$120,031.40
Less Delinquent Closed Accounts Reconciliation	-	$0.00	$3,337.12	$3,337.12
Less Overpayments	-	$(3,582.30)	$0.00	$(3,582.30)
Gross Payments Received		**$88,334.39**	**$12,201.81**	**$100,536.20**
Plus Overpayment Returns	+	$(511.03)	$0.00	$(511.03)
Net Payments Received		**$87,823.36**	**$12,201.81**	**$100,025.17**
Less Payments Kept By Service	-	$0.00	$0.00	$0.00
Total Deposits Reconciliation		**$87,823.36**	**$12,201.81**	**$100,025.17**
Summary of Disbursement				
Total Deposits & Payments Kept By		$87,823.36	$12,201.81	$100,025.17
Plus Overpayment Refunds	+	$(3,071.27)	$0.00	$(3,071.27)
Gross Revenue		**$84,752.09**	**$12,201.81**	**$96,953.90**
LifeQuest Fee		$3,813.84	$2,684.40	$6,498.24
Plus Probate Fees	+	$0.00	$0.00	$0.00
Other / Fees		-	-	$0.00
Total Due LifeQuest **Check #** **EFT**		**$3,813.84**	**$2,684.40**	**$6,498.24**
Service Revenue		$80,938.25	$9,517.41	$90,455.66
Less Payments Kept By Service	-	$0.00	$0.00	$0.00
Less Service Payable	-	$0.00	$0.00	$0.00
Less Probate Fees	-	$0.00	$0.00	$0.00
Other / Fees		$0.00	$0.00	$0.00
Total Due Service **Check #** **EFT**		**$80,938.25**	**$9,517.41**	**$90,455.66**

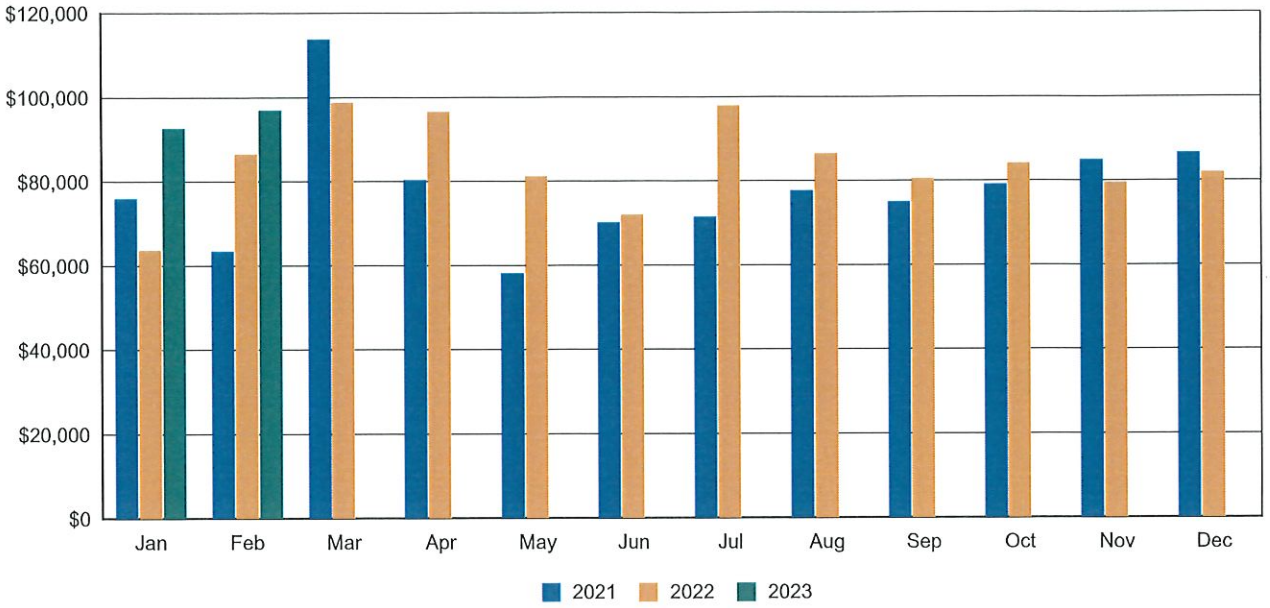
Messages:

Total Deposits EOM differ from bank statement by $2894.38 due to $300.00 ACH return now posted, 2/17 $69.00 UHC, 2/27 $980.00 VA, 2/28 $278.38 WPS, 2/28 $1267.00 VA not posted jlc 3.1.23

All Phases Gross Revenue

City of De Pere

January 2021 to February 2023



	2021	2022	2023
January	$76,068	$63,841	$92,717
February	$63,602	$86,624	$96,954
March	$113,896	$98,825	$0
April	$80,392	$96,607	$0
May	$58,325	$81,259	$0
June	$70,239	$72,087	$0
July	$71,566	$97,965	$0
August	$77,763	$86,527	$0
September	$75,107	$80,584	$0
October	$79,194	$84,134	$0
November	$85,024	$79,587	$0
December	$86,681	$81,992	$0
Total Gross Revenue	**$937,858**	**$1,010,034**	**$189,671**

City Of De Pere

Billing Summary

February 2023

Phase 1

Charges			
Billing Charges		$193,122.00	
Other	+	$0.00	
Subtotal of Charges			**$193,122.00**

Account Transfers			
Billing to Collections Transfer Total			**$18,030.53**

Credit Summary			
Total Credits		$204,253.91	
Less Adjustments	-	$119,501.82	
Less Overpayments	-	$(3,582.30)	
Gross Payments Received			**$88,334.39**
Plus Overpayment Returns	-	$(511.03)	
Net Payments Received			**$87,823.36**
Less Payments Kept By Service	-	$0.00	
Total Deposits Reconciliation			**$87,823.36**

Summary of Disbursement			
Total Deposits & Payments Kept By		$87,823.36	
Plus Overpayment Refunds	+	$(3,071.27)	
Gross Revenue			**$84,752.09**
LifeQuest Fee		$3,813.84	
Plus Probate Fees	+	$0.00	
Total Due LifeQuest **Check #** **EFT**			**$3,813.84**
Service Revenue		$80,938.25	
Less Payment Kept By Service	-	$0.00	
Less Service Payable	-	$0.00	
Less Probate Fees	-	$0.00	
Other / Fees	-	$0.00	
Total Due Service **Check #** **EFT**			**$80,938.25**

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

7.a

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Totals
Mar 2022	12718	40086	20879	2013	8345	259	607	-150	200	427	250	508 $	86144
202697	6.3	19.8	10.3	1	4.1	0.1	0.3	-0.1	0.1	0.2	0.1	0.3 %	42.5
Apr 2022		7944	36694	12390	9634	1835	2006	100	50	0	0	0 $	70654
162556		4.9	22.6	7.6	5.9	1.1	1.2	0.1	0	0	0	0 %	43.5
May 2022			10020	39770	19683	7823	1962	1126	242	241	50	50 $	80966
181374			5.5	21.9	10.9	4.3	1.1	0.6	0.1	0.1	0	0 %	44.6
Jun 2022				6148	43991	17570	6212	1538	1738	219	271	349 $	78037
182315				3.4	24.1	9.6	3.4	0.8	1	0.1	0.1	0.2 %	42.8
Jul 2022					11811	50340	16296	6529	4277	131	150	150 $	89684
212516					5.6	23.7	7.7	3.1	2	0.1	0.1	0.1 %	42.2
Aug 2022						4148	39546	17217	3603	8227	705	1352 $	74797
188907						2.2	20.9	9.1	1.9	4.4	0.4	0.7 %	39.6
Sep 2022							5420	43706	23508	8301	3026	1852 $	85812
192420							2.8	22.7	12.2	4.3	1.6	1 %	44.6
Oct 2022								8983	35308	15297	7932	3620 $	71141
183413								4.9	19.3	8.3	4.3	2 %	38.8
Nov 2022									5006	35903	22782	5091 $	68783
176364									2.8	20.4	12.9	2.9 %	39
Dec 2022										5364	42270	17049 $	64682
185954										2.9	22.7	9.2 %	34.8
Jan 2023											3506	49033 $	52539
208255											1.7	23.5 %	25.2
Feb 2023												4399 $	4399
135817												3.2 %	3.2

Averages	1st Mo	2nd Mo	3rd Mo	4th Mo	5th Mo	6th Mo	7th Mo	8th Mo	9th Mo	10th Mo	11th Mo	12th Mo
Extended	3.9	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>
Weighted	3.9	22	9.8	3.4	2.2	0.6	0.2	0.1	0.1	0.1	0.1	0.3

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 14, 2023**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Consideration and Possible Acceptance of a Donation of Flagpole & Monument from VFW Post 2113 for Fire Stations #1 & 2.***

ATTACHMENTS:

- DONATION OF FLAGPOLE AND MONUMENT FOR FIRE DEPT (PDF)

Memo

To: Honorable Mayor James Boyd
Members of the Common Council

From: Fire Chief Alan Matzke AGM

Date: March 14, 2023

Re: Request to Consider Donation of Flagpole and Monument

De Pere Fire Rescue is requesting approval to accept the donation of a flagpole and two firefighter memorial markers, one at each station from the Wisconsin VFW Post 2113.

I was approached by Randy Hansen and other members of the Wisconsin VFW Post 2113 regarding a possible donation the post may be willing to make to our organization. I invited feedback and suggestions from our staff.

The staff brought forward the idea of a flagpole on the corner near the driveway to Fire Station #1 at Lewis and Broadway. Currently, there stands a small masonry structure with a bell mounted on top. This is a time capsule that was sealed in the 1970's and has no signage nor information regarding the time capsule.

This seemed like the perfect spot for the flagpole and a small monument to serve as recognition to the men and women who formerly, currently, serve the citizens of De Pere as well as those who will serve in the future. Upon discussion it was proposed to install a matching monument at station 2 next to the existing flagpole.

Randy and his team immediately went to work designing, planning and soliciting funding to bring this project to fruition. The flagpole is proposed to be twenty feet tall with two three by five flags flying. On top would be the American flag with our department flag below. A copy of the monuments design with the proposed inscriptions are attached.

The estimated cost breakdown for the program is as follows:

Flagpole and monument:

Van Gemert Memorials (stones)	$12,540.00
Van Gemert Memorials (engraving, delivery & set-up)	$ N/C
Valley Unit Step (build bases)	$ N/C
Fly Me Flag (pole and flags w/$500.00 donation)	$ 719.00

Total projected cost:	**$13,259.00**
Ryan Funeral Home donation	($4,060.00)
VFW Post 2113 Donation	($7,169.00)
DPFR Donation Account	($2,030.00)

I am respectfully requesting to fund the project amount of $2,030.00 from the DPFR donation account.

This request is intended to be completely funded by donations having no impact on city budgets.

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

Station #1

PROUD SPONSORS AND SUPPORTERS
OF OUR DE PERE FIRE, RESCUE AND
EMS PERSONELL

VFW POST 2113
VAN GEMERT MEMORIALS
FLY ME FLAG
RYAN FUNERAL HOME
VALLEY UNIT STEP, INC
CITY OF DE PERE

2023

SIDE
VIEW

This flagpole and fire bell are dedicated to former, current and future De Pere Fire Rescue personnel. Their devotion to duty and dedication to ensuring the well-being and safety of our citizens is second to none. Their bravery and heroism in the face of danger will be remembered long after they answer their last call.

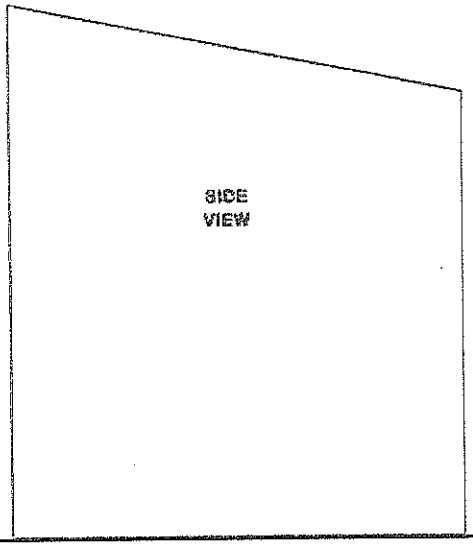
We Exist To
Serve Our Community

Station #2

PROUD SPONSORS AND SUPPORTERS
OF OUR DE PERE FIRE, RESCUE AND
EMS PERSONELL

VFW POST 2113
VAN GEMERT MEMORIALS
FLY ME FLAG
RYAN FUNERAL HOME
VALLEY UNIT STEP, INC
CITY OF DE PERE

2023



This flagpole is dedicated to former, current and future De Pere Fire Rescue personnel. Their devotion to duty and dedication to ensuring the well-being and safety of our citizens is second to none. Their bravery and heroism in the face of danger will be remembered long after they answer their last call.

We Exist To
Serve Our Community

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 14, 2023**
DEPARTMENT:	**Information Technology**
FROM:	**Justine Braun**
SUBJECT:	**Consideration and Possible Action on a $250 Sponsorship from the Kress Inn and Bemis Conference Center in support of De Pere TV.***

Staff is requesting approval to accept a $250 sponsorship from the Kress Inn & Bemis Conference Center in support of De Pere TV. The organization will be recognized as a supporter on TV and online for one year and acknowledged with a letter of thanks. The sponsorship will be used to support ongoing De Pere TV operations. This is the organization?s eighth year sponsoring De Pere TV.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 14, 2023**
DEPARTMENT:	**City Attorney**
FROM:	**Angela Zills**
SUBJECT:	**Consideration and Possible Action on Noise Consultant Study and De Pere Municipal Code Chapter 146 Ordinance Revisions.***

ATTACHMENTS:

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

CITY OF DE PERE
MEMO

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

From: Tony Wachewicz, City Attorney

Date: March 8, 2023

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

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

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

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

AVANT ACOUSTICS®

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

August 19, 2022

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

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

Dear Kristin:

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

SEC. 146-3. DEFINITIONS AND TERMINOLOGY.

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

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

NEW PROPOSED SEC. 146-6 PUBLIC HEALTH

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

SEC. 146-7. EXEMPTIONS.

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

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

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

SEC. 146-9. LOT LINE NOISE REGULATION.

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

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

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

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

SEC. 146-10. VIBRATIONS.

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

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

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

SEC. 146-12. NEIGHBORHOOD QUIET ZONES.

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

Please let us know if you have any questions.

Very truly yours,

AVANT ACOUSTICS, LLC

John M. Hodgson
Technical Operations Manager

Enclosure

Noise Ordinance Markup

AVANT ACOUSTICS®

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

October 20, 2022

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

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

Dear Kristin:

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

Measurement Locations

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

1. Point 1 (ED-2077-1) – This point is located on N Enterprise Drive midway between Heritage Road and O'Keefe Road at the north end of the east business park. The area is mainly zoned for industrial and business with some residential areas to the east and west. The primary noise sources in this area included some industrial noise to the west and insects/wildlife in the field where the measurements were taken. There was also some noise from traffic traveling along N Enterprise Drive. Short term measurements were taken at this location during a typical rush-hour and during daytime off-hours.

2. Point 2 (ED-2315) – This point is located at the northwest corner of the intersection between Enterprise Drive and Rockland Road at the south end of the east business park. The area is at the border between industrial, business, and residential zones to the south. The primary noise sources in this area included industrial noise from the west and insects/wildlife in the field where the measurements were taken. There was also some noise from traffic traveling along Enterprise Drive and Rockland Road. Short term measurements were taken at this location during a typical rush-hour and during daytime off-hours.

3. Point 3 (ED-1472) – This point is located at Optimist Park on the south side of the parking lot along Cook Street and is a midpoint between the east business district and downtown to the north. The area is zoned residential with some nearby business areas. Traffic noise from nearby highway 32 was the main noise source in this area. Short term measurements were taken at this location during typical rush-hour, during daytime off-hours, and at night.

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

Figure 1: Brick-paved Crosswalks Near Walsh Plaza.

5. Point 5 (WD-364-D-505-8) – This point is located along Matthew Drive between Scheuring Road and Venture Avenue and is at the north end of the west business park. The area is mainly zoned industrial and business with some nearby residential areas. The main sources of noise were industrial from several directions, insects/wildlife in the field where measurements were taken, and truck traffic along Matthew Drive. Short term measurements were taken at this location during typical rush hour and daytime off hours.

6. Point 6 (WD-1620) – This point is located midway along American Court just off American Blvd in the middle of the west business park. The area is mainly zoned industrial and business with some nearby agricultural and residential areas. The main source of noise in this area was from traffic noise to the north and west as well as nearby activity from the daycare on American Court. Short term measurements were taken at this location during typical rush hour and daytime off hours.

7. Point 7 (WD-L492-B) – This point was considered for noise measurements but was omitted due to the close proximity to Point 10.

8. Point 8 (WD-792-G-50, Carney Park) – This point is located at the south end of Carney Park along Outward Avenue. The surrounding area is zoned residential. The main sources of noise in this area were insects/wildlife and, during the rush hour measurement, and lawn care equipment at nearby houses. Short term measurements were taken at this location during typical rush-hour, during daytime off-hours, and at night.

9. Point 9 (WD-926, Nicolet Parking Lot) – This collection of four measurement points (9A, 9B, 9C, and 9D) are located around the downtown area on the west side of the river. Point 9A is located along Reid Street midway between 3rd street and 4th street. Point 9B is located along 32nd Division Memorial Highway midway between 3rd street and 4th street. Point 9C is located at the junction of 3rd street and 32nd Division Memorial Highway on the north side of the highway. Point 9D is located at the north end of the parking lot located at the junction of 3rd street and 32nd Division Memorial Highway. This downtown area is a mix of business and residential zoning. Traffic was the predominant noise source at all these locations. The paper mill to the north was audible from point 9D but not from the other three points. Short term measurements were taken at all four locations during off hours, at points 9A, 9B, and 9C during rush hour, and at point 9C at night.

10. Point 10 (WD-1275, Samantha Park) – This point is located midway along the southeast boundary of Samantha Park. The surrounding area is residential to the north and west and business/industrial to the south and east. The primary noise sources at this point were traffic, insects/wildlife, thunder and rain, as well as some industrial noise. A 24-hour, long term measurement was taken at this location.

11. Point 11 (Nicolet Place) – This point is located at the east side of the cul-de-sac at the end of Nicolet Place off Lost Dauphin Road. The surrounding area is mostly residential. The main sources of noise at this point were traffic, insects/wildlife, and some noise from recreational activities and mowing at nearby residences. An 18-hour, long term measurement was taken at this location.

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

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

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

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

Figure 3: Graphical Schedule of Measurements.

Measurement Methodology

1. All measurements were taken using NTI XL2 Sound Level Meters with M2211 Type 1 microphones with 4-inch diameter windscreens. The long-term measurements also included an NTI WP-30 weather protective housing on the measurement microphone. Appropriate correction factors were applied to account for the effect of the housing. The sound level meters were calibrated before and after each series of measurements with an NTI Class 1 Sound Calibrator. Wind speed and temperature readings were taken at the beginning and end of each measurement series.

2. Short term measurements consisted of a 10-, 15-, or 20-minute continuous measurement. The meter was mounted on a tripod during the measurements. Audio recordings were also made during the measurements for future reference. The following lists the specifics of each type of short-term measurement taken.
    a. Rush Hour measurements were taken either between 7:30 and 8:30 AM or between 4:30 and 5:30 PM to capture the higher noise levels associated with increased traffic during these periods. These measurements were taken over 15-minute periods.
    b. Off Hour measurements were taken between 9:30 and 11:30 AM or between 1:30 and 3:30 PM to capture normal daytime hours. These measurements were taken over 20-minute periods.
    c. Nighttime measurements were taken between 9:45 and 11:00 PM to capture typical nighttime noise levels. These measurements were taken over 10-minute periods.

3. Long term measurements were taken with an unmonitored sound level meter secured at the measurement location in a weatherproof case. The microphone was remotely mounted on a stand that was staked to the ground near the case. Audio recordings were made during the measurements for future reference.

4. The primary sound level metric of interest for this study is the A-weighted equivalent sound pressure level (abbreviated LAeq). This is a time-weighted average of the sound pressure level over the period measured with a frequency-weighting applied to account for the variation in sensitivity to different frequencies of the human ear.

5. The attached details, NS-01 through NS-17, show satellite views of the measurement locations, the measured LAeq values for each measurement point, and the frequency spectrum for the short-term measurements and rolling 10-minute equivalent LAeq values measured throughout the period of the long-term measurements

Discussion

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

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

Figure 4: Summary Short-Term Measurements.

2. The measurements at points 1, 2, and 5 (highlighted in red in Figure 4) show that the noise levels in these areas are higher during off hours than during rush hour. This was due primarily to increased truck traffic in these mostly industrial areas during the day. This truck traffic seemed to lessen during the rush hour time frame.

3. The measured noise at the downtown locations (highlighted in green in Figure 4) was dominated by traffic noise. The noise levels were relatively constant throughout the day with only a slight increase during the rush hour timeframe. The noise decreased during the nighttime hours as traffic was reduced.

4. The significant increase in rush hour noise compared to off hours noise at point 8 (highlighted in blue in Figure 4) was due to mowing and leaf blowing activity at one of the nearby houses rather than to any increase in traffic associated with the time of day.

5. Noise levels at point 3 (highlighted in orange in Figure 4) were relatively consistent throughout the day with a significant decrease in level at night. The primary noise source at this point was the nearby highway which appeared to have consistent levels of traffic throughout the day but fell off during the nighttime hours.

6. The measured noise levels at point 6 (highlighted in purple in Figure 4) indicate a noticeable increase between off hours and rush hour. This was due to increased traffic in the area.

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

Figure 5: Summary of Long-Term Measurements.

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

Analysis

1. Review of the collected data reveals that noise levels across the city are fairly typical for each respective environment. Dense downtown commercial areas were the loudest due to traffic noise (Points 4 and 9), while the outlying business, industrial, and residential areas experienced very similar noise levels as a mix between traffic, environmental, and general activity noise,
   a. This signifies to us that the multiple categories of noise levels based on source and receiving zone types is excessive and unnecessary. A simpler guideline of noise levels based only on receiving zone would be sufficient and easier to understand and enforce. This would result in stricter standards for commercial and industrial zones than under the current ordinance, but that would appear to have little to no impact on current activities and businesses.
   b. The downtown areas (points 4 and 9) that experience a higher ambient noise level, both day and night, would benefit from attention to noise in the Building Code to make sure building envelopes and internal partitions between tenants are properly constructed to minimize ambient noise intrusion.

2. It is interesting to note that traffic noise due to truck traffic is a primary noise source in many of the industrial and commercial areas, but that noise from activities on the properties were not a major factor. For future city planning it may be beneficial to plan truck routes to and from these zones that avoid the bordering residential areas as much as possible.

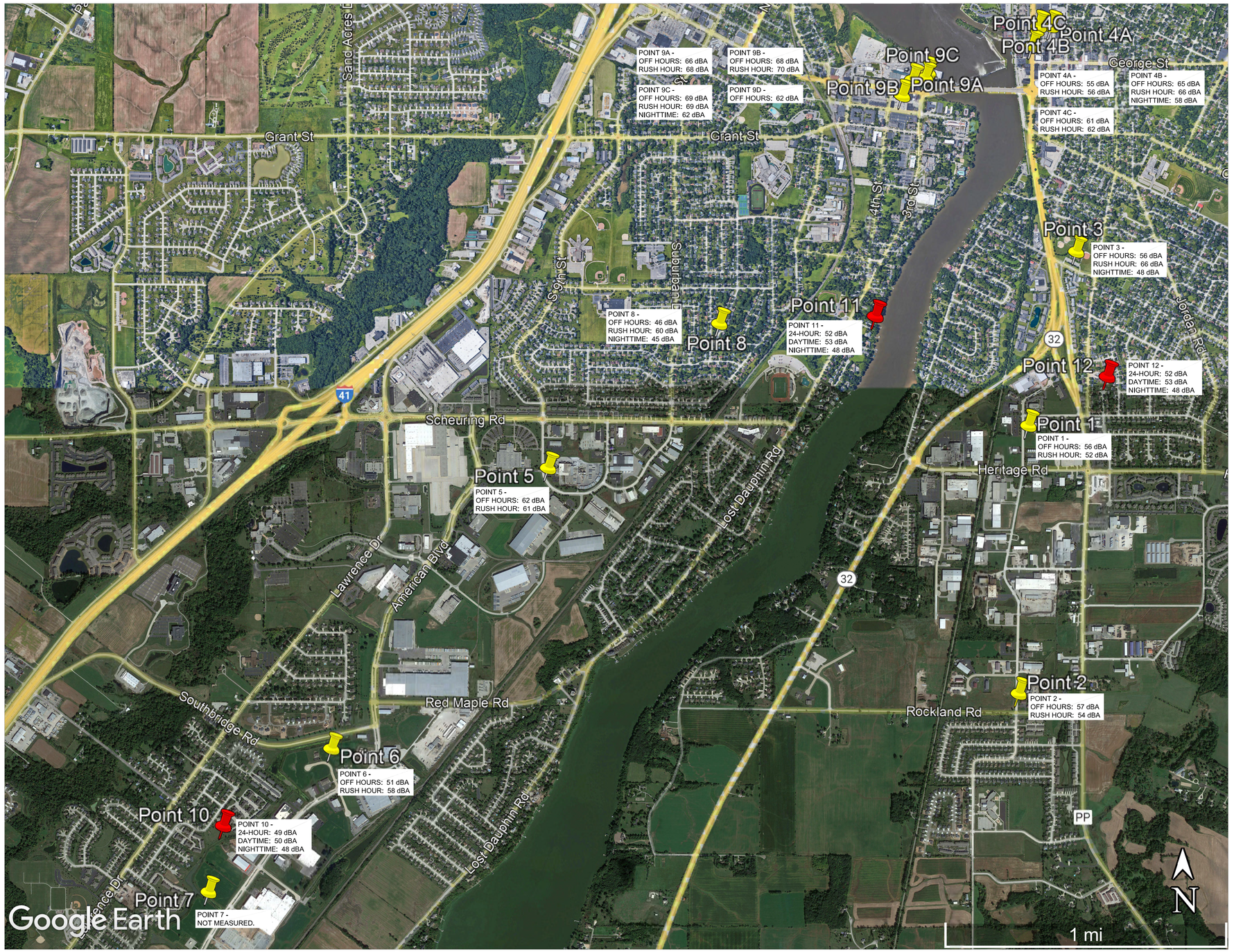
Please let us know if you have any questions.

Very truly yours,

AVANT ACOUSTICS, LLC

Andrew J. VonFeldt
Senior Associate

Enclosures:
NS-01 – Overall Noise Study Map
NS-02 through NS-17 – Individual Point Measurement Summaries



AVANT ACOUSTICS®
14827 WEST 95TH STREET
LENEXA, KS 66215-5200 USA
913.888.9111
913.888.9193 FAX

WWW.AVANTACOUSTICS.COM

DE PERE COMMUNITY NOISE STUDY

DE PERE, WI

REV.	DATE	DESCRIPTION

© COPYRIGHT 2020 Permission to reproduce all or part of this Drawing is hereby granted solely for the limited purpose of construction of this project or for archiving. Unauthorized copying, disclosure or construction use without written permission of AVANT ACOUSTICS is prohibited by copyright law.

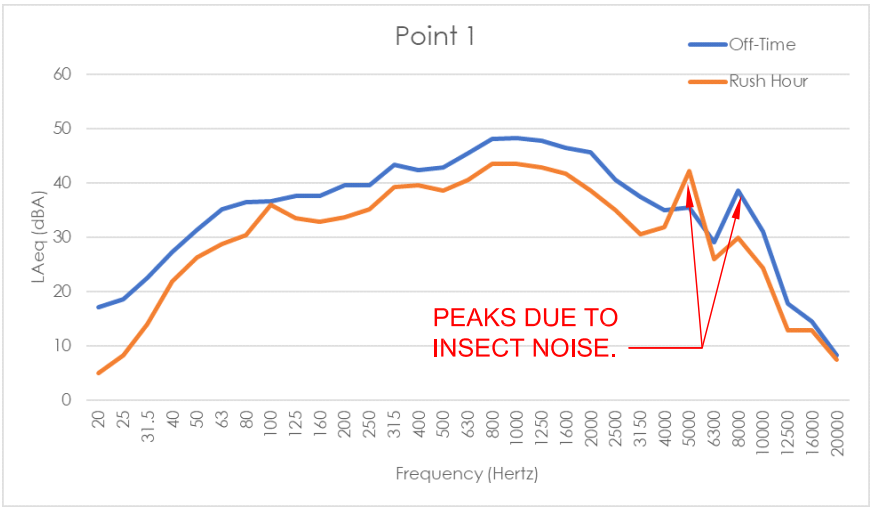
Design:	AJV
Drawn:	AJV
Approved By:	JMH
Date:	10/20/22
Job Number:	C2050

OVERALL NOISE STUDY MAP

NS-01

POINT 1

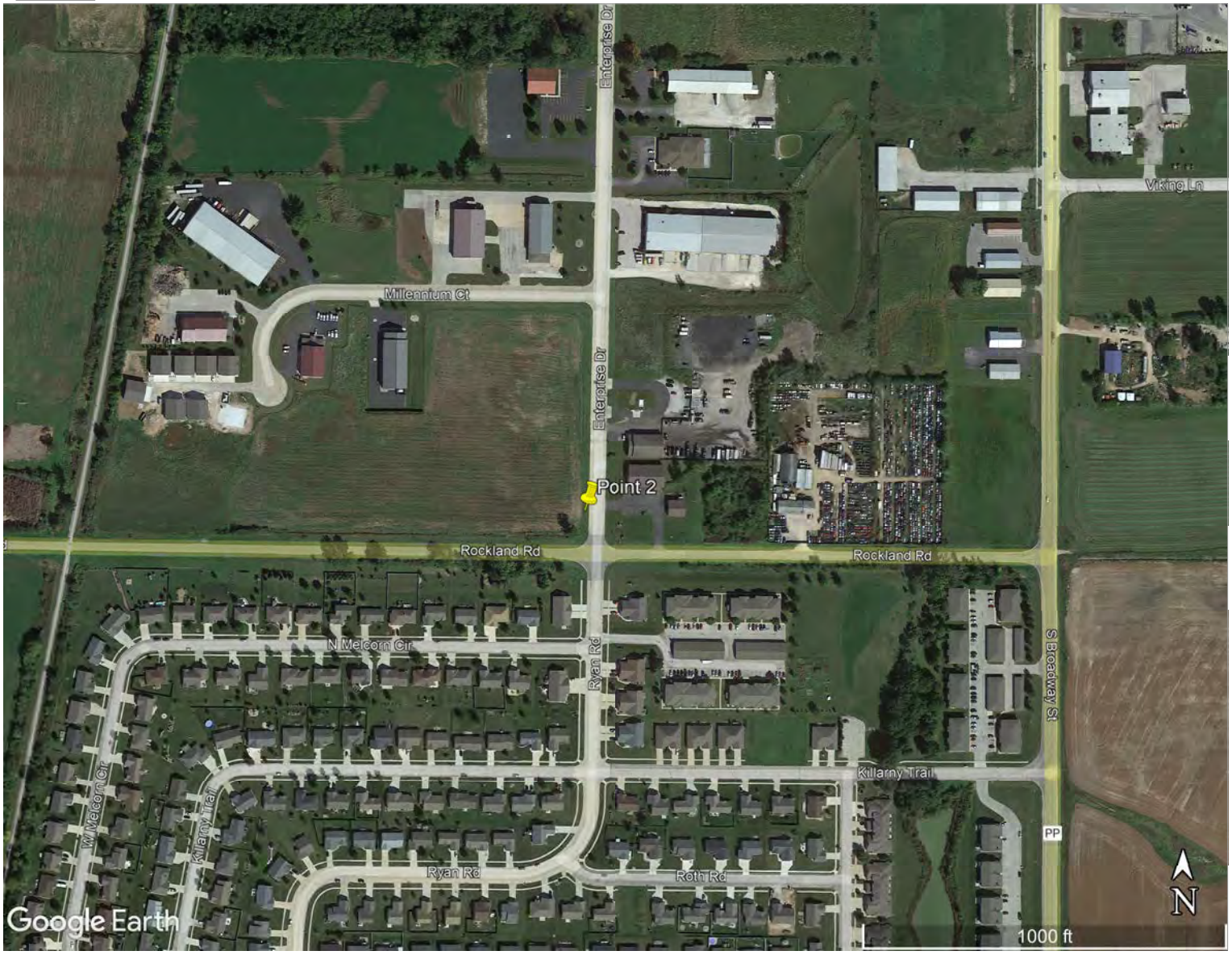
Point 1	
Measurement	LAeq (dBA)
Off Hours	56
Rush Hour	52



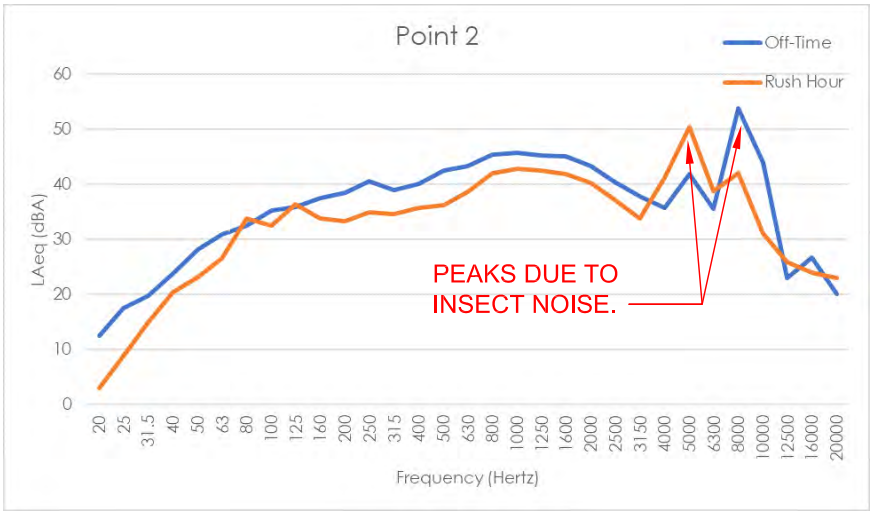
NS-02	DE PERE NOISE STUDY DE PERE, WI POINT 1 MEASUREMENT SUMMARY	AVANT ACOUSTICS®	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 2



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

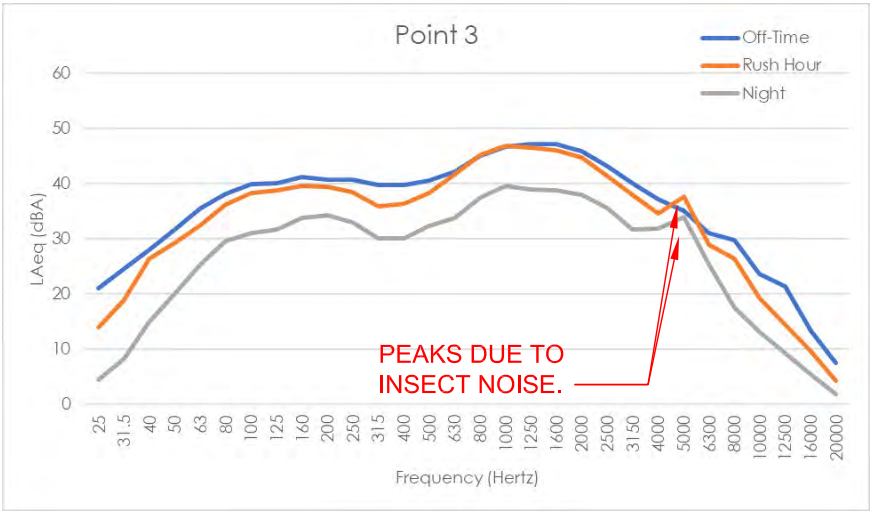


NS-03	DE PERE NOISE STUDY DE PERE, WI POINT 2 MEASUREMENT SUMMARY	AVANT ACOUSTICS®	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 3

Point 3	
Measurement	LAeq (dBA)
Off Hours	56
Rush Hour	55
Night	48

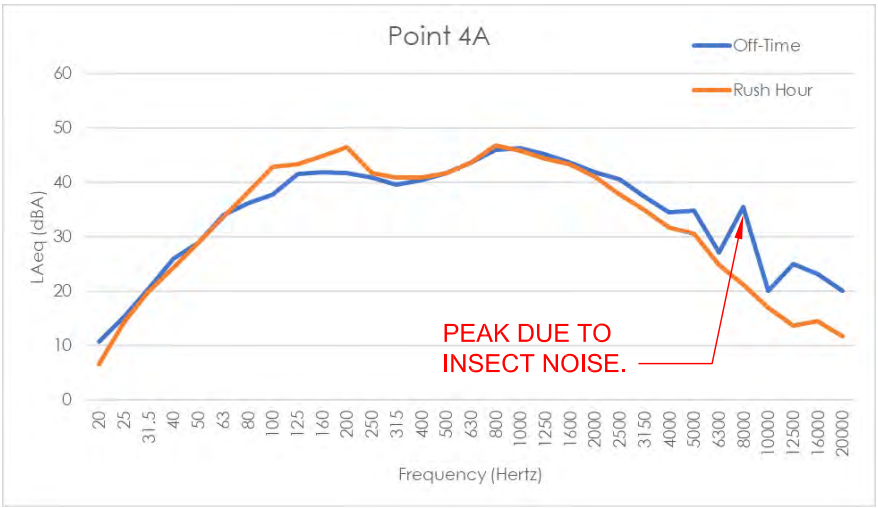


NS-04	DE PERE NOISE STUDY DE PERE, WI POINT 3 MEASUREMENT SUMMARY	AVANT ACOUSTICS®	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 4A

Point 4A	
Measurement	LAeq (dBA)
Off Hours	55
Rush Hour	56

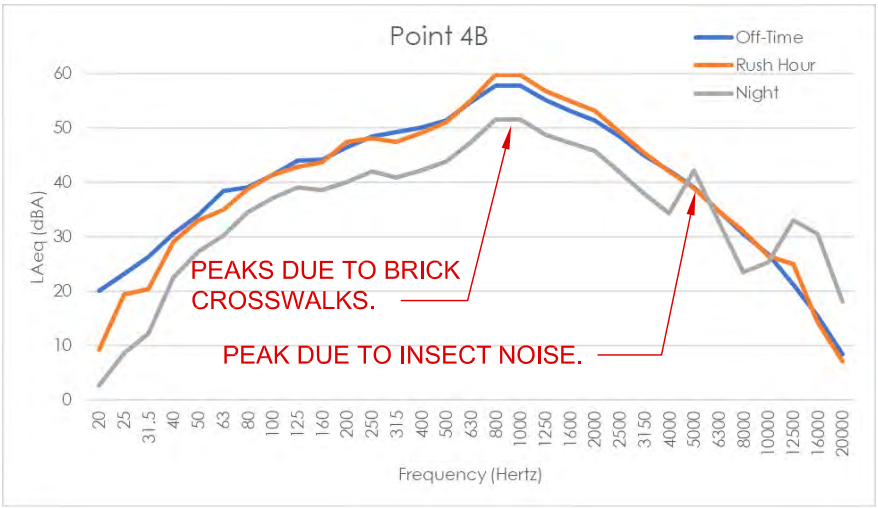


NS-05	DE PERE NOISE STUDY DE PERE, WI POINT 4A MEASUREMENT SUMMARY	AVANT ACOUSTICS®	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 4B

Point 4B	
Measurement	LAeq (dBA)
Off Hours	65
Rush Hour	66
Night	58

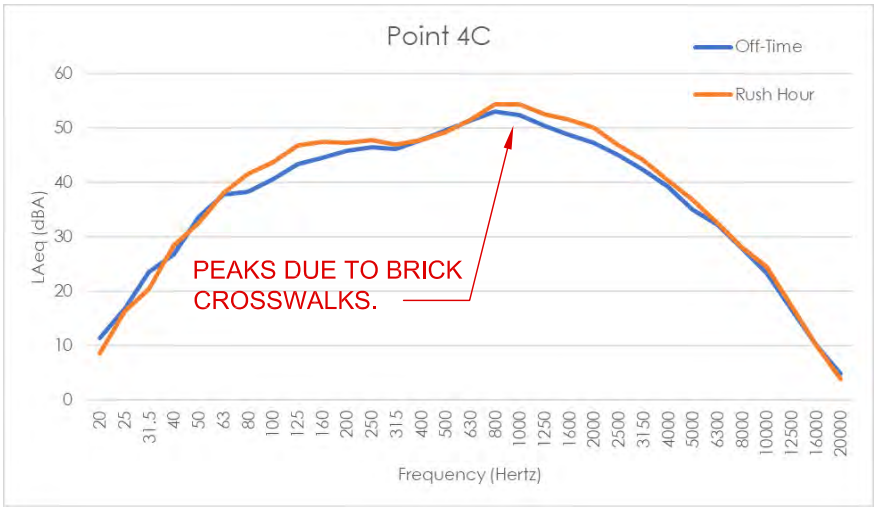


NS-06	DE PERE NOISE STUDY DE PERE, WI POINT 4B MEASUREMENT SUMMARY	AVANT ACOUSTICS®	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 4C

Point 4C	
Measurement	LAeq (dBA)
Off Hours	61
Rush Hour	62

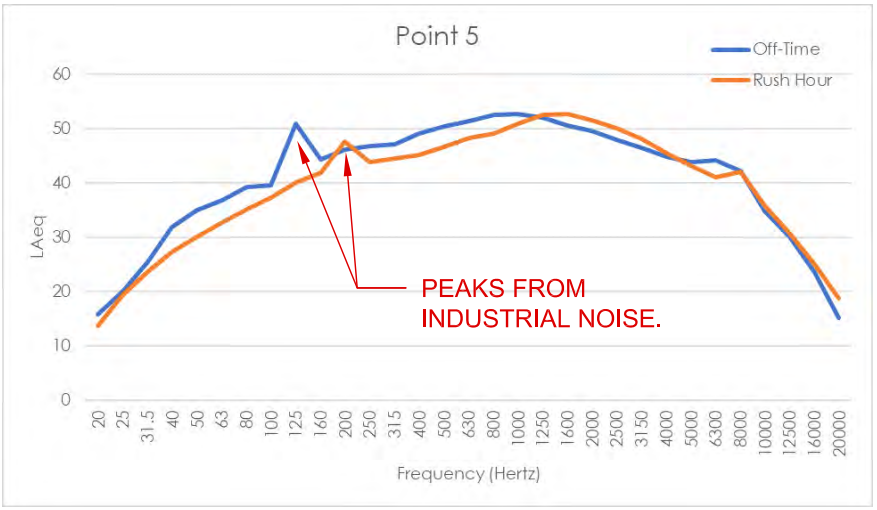


NS-07	DE PERE NOISE STUDY DE PERE, WI POINT 4C MEASUREMENT SUMMARY	AVANT ACOUSTICS®	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 5

Point 5	
Measurement	LAeq (dBA)
Off Hours	62
Rush Hour	61

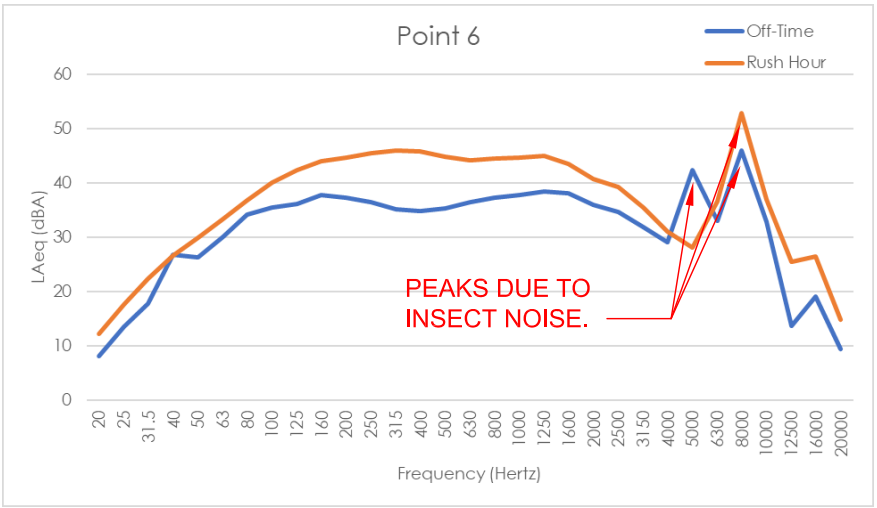


NS-08	DE PERE NOISE STUDY DE PERE, WI POINT 5 MEASUREMENT SUMMARY	AVANT ACOUSTICS®	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 6

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



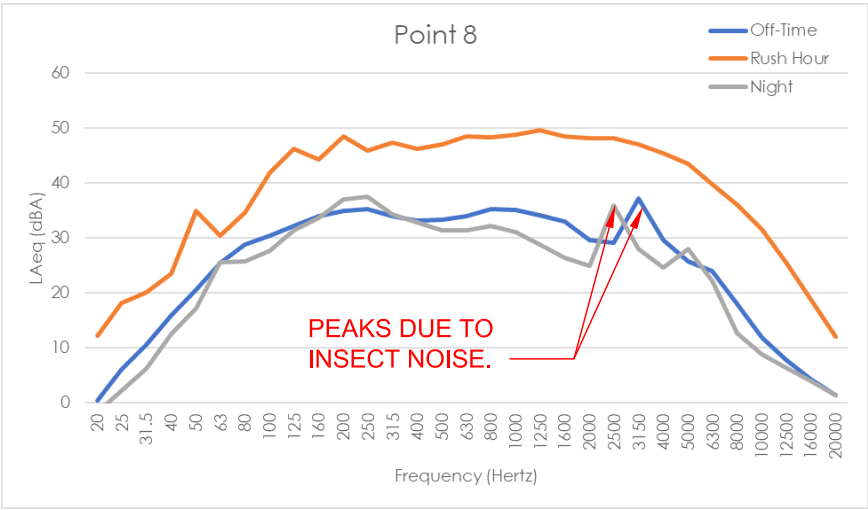
NS-09	DE PERE NOISE STUDY DE PERE, WI POINT 6 MEASUREMENT SUMMARY	AVANT ACOUSTICS®	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 8

Point 8	
Measurement	LAeq (dBA)
Off Hours	46
Rush Hour	60*
Rush Hour	45

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

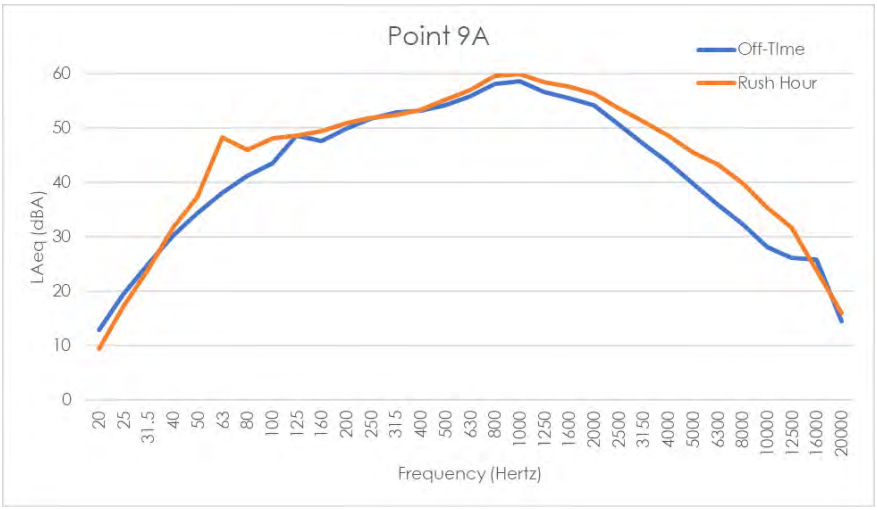


NS-10	DE PERE NOISE STUDY DE PERE, WI POINT 8 MEASUREMENT SUMMARY	AVANT ACOUSTICS	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 9A

Point 9A	
Measurement	LAeq (dBA)
Off Hours	66
Rush Hour	68

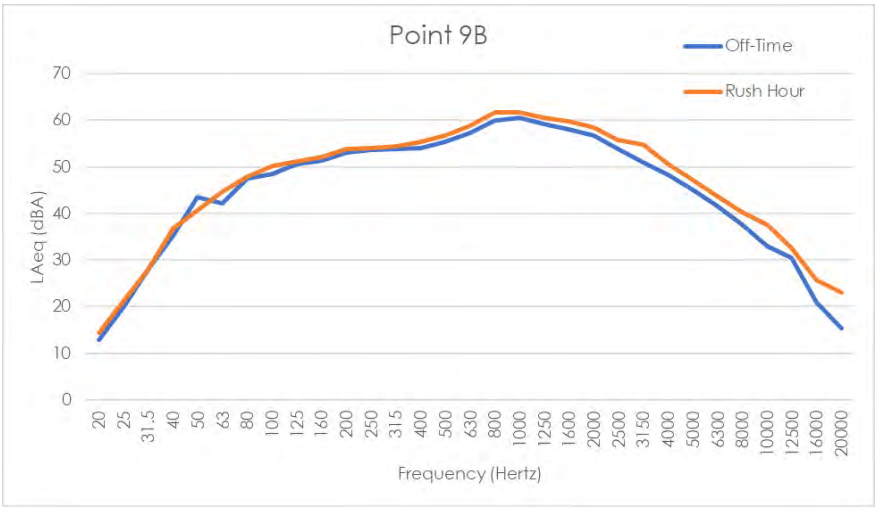


NS-11	DE PERE NOISE STUDY DE PERE, WI POINT 9A MEASUREMENT SUMMARY	AVANT ACOUSTICS®	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 9B

Point 9B	
Measurement	LAeq (dBA)
Off Hours	68
Rush Hour	69

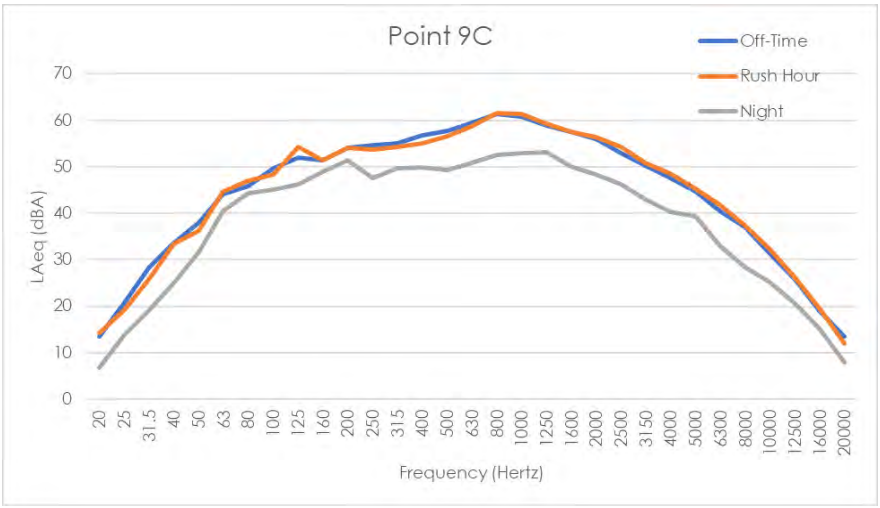


NS-12	DE PERE NOISE STUDY DE PERE, WI POINT 9B MEASUREMENT SUMMARY	AVANT ACOUSTICS®	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 9C

Point 9C	
Measurement	LAeq (dBA)
Off Hours	69
Rush Hour	69
Night	62

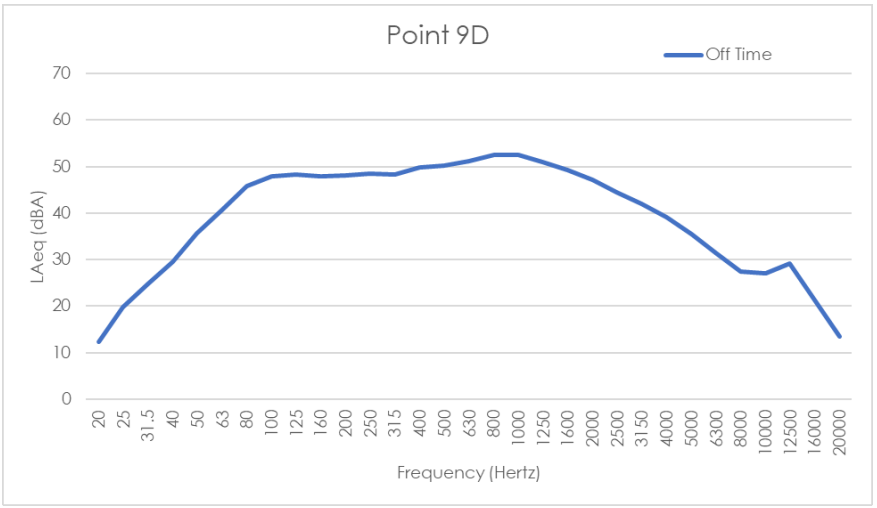


NS-13	DE PERE NOISE STUDY DE PERE, WI POINT 9C MEASUREMENT SUMMARY	AVANT ACOUSTICS	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 9D

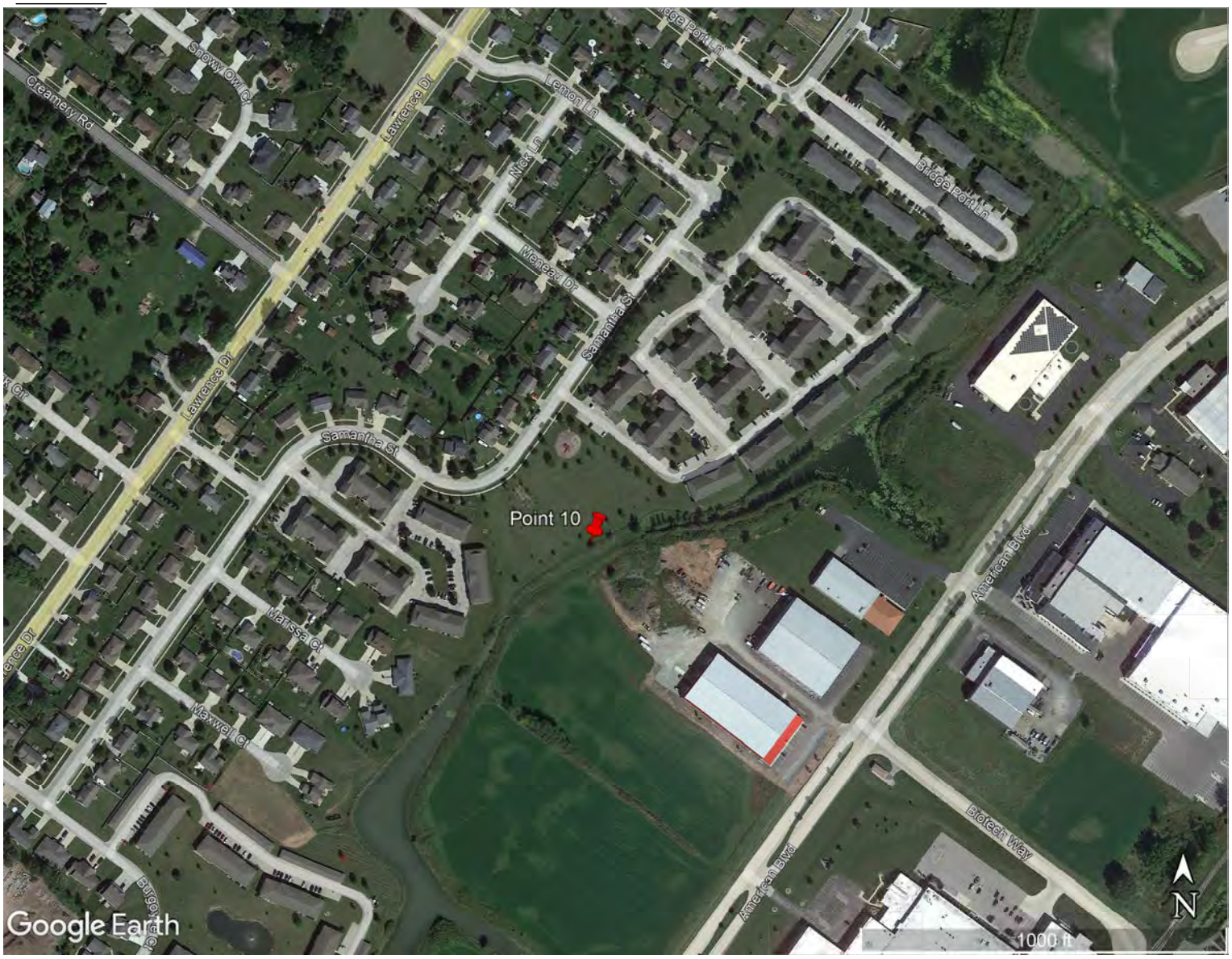
Point 9D	
Measurement	LAeq (dBA)
Off Hours	62



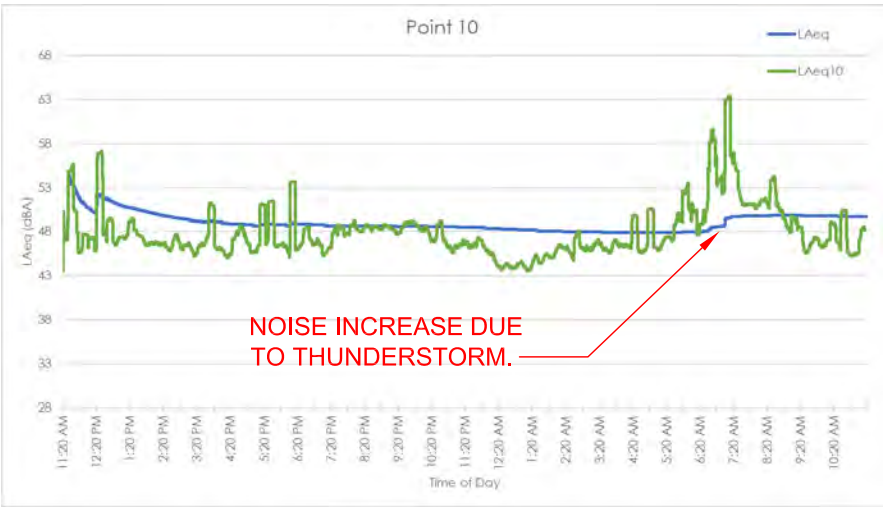
NS-14	DE PERE NOISE STUDY DE PERE, WI POINT 9D MEASUREMENT SUMMARY	AVANT ACOUSTICS®	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 10



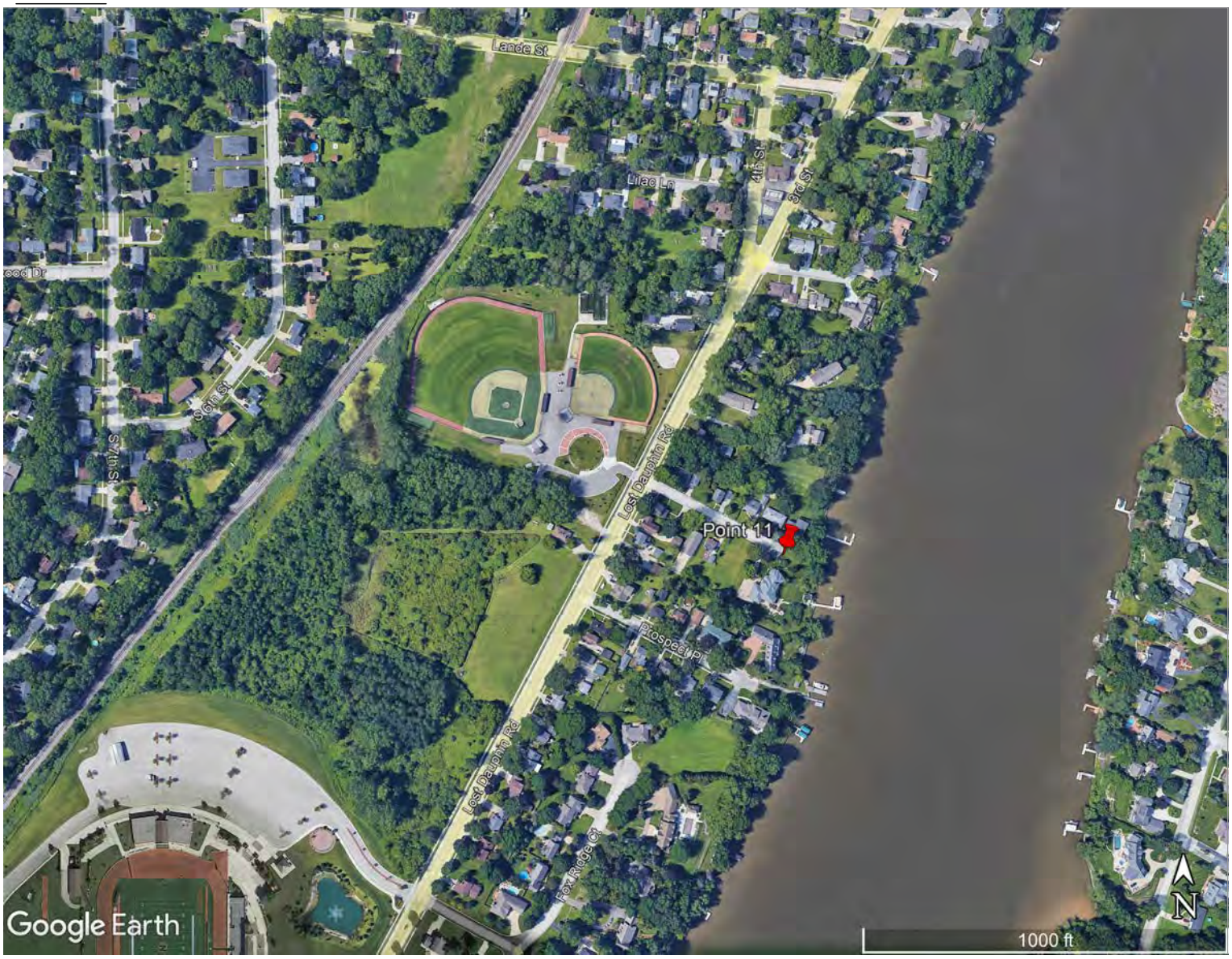
Point 10	
Period	LAeq (dBA)
Full	50
Day	50
Night	49



NS-15	DE PERE NOISE STUDY DE PERE, WI POINT 10 MEASUREMENT SUMMARY	AVANT ACOUSTICS®	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

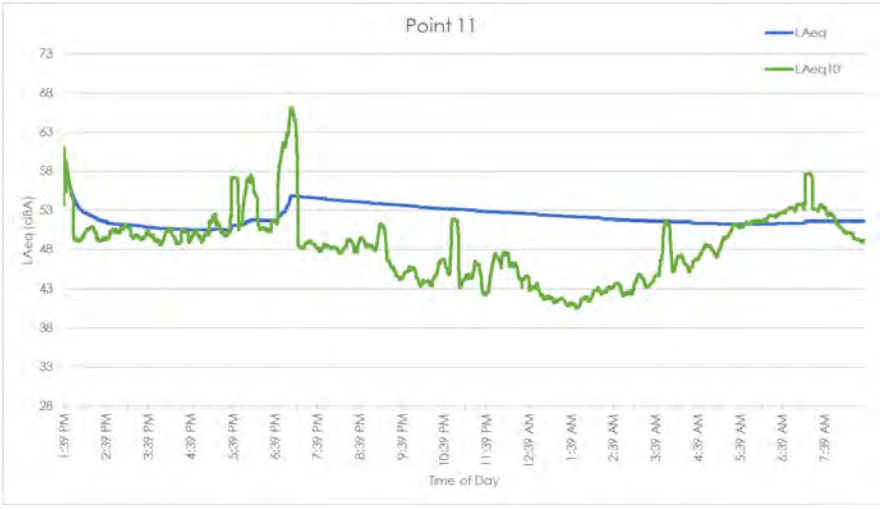
DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 11



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

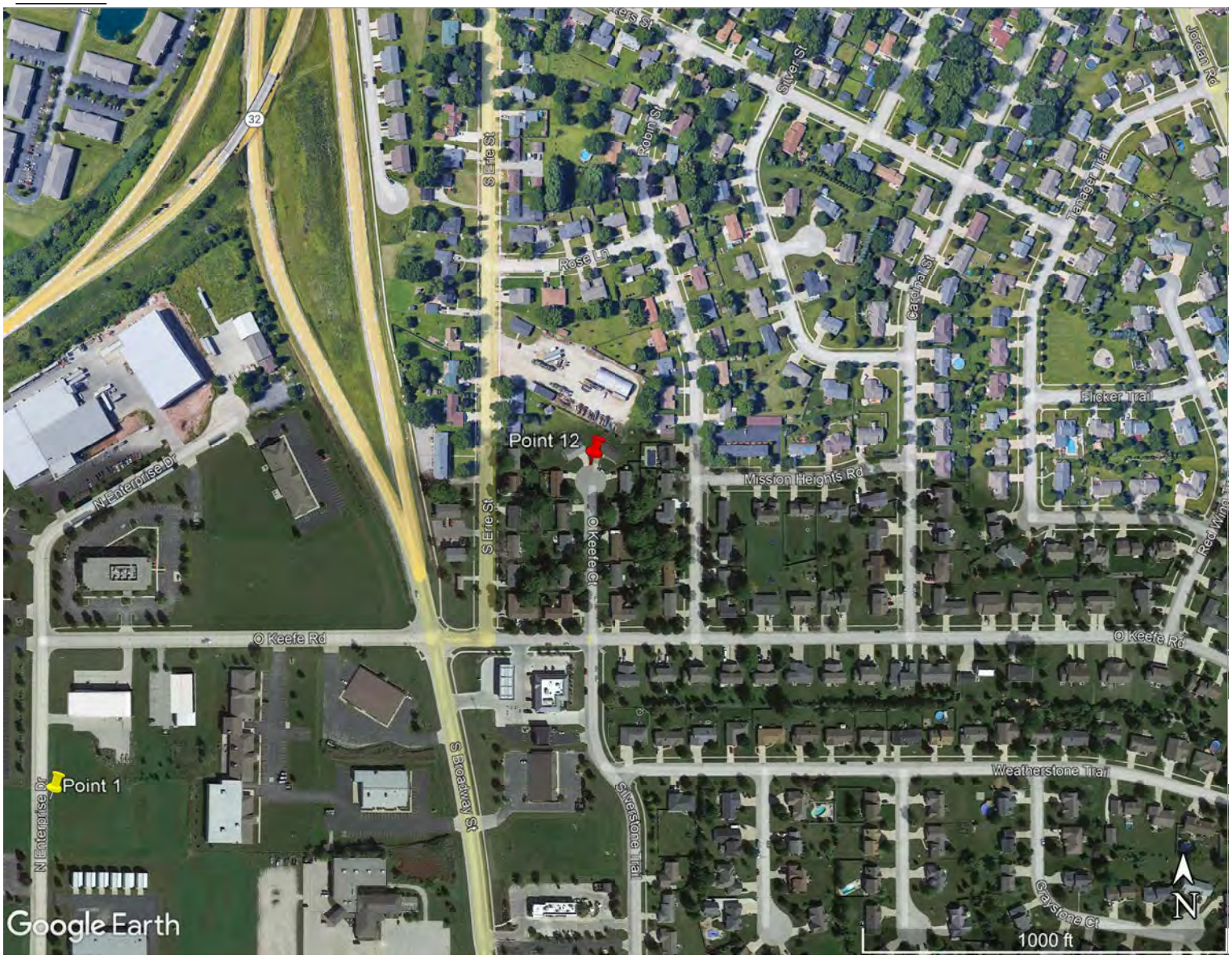
*NOTE THAT THIS MEASUREMENT WAS ONLY AROUND 18 HOURS RATHER THAN 24 DUE TO THE TIME CONSTRAINTS OF OUR VISIT.



NS-16	DE PERE NOISE STUDY DE PERE, WI POINT 11 MEASUREMENT SUMMARY	AVANT ACOUSTICS®	14827 WEST 95TH STREET LENEXA, KS 66215 USA 913.888.9111 WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

POINT 12



Point 12	
Period	LAeq (dBA)
Full	51
Day	52
Night	48

NS-17

DE PERE NOISE STUDY

DE PERE, WI

POINT 12

MEASUREMENT SUMMARY

AVANT ACOUSTICS®
14827 WEST 95TH STREET
LENEXA, KS 66215 USA
913.888.9111
WWW.AVANTACOUSTICS.COM

DATE: 10/20/22
BY: AJV
FILE: C2050

AVANT ACOUSTICS®

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

February 17, 2023

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

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

Dear Anthony:

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

City-Wide Noise Study

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

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

Figure 1: Short-term Noise Measurement Results.

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

Figure 2: Long-term Noise Measurement Results.

- The data from our measurements indicates that noise levels throughout the city are typical, in our experience, for each type of zone. Downtown commercial areas were the loudest due to traffic noise, while the outlying business, industrial, and residential areas experienced very similar noise levels with a mix of traffic, environmental, and general activity noise contributions.

- Since a significant portion of the measured noise in and around the commercial and industrial zones was related to vehicular traffic, it may be beneficial for the city to consider creating specific truck routes into and out of these areas that avoid neighboring residentially zoned areas to help contain the noise.

Noise Ordinance Review

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

- The noise ordinance starts with a section defining the technical terms that are used throughout the rest of the ordinance. We suggest updating and simplifying this section to only include the relevant terms and to define the terms concisely, referring to outside standards and other technical sources for things like mathematical derivations. Keeping this section simple and succinct should help make it more understandable.

- We suggest adding a section to the ordinance to address protecting the public from noise exposure related hearing loss. This section should be an overarching regulation that is not subject to exemption. We suggest using noise limitations similar to those required for hearing protection by OSHA or NIOSH with the aim of protecting the public from being exposed to noise levels that would cause permanent damage to their hearing.

- In general, we found that there were a number of sections within the noise ordinance that were either unclear or provided unnecessarily broad exceptions. We suggest clarifying what the requirements of the noise ordinance are and providing specific and reasonable requirements for any exceptions to the limits set in the ordinance.

- The current noise ordinance provides separate noise level requirements for various combinations of adjacent zones giving different sound level limits depending on which zone is the noise source and which is the receiver. We suggest simplifying this section to include only noise level limits for each type of zone property line. In cases where different zones are adjacent to each other, the stricter zone noise limit would take precedence. Keeping this section simple and concise should make the noise ordinance less confusing and easier to enforce. We also suggest that the measurement procedures and reporting outlined in this section be very clear and specific.

- We recommend clarifying and standardizing the section in the ordinance dealing with vibration to make measurement procedures and reporting consistent with typical industry standard methods. This should help to make the ordinance requirements clear and enforceable.

Building Code

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

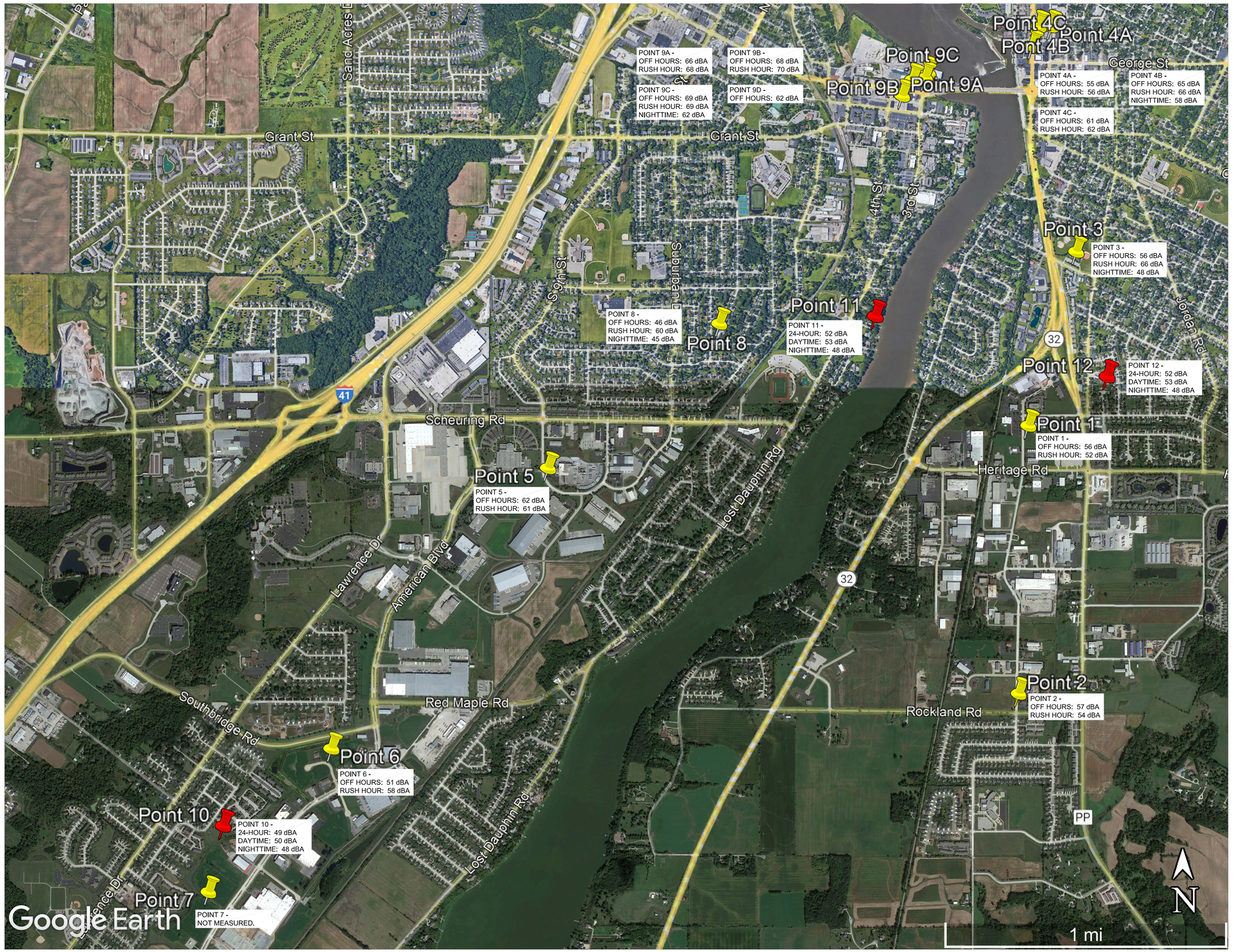
Please let us know if you have any questions.

Very truly yours,

AVANT ACOUSTICS, LLC

Andrew J. VonFeldt
Senior Associate

Enclosure
NS-01 – Overall Noise Study Map



AVANT ACOUSTICS®
14827 WEST 95TH STREET
LENEXA, KS 66215-5200 USA
913.888.9111
913.888.9193 FAX

WWW.AVANTACOUSTICS.COM

DE PERE COMMUNITY NOISE STUDY

DE PERE, WI

REV.	DATE	DESCRIPTION

© COPYRIGHT 2020 Permission to reproduce all or part of this Drawing is hereby granted solely for the limited purpose of construction of this project or for archiving. Unauthorized copying, disclosure or construction use without written permission of AVANT ACOUSTICS is prohibited by copyright law.

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

OVERALL NOISE STUDY MAP

NS-01

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **March 14, 2023**

DEPARTMENT: **Health Department**

FROM: **Deborah Armbruster**

SUBJECT: **Consideration and Approval of Health Department Grants***

ATTACHMENTS:

- ELC Enhancing Detection Grant (PDF)
- Immunization Grant (PDF)
- Maternal and Child Health Block Grant (PDF)
- Childhood Lead Consolidated Grant (PDF)
- Communicable Disease Control and Prevention Grant (PDF)
- Preventive Health and Health Services Block Grant (PDF)
- Public Health Emergency Preparedness Grant (PDF)
- Localizing Efforts to Address Falls (LEAF) Grant (PDF)

DocuSign Envelope ID: 1CAFE70B-D6F3-4419-9AF1-F402C532FFE8

GRANT AGREEMENT MODIFICATION
between the
STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES
And
DEPERE DPH
for
2021 DPH Consolidated Contracts

DPH Contract No.: 47645-6
Agreement Amount: $59,375
Agreement Term Period: 10/01/2020 to 12/31/2024
CARS Pre-Packet No: 22748

DHS Division: Division of Public Health
DHS Grant Administrator: Anna Benton
DHS Email: DHSGACMail@dhs.wisconsin.gov

Grantee Grant Administrator: Ms Debbie Armbruster
Grantee Address: 335 S BROADWAY, DE PERE, WI, 54115
Grantee Email: darmbruster@deperewi.gov

Modification Description: We are adding funding for ELC Enhancing Detection (Profile 155817). Please see attached Scope of Work. Final reports are due 45 days from the end of the designated contract period for any included profiles.

This is a Modification of an existing Agreement, as specified above. This Modification of Agreement encompasses both Amendments and Addendums to an existing Grant Agreement. This Modification is entered into by and between the State of Wisconsin Department of Health Services (DHS) and the Grantee listed above. With the exception of the terms being modified by this Grant Agreement Modification, ALL OTHER TERMS AND CONDITIONS OF THE EXISTING AGREEMENT, INCLUDING FUNDING, REMAIN IN FULL FORCE AND EFFECT. This Modification, including any and all attachments herein and the existing agreement, collectively, are the complete agreement of the parties and supersede any prior agreements or representations. DHS and the Grantee acknowledge that they have read the Modification and understand and agree to be bound by the terms and conditions of the existing agreement as modified by this action. This Modification becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services

Authorized Representative

Name: Jonette Arms

Title: Assistant Administrator

Signature: DocuSigned by: Jonette Arms 2E6408EBD5E64C8...

Date: 2/22/2023

Grantee
Entity Name: De Pere Health

Authorized Representative

Name: James Boyd

Title: Mayor

Signature: DocuSigned by: James Boyd 50C8D1E932AB49A...

Date: 2/22/2023

Template Revision: 02/02/2023 (previous templates n

CARS PAYMENT INFORMATION

DHS CARS STAFF INTERNAL USE ONLY

CARS PAYMENT INFORMATION

The information below is used by the DHS Bureau of Fiscal Services, CARS Unit, to facilitate the processing and recording of payments made under this Agreement.

Agency #:	Agency Name:	Agency Type:	CARS Contract Start Date	CARS Contract End Date	Program Total Contract:
472779	**DEPERE DPH**	**360**	**See below**	**See below**	**$59,375**

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155817	ELC ENHANCING DETECTION	10/01/2020-12/31/2023	-	$59,375	$59,375	N/A
					$59,375	

DocuSign Envelope ID: 1CAFE70B-D6F3-4419-9AF1-F402C532FFE8

CARS FEDERAL AWARD INFORMATION

DHS Profile Number	155817
FAIN	NU50CK000534
Federal Award Date	5/18/2020
Sub-award period of Performance Start Date	10/1/2020
Sub-award period of Performance End Date	12/31/2023
Amount of Federal Funds obligated (committed) by this action	$59,375
Total Amount of Federal Funds obligated (committed)	$59,375
Federal Award Project Description	Wisconsin's Application for the 2019 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) Cooperative Agreement
Federal Awarding Agency Name (Department)	Department of Health and Human Services
DHS Awarding Official Name	Debra K. Standridge
DHS Awarding Official Contact Information	**608-266-9622**
Assistance Listing (formerly CFDA) Number	93.323
Assistance Listing (formerly CFDA) Name	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)
Total made available under each Federal award at the time of disbursement	$137,077,934
R&D?	No
Indirect Cost Rate	6.9%

DocuSign Envelope ID: 1CAFE70B-D6F3-4419-9AF1-F402C532FFE8

Exhibit A

Scope of Work

Between

Local and Tribal Health Departments of Wisconsin (LTHDs)

and

The Department of Health Services, Division of Public Health (DHS/DPH)

Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) Enhancing Detection Supplemental Award 2022-2023

I. PURPOSE / OBJECTIVE

This award, the Epidemiology and Laboratory Capacity Enhancing Detection supplement, will provide critical resources to local and territorial health departments in support of a broad range of COVID-19/SARS-CoV-2 testing & epidemiologic surveillance related activities. This includes, but is not limited to, increasing workforce capacity, testing, laboratory capacity, infection control and contact tracing. Further details on allowable costs are outlined below. This is a formal extension of the previously awarded, and now void, agreement from October 1, 2020 through October 31, 2022. This agreement does not provide any new or additional funding rather extends the use of previously awarded funds through December 31, 2023.

II. ALLOWABLE COSTS

These funds are broadly intended to provide critical resources to local and tribal health departments in support of a broad range of COVID-19/SARS-CoV-2 testing and epidemiologic surveillance related activities. These funds cannot be used for costs that are already covered by any other federal source (i.e., duplicating resources from an Immunization award). These funds are not allowable for vaccination expenses after July 31, 2021.

Examples of allowable costs include:

- Personnel (term, temporary, students, overtime, contract staff, etc.) E.g., laboratorians, informaticians, epidemiologists, data managers/analysts, data visualization specialists, health communicators (including those specializing in risk communications), health educators, contact tracers, management, and budget staff as well as administrative support, and infection prevention and control staff. May also include support for community health workers and organizations working with populations at higher risk for COVID-19.
- Personal protective equipment (PPE) and other supplies (PPE being used to protect health care workers that are taking samples, processing specimens, conducting tests, etc.)
- Collection supplies, test kits, reagents, consumables, and other necessary supplies for existing testing or onboarding new platforms.
- Hardware and software necessary for robust implementation of electronic laboratory and surveillance data exchange between recipient and other entities, including healthcare entities, jurisdictional public health, and the CDC.

DocuSign Envelope ID: 1CAFE70B-D6F3-4419-9AF1-F402C532FFE8

- Tools that assist in the rapid identification, electronic reporting, monitoring, analysis, and evaluation of control measures to reduce the spread of disease (e.g., GIS software, visualization dashboards, cloud services).
- Contracts with academic institutions, private laboratories, and/or commercial entities, including contracts to increase workforce capacity, for the purposes of completing one of the other allowable activities.
- Expenses associated with case investigation, follow up, and contact tracing (including travel, software/hardware, etc.)
- Costs associated with testing and monitoring of isolated individuals; as well as facilitating isolation to prevent spread of COVID-19. This may include wrap around services as necessary.
- Support for social services that will facilitate compliance with isolation and quarantine.

Examples of non-allowable costs include:

- Research as defined by CDC
- Clinical care
- Medication for patient treatment
- Purchasing vaccines and other items related to storing, providing, or administering vaccine
- Construction
- Stockpiling PPE resources
- Vaccination Costs

III. POINT OF CONTACTS

Name/Contact Info	Role
Lisa Borchardt dhsdphbcdcontracts@dhs.wisconsin.gov	Project/Reporting contact
Kari Labansky dhsdphbcdcontracts@dhs.wisconsin.gov	Financial/Allowable costs contact

IV. TERMS OF AGREEMENT

Agreement Term

The term of this Contract is October 1, 2020 through December 31, 2023.

Federal Cost Principles

As a Subrecipient of federal funds, the Subrecipient is required to adhere to the following federal

DocuSign Envelope ID: 1CAFE70B-D6F3-4419-9AF1-F402C532FFE8

regulations: OMG Guidance – 2 CFR Part 200 – Cost Principles, and Audit Requirements for Federal Awards. This guidance can be found at:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

DHS reserves the right to not pay for an expense that does not align with federal cost principles.

Requirements for Purchased Equipment using Federal Funds

In accordance with CDC's requirements for equipment and products, to the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made. CDC defines equipment as tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of $5,000 or more per unit. Contractor must maintain an equipment inventory list for all major equipment acquired or furnished under this project with a unit acquisition cost of $5,000 or more. At a minimum, the inventory list shall include the description of the item, manufacturer serial and/or identification number, acquisition date and cost. This list should be maintained and supplied to DHS upon request for equipment inventory reporting purposes for CDC. (See attachment 1)

V. FUNDING STATEMENT

Only costs that are directly attributable to specific work under this Agreement are allowable for reimbursement.

Original funding to each Local or Tribal Health Department was allocated as follows. As noted above, this agreement does not provide any new or additional funding rather extends the use of previously awarded funds through December 31, 2023.

- A $250,000 base award will be offered to each jurisdiction
- Additional award funding will be based on a population multiplier
- Local or Tribal Health Departments who have chosen to increase their workforce capacity using the Population Health Institute Response Corps will have the appropriate portion of their award paid directly to the Response Corps

VI. INVOICE AND PAYMENT SCHEDULE

The Subrecipient shall only submit invoices/expenditure reports to the Department for qualifying expenses that comply with services rendered in accordance with the terms and conditions of this Agreement.

Expenditure reports will be prepared according to contract monitor instructions and submitted to the contract monitor at the same time expenses are submitted to the DHS CARS unit for payment. The Expenditure Report form (F-00642) is e-mailed to CARS (dhs600rcars@wi.gov).

DocuSign Envelope ID: 1CAFE70B-D6F3-4419-9AF1-F402C532FFE8

Failure to follow the CARS Payment Processing Schedule could result in delayed or non-payment due to unmet terms of agreement.

VII. REPORTING

Reporting requirements include:

Report Types	Frequency Due	Where to submit	Notes
CARS Expenditure Report Form (F-00642)	Monthly	dhs600rcars@wi.gov	This report is due by the 15th of each month
Summary of activities supported by the funding	Quarterly	dhsdphbcdcontracts@dhs.wisconsin.gov	Utilize latest version of quarterly report template*

*At the time this agreement was issued the latest version of the quarterly report template was version three, which is attached below. Instructions for how to complete are available within this document.

Quarterly reporting follows the following schedule:

Quarter	Months	Due Date
1	January – March	April 30
2	April – June	July 31
3	July – September	October 31
4	October - December	January 31

Local Public Health Departments should report expenses to CARS Profile 155817 (formerly 155806).

Tribal Public Health Departments should report expenses to CARS Profile 65506.

Quarterly CARS Report Form (V3).xls

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Immunization **Objective #:** 1 of 1 **Objective Value:** $7,799

Objective: Primary Details

Objective Statement

Template Objective 1
Immunization Rates
By December 31, 2023, 82% children residing in De Pere Health Department jurisdiction who turn 24 months of age during the contract year will complete 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 1 Varicella and 4 Pneumococcal Conjugate (PCV) vaccination by their second birthday.

Deliverable Due Date: 01/31/2024

Contract Deliverable (Evidence)

1) A Wisconsin Immunization Registry (WIR)-generated population-based standard benchmark report, documenting the number of children in De Pere Health Department jurisdiction who turned 24 months of age in 2023 contract year. The end-of-year report should be run with a 30-day buffer to ensure that all updated data have been received by the WIR. With the end-of-year report, include a summary of the accountability targets and the progress achieved, including the activities and interventions conducted. Include any barriers that may have been identified. A template to be used has been provided by the program.

Criteria for the Mid-Year Report:
Birthdate Range: 01/01/2021- 06/30/2021
Evaluation date: 07/01/2023
Run date: 07/01/2022
Criteria for the 2023 End-of-Year Report:
Birthdate Range: 01/01/2021- 12/31/2021
Evaluation date: 01/01/2024
Run date: 02/01/2024

2) An estimated itemized budget must be submitted during the negotiation phase of the contracting process. A template to be used for this budget is provided by the Immunization Program.

Programs Providing Funds for this Objective

Immunization: $7,799

Agency Funds for this Objective:

Data Source for Measurement

Wisconsin Immunization Registry Records.

Baseline for Measurement

The 2021 end-of-year population-based standard benchmark report will be used to determine the baseline for the 2023 population-based objective.

For the baseline measurement, the following parameters will be used to run the benchmark report:
Birthdate Range: 01/01/2019 - 12/31/2019
Evaluation Date: 01/01/2022
Run Date: After: 01/01/2022

Context

Children will be assessed using the standard benchmark report for having 4 DTaP, 3 Polio, 1 MMR, 3 Hib 3 Hepatitis B, 1 varicella and 4 Pneumococcal Conjugate (PCV) vaccination by 24 months of age. Progress towards reaching 80% will be measured using a WIR Benchmark report. Only children who have moved out of the agency's jurisdiction may be removed from the cohort for analysis. Unless you can prove that a child has moved out of your jurisdiction, you cannot remove him/her from your cohort.

Guidelines for determining increase needed for progress towards 2023 goals, using the 2021 end-of-year coverage rate as the baseline (see Section E).

Required Increase:
Greater or equal to 59% - 5% Above Baseline
60-69% - 4% Above Baseline
70-79% - 3% Above Baseline
80-85% - 2% Above Baseline
86-89% - 1% Above Baseline
Greater or equal to 90 - Maintain

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023
Program: Immunization **Objective #:** 1 of 1 **Objective Value:** $7,799

A list of accountability targets, or activities that will be conducted in order to achieve the objective goal, MUST be provided by or at the time of contract negotiation. Agencies should consult the Addendum of the Immunization Program Boundary Statement or their regional Immunization Program advisor for assistance in determining activities and interventions that will help them achieve the required increase for their population assessment.

Context Continued

Input Activities

The Wisconsin Immunization Program recommends the following activities to help ensure success of this objective:
Contacting parents of infants without immunization histories
Tracking
Coordination of immunization services with other LHD and tribal programs
Sharing information with area physicians
Requesting that information is entered into the WIR.
Reminder/recall
Working with schools and daycare centers to promote immunization among attendees

The Wisconsin Immunization Program requires a minimum of 3 attempts to personally contact a responsible party.

Only children who have moved out of the agency's jurisdiction may be removed from the cohort for analysis. Unless you can prove that a child has moved out of your jurisdiction you cannot remove him/her from your cohort.

Reminder/recall activity is not listed in a particular order and we suggest you use the method that is the most successful for your community:
Letter
Phone call
Home visit
Email
Text message

In addition, funds may be utilized to enhance influenza vaccination coverage rates. Example activities include but are not limited to:
-Staff time
-Vaccine storage supplies
-Influenza clinic planning
-Partner outreach to populations of low coverage rates

Activities that are not allowed:
-Case follow up and contact tracing should not be included in these activities.
-Funds cannot be used to purchase vaccines.
-COVID-19 and Monkeypox activities are not included at this time.

Additional interventions/activities are in an addendum to the Immunization Program Boundary Statement. These are suggested interventions/activities that LHDs are strongly to consider in order to achieve this objective.

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Immunization **Objective #:** 1 of 1 **Objective Value:** $7,799

Objective: Risk Profile

Percent of Objective Accomplished

0%	10%	20%	30%	40%	50%	60%	70%	80%	85%	90%	95%	100%

Corresponding Percentage Recoupment

Corresponding Potential Recoupment Amounts

Definition of Percent Accomplished

Conditions of Eligibility for an Incentive

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Immunization **Objective #:** 1 of 1 **Objective Value:** $7,799

Objective: Negotiations

Entry Date	Entered By	Negotiation Text	Question
10/12/2022	Armbruster, Deborah E	De Pere Health Department is committed to childhood immunizations and will make every effort to increase the rates of our community Thank you for these funds towards this effort.	No

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Immunization **Objective #:** 1 of 1 **Objective Value:** $7,799

Objective: Other Details

Objective Based on Local Document, If Any

Document Reference

Applicable Objective Type

Applicable Federal 2010 HSO

Applicable MCH Theme

Bio Terror Focus

Applicable Healthiest Wisconsin Health Priorities

Applicable Healthiest Wisconsin Essential Services

Applicable Healthiest Wisconsin System Priority

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Maternal and Child Health Block Grant **Objective #:** 1 of 1 **Objective Value:** $9,229

Objective: Primary Details

Objective Statement

Objective 4: Adolescent Well-Being

By December 31, 2023, the agency, in collaboration with community partners, will implement and evaluate strategy _1___ to decrease rates of adolescent emotional distress.

Deliverable Due Date: 01/31/2024

Contract Deliverable (Evidence)

Data in REDCap to document activities and learning community calls/meetings.

Programs Providing Funds for this Objective

Maternal and Child Health Block Grant: $9,229

Agency Funds for this Objective:

Data Source for Measurement

REDCap and quarterly Learning Community attendee list.

Baseline for Measurement

Baseline information as identified in the 2023 Supplement to GAC Objectives.

Context

The MCH/CYSHCN Program Parameters apply to this objective. This work will address the Title V National Performance Measure for adolescent injury prevention and the Title V State Performance Measure

Context Continued

Input Activities

1. Implement and evaluate the selected strategy with activity details identified in the 2023 Supplement to GAC Objectives.
Strategy 1: Coordinate and/or facilitate skills-based, gate keeper, risk behavior recognition, and other evidence-based suicide prevention and mental health promotion trainings with local community coalitions and other partners.
Core Activities:
- Collaborate with statewide technical assistance provider and local mental health or suicide prevention coalitions to promote gatekeeper trainings such as QPR (Question, Persuade and Refer), Youth Mental Health First Aid, ASIST (Applied Suicide Intervention Skills Training), Connect Training, adverse childhood experiences and trauma-informed care education/training.
- Collaborate with law enforcement and community partners on strategies to restrict means such as distribution of firearm locks and access to medication drop boxes.
Strategy 2: Collaborate with local schools on the implementation of evidence-based suicide prevention programs and/or collaborate with local schools on development and implementation of evidence-based bullying prevention policies and strategies that promote belonging and safety.
Core Activities:
- Collaborate with statewide technical assistance provider Wisconsin and/or local suicide coalitions in the planning and implementation of evidence-based suicide prevention programs, such as: Trevor Lifeguard Workshop: (http://www.sprc.org/resources-programs/trevor-lifeguard-workshop); ACT on FACTS: (http://www.sprc.org/resources-programs/making-educators-partners-youth-scuicide-prevention-act-facts); Signs of Suicide: (http://www.sprc.org/resources-programs/sos-signs-suicide); Hope Squad: https://hopesquad.com/; Sources of Strength: https://www.sprc.org/resources-programs/sources-strength OR https://sourcesofstrength.org/
- Utilize and promote anti-bullying resources from the Wisconsin Department of Public Instruction
- Promote peer support resources, such as The Prism Program (LGBTQ+ specific) , Youthline, and Iris Place peer-support warmline.
Strategy 3: Promote Zero Suicide principles and practices with health care providers/health care systems.
Core Activities:
- Collaborate with statewide technical assistance partner and local suicide coalitions to implement the Zero Suicide toolkit. (http://zerosuicide.sprc.org/toolkit) with health care providers and health care system.
- Coordinate and/or provide training to Emergency Departments (ED) utilizing available resources (e.g. ED focused tools from Zero Suicide, CALM (Counseling on Access to Lethal Means) training) and include planning for continuity of care after an ED visit.
2. Encourage area middle and high schools to participate in the Youth Risk Behavior Survey through the Department of Public Instruction and to utilize results in program planning.
3. Outreach, recruit, and support sustained partnerships around improving adolescent well-being.
4. Participate in all Quarterly Learning Community meetings/calls and attend the 2023 MCH Summit.
5. Maintain a link to the Well Badger Resource Center website and searchable directory at: www.WellBadger.org. Display and

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Maternal and Child Health Block Grant **Objective #:** 1 of 1 **Objective Value:** $9,229

provide marketing information and referral resources and services for Well Badger. Provide a voice message for the Well Badger Resource Line: Call: 1-800-642-7837 or Text: 608-360-9328 Email: help@wellbadger.org

6. Participate on the local CDR team and ensure reporting in the National Case Reporting System, to align with the team¿s prevention recommendations. *

Note: *For those jurisdictions with no CDR team, consult with your contract monitor. Or participate on the local Child Death Review team and ensure reporting in the National Case Reporting System, to align with the team¿s prevention recommendations.

7. Complete the Community Engagement Assessment Tool and implement at least one practice change, informed by the results, that increases youth leadership and engagement.

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Maternal and Child Health Block Grant **Objective #:** 1 of 1 **Objective Value:** $9,229

Objective: Risk Profile

Percent of Objective Accomplished

0%	10%	20%	30%	40%	50%	60%	70%	80%	85%	90%	95%	100%

Corresponding Percentage Recoupment

Corresponding Potential Recoupment Amounts

Definition of Percent Accomplished

Conditions of Eligibility for an Incentive

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Maternal and Child Health Block Grant **Objective #:** 1 of 1 **Objective Value:** $9,229

Objective: Negotiations

Entry Date	Entered By	Negotiation Text	Question
10/25/2022	Rosecky, Mary P	Adolescent Well-Being Supplement received and reviewed Accepted.	No
10/25/2022	Armbruster, Deborah E	Please review the revised GAC supplement and change in the strategy we plan to pursue.	Yes
10/18/2022	Rosecky, Mary P	GAC supplement received and reviewed. Please make recommended edits to your GAC supplement Please provide rationale and baseline data for your county, you used the language that was provided as an example in a GAC template. You can use the information from the American Foundation for Suicide Prevention in the rationale, but did you have a student death by suicide in the past year What does your CHA/CHIP say about adolescent mental health. What does the YRBS data show? What about WISH or data from Public Health Profiles? This is your second year for this objective, what are some of the results of this work for 2022, how many schools participated in skills-based, gate keeper, or other evidence based suicide prevention and mental health promotion trainings with your community coalitions and other partners? You must address all the core activities for strategy #2 for adolescent-well being. ¿Collaborate with local schools on the implementation of evidence-based suicide prevention programs and/or collaborate with local schools on development and implementation of evidence-based bullying prevention policies and strategies that promote belonging and safety. ¿Collaborate with statewide technical assistance provider Wisconsin and/or local suicide coalitions in the planning and implementation of evidence-based suicide prevention programs, such as: Trevor Lifeguard Workshop; ACT on FACTS; Signs of Suicide; Hope Squad; Sources of Strengt ¿Utilize and promote anti-bullying resources from the Wisconsin Department of Public Instruction -Promote peer support resources, such as The Prism Program (LGBTQ+ specific) , Youth line, and Iris Place peer support warmline. ¿Encourage area middle and high schools to participate in the Youth Risk Behavior Survey through the Department of Public Inst ruction and to utilize results i program planning ¿Outreach, recruit, and support sustained partnerships around improving adolescent well-being. Participate in all Quarterly Learning Community meetings/calls and attend the 2023 MCH Summit ¿Complete the Community Engagement Assessment Tool and implement at least one practice change, informed by the results, that increases youth leadership and engagement ¿Participate on the local CDR team and ensure reporting in the National Case Reporting System, to align with the team's prevention recommendations. * Note *For those jurisdictions with no CDR team, consult with your contract monitor. Or participate on the local Child Death Review team and ensure reporting in the National Case Reporting System, to align with the team's prevention recommendations Thank you	Yes
10/13/2022	Rosecky, Mary P	please send me your GAC supplement	Yes
10/12/2022	Armbruster, Deborah E	De Pere Health Department would like to continue with these efforts towards Adolescent Well-Being. We continue to make great strides with our community partners and the adolescents within our community Thank you for the opportunity to continue this vital work.	No

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Maternal and Child Health Block Grant **Objective #:** 1 of 1 **Objective Value:** $9,229

Objective: Other Details

Objective Based on Local Document, If Any

Document Reference

Applicable Objective Type

Applicable Federal 2010 HSO

Applicable MCH Theme

Bio Terror Focus

Applicable Healthiest Wisconsin Health Priorities

Applicable Healthiest Wisconsin Essential Services

Applicable Healthiest Wisconsin System Priority

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Childhood Lead Consolidated **Objective #:** 1 of 1 **Objective Value:** $2,161

Objective: Primary Details

Objective Statement

Template Objective 2

Comprehensive Follow-up for Low Level Lead Exposure

Throughout the 2023 contract period, residents from the jurisdiction of the De Pere Health Department will receive comprehensive follow-up services, including a nurse home visit at a venous blood lead level greater than or equal to 5 micrograms per deciliter and an environmental lead hazard investigation at a venous blood lead level greater than or equal to 5) micrograms per deciliter.

Deliverable Due Date: 01/31/2024

Contract Deliverable (Evidence)

A report to document the extent to which the two components of this objective were provided, specifically:

1) The number of children with a venous blood lead level greater than or equal to 5 micrograms per deciliter and the number who received a nurse home visit to provide information on lead poisoning prevention, and

2) The number of children with a venous blood lead level greater than or equal to 5 micrograms per deciliter and the number of environmental lead hazard investigations conducted on their primary residence and all secondary properties, including accompanying risk assessment reports, work orders and property clearance.

For reporting purposes, those children whose families are non-responsive to outreach or moved from the jurisdiction before appropriate follow-up services could be provided can be removed from this cohort but should be reported separately.

This report should be faxed to the Childhood Lead Poisoning Prevention Program (confidential fax line: 608-267-0402) or emailed to DHSLeadPoisoningPrevention@wi.gov by February 1, 2024.

Programs Providing Funds for this Objective

Childhood Lead Consolidated: $2,161

Agency Funds for this Objective:

Data Source for Measurement

An agency-generated report.

Baseline for Measurement

De Pere Health Department does follow-up on all Venous BLL's of 3.5 micorgrams per deciliter with a nurse phone call and education given. If unable to be reached by phone, a letter is sent encouraging the families to call the health department for follow-up.

The baseline for the above input activities is a venous BLL of 5 micrograms per deciliter.

Context

There is no designated value range for this objective. This objective is intended to assure that the local health department is providing nursing and environmental interventions for children with low level lead exposure. Providing these interventions for children with lower level lead exposure is intended to prevent ongoing lead exposure and more severe lead poisoning.

Context Continued

Input Activities

1) NURSING: For this objective, a home visit must be conducted for all children with one or more venous blood lead levels greater than or equal to 5 micrograms per deciliter. After the initial home visit, the Nursing Case Management Report must be completed. The Nursing Case Closure Report must be completed when the case is closed. Links to report forms can be found at https://www.dhs.wisconsin.gov/lead/ph-intervention.htm under the Forms and Templates tab.

Completed nursing forms must be promptly attached to the pertinent patient record in the Healthy Homes and Lead Poisoning Surveillance System (HHLPSS). See HHLPSS Job Aid 3.14: Patient Attachments (https://www.dhs.wisconsin.gov/lead/hhlpss-job-aids.htm). A note must be added to the patient record in HHLPSS regarding any delay. See HHLPSS Job Aid 3.13 Patient Notes.

2) ENVIRONMENTAL: For this objective, a full environmental lead hazard investigation meeting the requirements of DHS 163 and using the DHS templates must be completed for all children with one or more venous blood lead levels greater than or equal to 5 micrograms per deciliter. This includes, within 10 working days after receiving all sample results, completion of the Property Investigation form, a risk assessment report, issuance of a property owner work order letter with work specifications to address the

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Childhood Lead Consolidated **Objective #:** 1 of 1 **Objective Value:** $2,161

identified lead hazards and a scope of work. Also, when the work orders are finished, this must include within 10 working days after receiving all sample results completion of the Property Investigation Closure form and a clearance report indicating that the hazards have been controlled. Links to forms, reports and templates can be found at https://www.dhs.wisconsin.gov/lead/ph-intervention.htm under the Forms and Templates tab.

The completed environmental forms and documents above must be promptly attached to the pertinent address records in HHLPSS. See HHLPSS Job Aid 4.3: Adding Attachments (https://www.dhs.wisconsin.gov/lead/hhlpss-job-aids.htm). A note must be added to the address record in HHLPSS regarding any delay. See HHLPSS Job Aid 4.2 Entering property Notes.

The environmental lead hazard investigation must include a child¿s primary residence and all pertinent secondary residences, and other areas where the child may be exposed to lead hazards. The procedure for the investigation is outlined in Chapter 7 and Appendix B of the WCLPPP Handbook for Local Health Departments. https://www.dhs.wisconsin.gov/lead/ph-intervention.htm under the Handbook tab.

Local health departments must seek third party reimbursement for nurse home visits and environmental lead hazard investigations and clearances for Medicaid-enrolled children by billing Medicaid for these services. For more information visit https://www.dhs.wisconsin.gov/lead/medicaid-reimbursement.htm

Logout GACMainMenu Print

GAC SYSTEM Grants and Contracts

View Objective Template

Template Year : 2023

Template Program : Childhood Lead - Con

Back to General Contract Information Back to Contract Programs Back to Objectives List Back to Template List

Objective Statement

Template Objective 2
Comprehensive Follow-up for Low Level Lead Exposure
Throughout the 2023 contract period, residents from the jurisdiction of the De Pere Health Department will receive comprehensive follow-up services, including a nurse home visit at a venous blood lead level greater than or equal to 5 micrograms per deciliter and an

Contract Deliverable

A report to document the extent to which the two components of this objective were provided, specifically:

1) The number of children with a venous blood lead level greater than or equal to 5 micrograms per deciliter and the number who received a nurse home visit to provide information on lead poisoning prevention, and

2) The number of children with a venous blood lead level greater than or equal to 5

Context

There is no designated value range for this objective. This objective is intended to assure that the local health department is providing nursing and environmental interventions for children with low level lead exposure. Providing these interventions for children with lower level lead exposure is intended to prevent ongoing lead exposure and more severe lead poisoning.

Context Continued

Input Activities

1) NURSING: For this objective, a home visit must be conducted for all children with one or more venous blood lead levels greater than or equal to 5 micrograms per deciliter. After the initial home visit, the Nursing Case Management Report must be completed. The Nursing Case Closure Report must be completed when the case is closed. Links to report forms can be found at https://www.dhs.wisconsin.gov/lead/ph-intervention.htm under the Forms and Templates tab.

Completed nursing forms must be promptly attached to the pertinent patient record in the Healthy Homes and Lead Poisoning Surveillance System (HHLPSS). See HHLPSS Job Aid 3.14: Patient Attachments (https://www.dhs.wisconsin.gov/lead/hhlpss-job-aids.htm). A note must be added to the patient record in HHLPSS regarding any delay. See HHLPSS Job Aid 3.13 Patient Notes.

2) ENVIRONMENTAL: For this objective, a full environmental lead hazard investigation

Base Line for Measurement

Venous BLL of 5 micrograms per deciliter and higher will receive both nurse and environmental assessments.

Data Source for Measurement

An agency-generated report.

FYI Text

De Pere Health Department follows up on all BLL levels of 3.5 micrograms per deciliter with at least a phone conversation with the nurse. If unable to reach by phone, a letter

Healthiest Wisconsin 2010

Check All Applicable Healthiest Wisconsin 2010 Health Priorities

(Must Select at Least One)

Communicable Disease	☐	Hazardous Exposure	☑
High Risk Sexual Activity	☐	Inadequate Nutrition	☐
Injuries	☐	Lack of Access to Health Care	☐
Mental Illness	☐	Obesity Physical InActivity	☐
Social Economic Problems	☑	Substance Abuse	☐
Tobacco Use	☐		

Check All Applicable Healthiest Wisconsin 2010 Essential Services

(Must Select at Least One)

Assuring Care	☐	Assuring Professional Competence	☐
Developing Policy	☐	Educating	☑
Enforcing	☐	Evaluating	☐
Fostering Healthy Conditions	☑	Investigating	☐
Linking to Services	☐	Mobilizing	☐
Monitoring	☑	Researching	☐

If Applicable, Choose a Healthiest Wisconsin 2010 System Priority

Select the Applicable Federal 2010 HSO

Non Negotiable ☐

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Childhood Lead Consolidated **Objective #:** 1 of 1 **Objective Value:** $2,161

Objective: Risk Profile

Percent of Objective Accomplished

0%	10%	20%	30%	40%	50%	60%	70%	80%	85%	90%	95%	100%

Corresponding Percentage Recoupment

Corresponding Potential Recoupment Amounts

Definition of Percent Accomplished

Conditions of Eligibility for an Incentive

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Childhood Lead Consolidated **Objective #:** 1 of 1 **Objective Value:** $2,161

Objective: Negotiations

Contract Objective Details with Negotiations

Contract #: 57841 **Agency:** De Pere Department of Public Health **Contract Year:** 2023

Program: Childhood Lead Consolidated **Objective #:** 1 of 1 **Objective Value:** $2,161

Objective: Other Details

Objective Based on Local Document, If Any

Document Reference

Applicable Objective Type

Applicable Federal 2010 HSO

Applicable MCH Theme

Bio Terror Focus

Applicable Healthiest Wisconsin Health Priorities

Applicable Healthiest Wisconsin Essential Services

Applicable Healthiest Wisconsin System Priority

Scope of Work
Communicable Disease Control and Prevention (LPHD and Tribal HD)

Eligible Uses and Reporting

Per the budget language the scope of eligible uses for this additional funding is relatively broad and reflects all responsibilities under chapter 252. Funding may be used for new projects as well as to offset increasing budgetary pressures resulting from ongoing disease surveillance and investigations at the local level. Examples of possible uses include but are not limited to:

- Reduce burden of communicable diseases (CD),
- Ensure or increase capacity to respond to CD events,
- Training to increase competencies around CD issues,
- Purchase additional equipment to allow for easier access when following up on CD reports (such as smartphones or tablets),
- More extensive/complete follow-up on communicable disease outbreaks/reports, and
- Increasing communicable disease awareness in the community along with practical prevention opportunities.

The local agency is expected to submit its first financial statement to the Director of the Bureau of Communicable Diseases of its use of funds no later than January 1, 2019. The financial statement must include detailed narrative of the activities funded by this allocation. The workgroup plans to meet in the near future to continue conversations regarding the specific expectations from the Division of Public Health for this reporting requirement.

Profile/Consortium

Contract #: 52825 **Lead Agency:** De Pere **Contract Year:** 2022

Program: COMM DIS CP

Back to Contract Programs

Partner Agency	CARS Profile	Profile Amount	Available Funds	Action
De Pere			☑	
De Pere	155800 Comm Disease Ctrl Prev LPHD	$3,600	☑	

Cancel/Refresh

GRANT AGREEMENT MODIFICATION
between the
STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES
And
DEPERE DPH
for
2022 DPH Consolidated Contract

DPH Contract No.: 52825-3
Agreement Amount: $4,300
Agreement Term Period: 10/01/2021 to 09/30/2023
CARS Pre-Packet No: 22824

DHS Division: Division of Public Health
DHS Grant Administrator: Anna Benton
DHS Email: DHSGACMail@dhs.wisconsin.gov

Grantee Grant Administrator: Ms Debbie Armbruster
Grantee Address: 335 S BROADWAY, DE PERE, WI, 54115
Grantee Email: darmbruster@deperewi.gov

Modification Description: We are adding funding for the Preventive Health and Health Services Block Grant (Profile 159220). Please see attached Scope(s) of Work. Final reports are due 45 days from the end of the designated contract period for any included profiles.

This is a Modification of an existing Agreement, as specified above. This Modification of Agreement encompasses both Amendments and Addendums to an existing Grant Agreement. This Modification is entered into by and between the State of Wisconsin Department of Health Services (DHS) and the Grantee listed above. With the exception of the terms being modified by this Grant Agreement Modification, ALL OTHER TERMS AND CONDITIONS OF THE EXISTING AGREEMENT, INCLUDING FUNDING, REMAIN IN FULL FORCE AND EFFECT. This Modification, including any and all attachments herein and the existing agreement, collectively, are the complete agreement of the parties and supersede any prior agreements or representations. DHS and the Grantee acknowledge that they have read the Modification and understand and agree to be bound by the terms and conditions of the existing agreement as modified by this action. This Modification becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services

Authorized Representative

Name: Anna Benton

Title: Assistant Administrator, Division of Public Health

Signature: DocuSigned by: Anna Benton AF2CECDAF36A431...

Date: 2/1/2023

Grantee
Entity Name: De Pere Health Department

Authorized Representative

Name: James Boyd

Title: Mayor

Signature: DocuSigned by: James Boyd 50C8D1E932AB49A...

Date: 2/1/2023

DocuSign Envelope ID: 02ECCFD8-C4CE-47B8-8CE1-31A8E9749AC2

Wisconsin Department of Health Services
Contract Centralization Legal Review

Agreement Number: **52825-3**

Bureau of Procurement and Contracting (BPC) Review:

☒ This agreement uses a BPC template with Office of Legal Counsel (OLC) approved language.

☐ This agreement uses intergovernmental cooperative purchasing.

OLC Review Required:

☐ This agreement does not use a BPC template with Office of Legal Counsel (OLC) approved language or uses a BPC template with requested language changes.

Description:
N/A

Office of Legal Counsel (OLC) Review and Approval:

☒ This agreement has been reviewed for form and approved by the Wisconsin Department of Health Services Office of Legal Counsel.

DocuSigned by:
Cody Wagner
31F480248CEC464...

Name: Cody Wagner
Title: Office of Legal Counsel

1/31/2023
Date Signed

Revision: 8/2/2022 (previous versions obsolete)

CARS PAYMENT INFORMATION

DHS CARS STAFF INTERNAL USE ONLY

CARS PAYMENT INFORMATION

The information below is used by the DHS Bureau of Fiscal Services, CARS Unit, to facilitate the processing and recording of payments made under this Agreement.

Agency #:	Agency Name:	Agency Type:	CARS Contract Start Date	CARS Contract End Date	Program Total Contract:
472779	**DEPERE DPH**	**360**	**See below**	**See below**	**$4,300**

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
159220	CONS CONTRACTS PHHS	10/01/2021-09/30/2023	-	$4,300	$4,300	N/A
					$4,300	

CARS FEDERAL AWARD INFORMATION

DHS Profile Number	159220
FAIN	NB01OT009437
Federal Award Date	8/15/2022
Sub-award period of Performance Start Date	10/1/2021
Sub-award period of Performance End Date	9/30/2023
Amount of Federal Funds obligated (committed) by this action	$4,300
Total Amount of Federal Funds obligated (committed)	$4,300
Federal Award Project Description	Preventive Health and Health Services Block Grant - 2022
Federal Awarding Agency Name (Department)	Centers for Disease Control and Prevention
DHS Awarding Official Name	Debra K. Standridge
DHS Awarding Official Contact Information	**608-266-9622**
Assistance Listing (formerly CFDA) Number	93.991
Assistance Listing (formerly CFDA) Name	Preventive Health and Health Services Block Grant
Total made available under each Federal award at the time of disbursement	$3,021,333
R&D?	No
Indirect Cost Rate	0.069

DocuSign Envelope ID: 02ECCFD8-C4CE-47B8-8CE1-31A8E9749AC2

Consolidated Contract Scope of Work
Preventive Health and Health Services (PHHS) Block Grant
Federal Fiscal Year 2022 (FFY22)

During the contract period of October 1, 2021 through September 30, 2023, the agency receiving Preventive Health and Health Services Block Grant funding must agree to and implement the following program requirements:

Health Department Name:	De Pere Department of Public Health
Health Department Contact:	Debbie Armbruster
Agency Number:	472779
FFY22 Total Allocation:	$4300

Selected Program(s):

Program 1: Improve Foundational Public Health Capabilities

Selected:	Yes
Goal(s):	Develop and Implement Workforce Development Plans.
Allocation:	$4300

Program 2: Implement Community-Based Foundational Public Health Interventions

Selected:	No
Goal(s):	
Allocation:	$0

DocuSign Envelope ID: 02ECCFD8-C4CE-47B8-8CE1-31A8E9749AC2

Preventive Health and Health Services Block Grant
Local and Tribal Health Department Quality Criteria
Grant Cycle: October 1, 2022-September 30, 2023 (FFY22)

Quality Criteria

Generally high program quality criteria for the delivery of quality and cost-effective administration of health care programs have been, and will continue to be, required in each public health program to be operated under the terms of this contract. Contractors should indicate the manner in which they will assure each criterion is met for this program. Those criteria include:

Public health assessment and surveillance that identify community needs, and supports systematic, competent program planning and sound policy development with activities focused at both the individual and jurisdictional levels.

a) Involvement of key policymakers and the general public in the development of comprehensive public health plans.
b) Development and implementation of a plan to address issues related to access to high priority public health services for every member of the community.
c) Identification of the scientific basis (evidence base) for the intervention.

Delivery of public health services to citizens by qualified health professionals in a manner that is family centered, culturally competent, where the scientific basis for the intervention can be documented (evidence-based practice), as well as delivery of public health programs for communities for the improvement of health status.

Record keeping for individual-focused services that assures documentation and tracking of client health care needs, response to known health care problems on a timely basis, and confidentiality of client information.

Information, education, and outreach programs intended to address known health risks in the general and certain target populations to encourage appropriate decision-making by those at risk and to affect policy and environmental changes at the community level.

Provision of public information and education, and/or outreach activities focused on high-risk populations that increase awareness of disease risks, environmental health risks, and appropriate preventive activities.

When issuing statements, press releases, publications, requests for proposal, bid solicitations and other documents --such as tool-kits, resource guides, websites, and presentations (hereafter "statements") --describing the projects or programs funded in whole or in part with U.S. Department of Health and Human Services (HHS) federal funds, the recipient must clearly state:

a) the percentage and dollar amount of the total costs of the program or project funded with federal money; and,
b) the percentage and dollar amount of the total costs of the project or program funded by non-governmental sources

If a conference/meeting/seminar is funded by the contract, the recipient must include the following statement on conference materials, including promotional materials, agenda, and internet sites:

Funding for this conference was made possible (in part) by the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by

DocuSign Envelope ID: 02ECCFD8-C4CE-47B8-8CE1-31A8E9749AC2

speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services, nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

Coordination with related programs to assure that identified public health needs are addressed in a comprehensive, cost-effective manner across programs and throughout the community.

A referral network sufficient to assure the accessibility and timely provision of services to address identified public health care needs.

Provision of guidance to staff through program and policy manuals and other means sufficient to assure quality health care and cost-effective program administration.

Financial management practices sufficient to assure accurate eligibility determination, appropriate use of state and federal funds, prompt and accurate billing and payment for services provided and purchased, accurate expenditure reporting, and, when required, pursuit of third-party insurance and Medical Assistance Program coverage of services provided. Program-specific data collection, analysis, and reporting to assure program outcome goals are met or to identify program management problems that need to be addressed.

Data collection, analysis, and reporting to assure program outcome goals are met or to identify program management problems that need to be addressed.

DocuSign Envelope ID: 02ECCFD8-C4CE-47B8-8CE1-31A8E9749AC2

Preventive Health and Health Services Block Grant
Local and Tribal Health Department Boundary Statement
Grant Cycle: October 1, 2022-September 30, 2023 (FFY22)

Program Boundary Statement

The Preventive Health and Health Services (PHHS) Block Grant provides federal funding to states allowing recipients the ability to address prioritized public health needs in their jurisdictions in collaboration with local and Tribal public health agencies and organizations.

The Division of Public Health (DPH) allocates PHHS funding to each local health department (LHD) and Tribe. DPH has identified a boundary statement identifying funding parameters within which the LHD, Tribe, or agency will carry out funded work. The boundaries are intentionally as broad as federal and state law permit to provide maximum flexibility. However, while broad, the PHHS Block Grant does not permit the use of funds in some instances. Therefore, unacceptable uses of funds are included in the boundary statement.

Agencies receiving PHHS Block Grant funds from the Division of Public Health are not required to submit a budget. Agencies are reminded they must assure expenses are consistent with the contract. Everything an agency does is available to the public. LHDs, Tribes, and agencies are encouraged to leverage resources across categorical funding to achieve common goals.

All funding recipients are required to follow applicable federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards found at:
https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.pdf

Acceptable Uses of Funding

The PHHS Block Grant gives grantees the flexibility to prioritize the use of funds to:

- Address emerging health issues and gaps.
- Decrease premature death and disabilities by focusing on the leading preventable risk factors.
- Work to achieve health equity and eliminate health disparities by addressing the social determinants of health.
- Support local programs to achieve healthy communities.
- Establish data and surveillance systems to monitor the health status of targeted populations.
- Improve agency operations, build capacity, and achieve accreditation through implementation of effective programmatic and administrative areas central to the agency's objectives.
- Support agency efforts to attain or maintain Public Health Accreditation Board (PHAB) accreditation.
- Supplement or expand grantee services or efforts.
- Increase hours of part-time staff to increase capacity.

Success is achieved by:

- Using evidence-based methods and interventions.
- Reducing risk factors.
- Establishing policy, social, and environmental changes.

DocuSign Envelope ID: 02ECCFD8-C4CE-47B8-8CE1-31A8E9749AC2

- Leveraging other funds.
- Continuing to monitor progress towards selected outcomes and re-evaluate funded activities.
- Reflecting Healthy People and the State Health Improvement Plan in programing.

Unacceptable Uses of Funding

While the PHHS Block Grant allows for flexibility in usage to address local priorities, there are some activities and usage of funds that are not allowed. According to PHHS Block Grant guidance, non-allowable uses for these funds include:

From the Preventive Health and Health Services Block Grant 2022 WI DHS Notice of Award (NOA):

- Purchasing of naloxone.
- Purchasing of syringes.
- Drug disposal programs (drop-boxes, bags, or other devices, and/or take-back events) are not permissible under this funding opportunity.
- Clinical care (except as allowed by law).
- Publicity and propaganda (lobbying)
- Preparing, distributing, or using material (publicity/propaganda) or paying the salary or expenses of grants, contract recipients, or agents that aim to support or defeat the enactment of legislation, regulation, administrative action, or executive order proposed or pending before a legislative body, beyond normal, recognized executive relationships.

From 42 U.S. Code Part A – Preventive Health and Health Services Block Grants:

- Providing financial assistance to any entity other than a public or non-profit private entity.
- Providing inpatient services; offering cash payment to recipients of health services.
- Purchasing or improving land; purchasing, constructing, or permanently improving a building or facility.
- Purchasing of major medical equipment.
- Using as a match requirement for Federal funds.

A detailed, comprehensive list of funding allowances from the CDC can be found at https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.pdf

Reporting Requirements:

Mid-year and year-end performance reporting will be required from all recipients.

References

- CDC Preventive Health and Health Services Block Grant
- CDC General Terms and Conditions for Non-Research Grant and Cooperative Agreement
- 42 U.S. Code Part A – Preventive Health and Health Services Block Grants

DocuSign

Certificate Of Completion

Envelope Id: 02ECCFD8C4CE47B88CE131A8E9749AC2
Status: Completed
Subject: 159220- DEPERE DPH- 2022 DPH Consolidated Contract- 52825-3
Source Envelope:
Document Pages: 9
Signatures: 3
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Envelope Originator:
Yvette Smith
1 West Wilson St.
Madison, WI 53703
yvettea.smith@dhs.wisconsin.gov
IP Address: 165.189.255.23

Record Tracking

Status: Original
1/31/2023 1:32:39 PM
Holder: Yvette Smith
yvettea.smith@dhs.wisconsin.gov
Location: DocuSign

Security Appliance Status: Connected
Pool: StateLocal

Storage Appliance Status: Connected
Pool: DHS
Location: DocuSign

Signer Events	Signature	Timestamp
Cody Wagner CodyW.Wagner@dhs.wisconsin.gov Office of Legal Counsel Wisconsin Department of Health Services Security Level: Email, Account Authentication (None)	DocuSigned by: 31F480248CEC464... Signature Adoption: Uploaded Signature Image Using IP Address: 165.189.255.23	Sent: 1/31/2023 1:37:07 PM Viewed: 1/31/2023 3:58:25 PM Signed: 1/31/2023 4:01:09 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
James Boyd jboyd@deperewi.gov Mayor Security Level: Email, Account Authentication (None)	DocuSigned by: James Boyd 50C8D1E932AB49A... Signature Adoption: Pre-selected Style Using IP Address: 216.56.64.34	Sent: 1/31/2023 4:45:44 PM Viewed: 2/1/2023 9:32:52 AM Signed: 2/1/2023 9:33:48 AM
Electronic Record and Signature Disclosure: Accepted: 2/1/2023 9:32:52 AM ID: cccd5332-187b-4842-b66a-a2c2f04b128e		
Anna Benton anna.benton@dhs.wisconsin.gov Assistant Administrator, Division of Public Health DPH Security Level: Email, Account Authentication (None)	DocuSigned by: Anna Benton AF2CECDAF36A431... Signature Adoption: Pre-selected Style Using IP Address: 165.189.255.23	Sent: 2/1/2023 9:33:53 AM Viewed: 2/1/2023 4:03:52 PM Signed: 2/1/2023 4:04:13 PM
Electronic Record and Signature Disclosure: Accepted: 2/1/2023 4:03:52 PM ID: 7851b659-72a7-4085-89db-fc0ad1fc128f		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Wisconsin Department of Health Services
Contract Centralization Legal Review

Agreement Number: **52825-2**

Bureau of Procurement and Contracting (BPC) Review:

☒ This agreement uses a BPC template with Office of Legal Counsel (OLC) approved language.

☐ This agreement uses intergovernmental cooperative purchasing.

OLC Review Required:

☐ This agreement does not use a BPC template with Office of Legal Counsel (OLC) approved language or uses a BPC template with requested language changes.

Description:
N/A

Office of Legal Counsel (OLC) Review and Approval:

☒ This agreement has been reviewed for form and approved by the Wisconsin Department of Health Services Office of Legal Counsel.

DocuSigned by:
Cody Wagner
31F480248CEC464...

11/10/2022

Name: Cody Wagner
Date Signed

Title: Office of Legal Counsel

Revision: 8/2/2022 (previous versions obsolete)

DocuSign Envelope ID: 4FC8C6CC-8C7D-4316-9BC1-174414C455CA

GRANT AGREEMENT MODIFICATION
between the
STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES
And
DEPERE DPH
for
2022 DPH Consolidated Contract

DPH Contract No.: 52825-2
Agreement Amount: $34,417
Agreement Term Period: **10/1/2021** to **9/30/2023**
CARS Pre-Packet No: 21557

DHS Division: Division of Public Health
DHS Grant Administrator: Anna Benton
DHS Telephone: 608-266-9780
DHS Email: Anna.Benton@dhs.wisconsin.gov

Grantee Grant Administrator: Ms Debbie Armbruster
Grantee Address: 335 S BROADWAY, DE PERE, WI, 54115
Grantee Email: darmbruster@mail.de-pere.org

Modification Description: We are adding funding for Preparedness (Profiles 155015). Please see attached Scope of Work. Final reports are due 45 days from the end of the designated contract period for any included profiles.

This is a Modification of an existing Agreement, as specified above. This Modification of Agreement encompasses both Amendments and Addendums to an existing Grant Agreement. This Modification is entered into by and between the State of Wisconsin Department of Health Services (DHS) and the Grantee listed above. With the exception of the terms being modified by this Grant Agreement Modification, ALL OTHER TERMS AND CONDITIONS OF THE EXISTING AGREEMENT, INCLUDING FUNDING, REMAIN IN FULL FORCE AND EFFECT. This Modification, including any and all attachments herein and the existing agreement, collectively, are the complete agreement of the parties and supersede any prior agreements or representations. DHS and the Grantee acknowledge that they have read the Modification and understand and agree to be bound by the terms and conditions of the existing agreement as modified by this action. This Modification becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services

Authorized Representative

Name: Anna Benton

Title: Assistant Administrator, Division of Public Health

Signature: DocuSigned by: Anna Benton AF2CECDAF36A431...

Date: 11/11/2022

Grantee
Entity Name: De Pere Health Department

Authorized Representative

Name: James Boyd

Title: Mayor

Signature: DocuSigned by: James Boyd 50C8D1E932AB49A...

Date: 11/10/2022

DocuSign Envelope ID: 4FC8C6CC-8C7D-4316-9BC1-174414C455CA

HIGH-RISK IT REVIEW

Pursuant to Wis. Stat. 16.973(13), Contractor is required to submit, via the contracting agency, to the Department of Administration for approval any order or amendment that would change the scope of the contract and have the effect of increasing the contract price. The Department of Administration shall be authorized to review the original contract and the order or amendment to determine whether the work proposed in the order or amendment is within the scope of the original contract and whether the work proposed in the order or amendment is necessary. The Department of Administration may assist the contracting agency in negotiations regarding any change to the original contract price.

CARS PAYMENT INFORMATION

DHS CARS STAFF INTERNAL USE ONLY

CARS PAYMENT INFORMATION

The information below is used by the DHS Bureau of Fiscal Services, CARS Unit, to facilitate the processing and recording of payments made under this Agreement.

Agency #:	Agency Name:	Agency Type:	CARS Contract Start Date	CARS Contract End Date	Program Total Contract:
472779	**DEPERE DPH**	**360**	**See Below**	**See Below**	**$34,417**

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155015	BIOT FOCUS A PLANNING	7/1/22- 6/30/23	-	$34,417	$34,417	N/A
					$34,417	

DocuSign Envelope ID: 4FC8C6CC-8C7D-4316-9BC1-174414C455CA

Local and Tribal Public Health Emergency Preparedness Contract Objectives Centers for Disease Control and Prevention (CDC) Cooperative Agreement Budget Period 1901-04: July 1, 2022 – June 30, 2023

LTPHA BP-1901-04 Contract Objectives and Deliverables

The Wisconsin Department of Health Services (DHS) has established the following objectives and deliverables for completion by local and tribal public health agencies (LTPHAs) during the budget period from July 1, 2022 to June 30, 2023 with the goal of moving Wisconsin local and tribal public health emergency preparedness efforts forward.

These objectives are based on the Public Health Emergency Preparedness and Response Capabilities, which CDC released in 2018 and updated in 2019. In addition, these objectives are written, where applicable, to align with CDC's Operational Readiness Review (ORR) Guidance. The Wisconsin state Public Health Emergency Preparedness (PHEP) Program and Wisconsin Cities Readiness Initiative (CRI) jurisdictions will submit ORR data in budget period 4 per CDC PHEP Cooperative Agreement guidance. **There is no requirement for non-CRI local and tribal agencies to submit ORR data.**

During this budget period, DHS anticipates that LTPHAs will continue to use a "whole community" approach as defined by FEMA. A "whole community" approach is the idea that preparedness is a shared responsibility that must include the full range of preparedness stakeholders, including not just government, but also individuals and families (including those with access and functional needs), businesses, community organizations, schools, nonprofits, media outlets, and more.

Planning for a whole community should address health equity issues by considering individuals with access and functional needs, including but not limited to:

- Children
- Pregnant people
- Individuals with limited English proficiency and literacy
- Individuals with limited financial resources
- Individuals with limited transportation
- Individuals with a disability
- Individuals with chronic health needs
- Older adults

CARS FEDERAL AWARD INFORMATION

DHS Profile Number	155015
FAIN	NU90TP922055
Federal Award Date	6/27/2022
Sub-award period of Performance Start Date	7/1/2022
Sub-award period of Performance End Date	6/30/2023
Amount of Federal Funds obligated (committed) by this action	$34,417
Total Amount of Federal Funds obligated (committed)	$34,417
Federal Award Project Description	To enhance Wisconsin's ability to rapidly mobilize, surge, and respond to public health emergencies identified by CDC.
Federal Awarding Agency Name (Department)	DHHS - CDC
DHS Awarding Official Name	Debra K. Standridge
DHS Awarding Official Contact Information	**608-266-9622**
Assistance Listing (formerly CFDA) Number	93.069
Assistance Listing (formerly CFDA) Name	Public Health Emergency Preparedness
Total made available under each Federal award at the time of disbursement	$11,871,720
R&D?	No
Indirect Cost Rate	0.069

During this budget period, July 1, 2022 to June 30, 2023, and due to ongoing COVID-19 response activities, the Wisconsin Department of Health Services is prioritizing the following capabilities:

- Capability 11: Nonpharmaceutical Interventions
- Capability 12: Public Health Laboratory Testing
- Capability 13: Public Health Surveillance and Epidemiological Investigation

Objectives that align with program requirements as set forth by both the CDC PHEP program and the Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness Program (HPP) are indicated as a '(Joint PHEP/HPP Activity)'. The Wisconsin PHEP program recommends that LTPHAs coordinate with their regional Healthcare Emergency Readiness Coalition (HERC) on these activities.

Year-end reporting on all contract deliverables is due **June 30, 2023**. Required reporting will be accessed via the Partner Communications and Alerting (PCA) Portal once available. Additional information about year-end reporting will be communicated to local and tribal preparedness staff throughout the budget period via email communication and PHEP Questions and Answers (Q&A) webinars. Local and tribal preparedness staff should sign up to receive Public Health Emergency Preparedness email communications if they have not already.

Contract Objectives

Budget Management

1. All LTPHAs will submit a proposed budget, a mid-year budget, and a year-end budget by completing and uploading the PHEP BP4 Budget Template to the Partner Communication and Alerting (PCA) Portal Local Preparedness Budget Management page. Updates for the mid-year and year-end budgets must be made by editing the agency's original submitted local preparedness budget form on the PCA Portal.

   Deliverable 1: By August 1, 2022, submit the proposed budget on the PCA Portal.

   Deliverable 2: By February 14, 2023, submit mid-year expenditures on the PCA Portal.

   Deliverable 3: By August 14, 2023, submit final expenditures on the PCA Portal.

   To request access to the PCA Portal, please contact DHSPCAPortal@dhs.wisconsin.gov.

Capability 1: Community Preparedness (recurring objectives)

Function 1: Determine Risks to the health of the jurisdiction.

2. (Joint PHEP/HPP Activity) All LTPHAs will conduct a hazard vulnerability assessment (HVA), update their current HVA, or participate in their regional Healthcare Emergency Readiness Coalition (HERC) HVA process or other collaborative HVA process to provide input and feedback. LTPHAs should strive to identify and prioritize jurisdictional risks, risk-reduction strategies, and risk-mitigation efforts in coordination with community partners and stakeholders. LTPHAs

should also strive to have procedures in place to identify populations that may be disproportionately impacted by incidents or events. *Note: A hazard vulnerability assessment is sometimes also referred to as a hazard analysis or a risk assessment.*

Function 3: Coordinate with partners and share information through community social networks.

3. (Joint PHEP/HPP Activity) All LTPHAs will continue to play an active role in their regional Wisconsin Healthcare Emergency Readiness Coalition (HERC), including participation in strategic planning, relevant trainings, exercises, and other activities. Contact your regional HERC Coordinator for more information.

4. (Joint PHEP/HPP Activity) All LTPHAs will submit evidence of working with partners that support public health preparedness, response, or recovery activities. Identified partners may support risk-mitigation, coordinate delivery of public health messages and services, and improve emergency operation and preparedness services for their communities. These should include partners that support populations with access and functional needs.

Capability 3: Emergency Operations Coordination (recurring objectives)

Function 1: Conduct preliminary assessment to determine the need for activation of public health emergency operations.

5. All LTPHA staff assigned to preparedness and/or response roles will complete at minimum the following National Incident Management System (NIMS) courses within six months of hire or assignment: Introduction to Incident Command System (IS-100.c); Incident Command System for Single Resources and Initial Action Incidents (IS-200.c); National Incident Management System, An Introduction (IS-700.b); and National Response Framework, An Introduction (IS-800.d).

6. All LTPHAs will maintain three to five emergency contacts on the PCA Portal and will update contact information annually. LTPHAs are strongly encouraged to include their health officer or tribal health director as one of these contacts.

Capability 12: Public Health Laboratory Testing

Function 2: Enhance laboratory communications and coordination.

7. All LTPHAs will have at minimum one representative attend or watch the recording of quarterly coordination calls with Office of Preparedness and Emergency Health Care (OPEHC) staff and representative(s) from the Wisconsin State Lab of Hygiene to enhance communications and coordination between laboratory and public health partners. These calls are anticipated to be included once per quarter during scheduled PHEP Q&A webinars.

Capability 15: Volunteer Management (recurring objectives)

Function 1: Recruit, coordinate, and train volunteers.

8. All LTPHAs will maintain jurisdictional Wisconsin Emergency Assistance Volunteer Registry (WEAVR) administrator contact information on the PCA Portal and will update every six months.

Function 2: Notify, organize, assemble, and deploy volunteers.

9. All LTPHA Wisconsin Emergency Assistance Volunteer Registry (WEAVR) administrators will conduct at least one alerting drill (or utilize the system during a real-world event) to alert registered volunteers.

HSEEP Consistent After Action Report/Improvement Plan (recurring objective)

10. (Joint PHEP/HPP Activity) All LTPHAs will participate in at least one Homeland Security Exercise and Evaluation Program (HSEEP) consistent exercise. Use of Incident Command System (ICS) to manage a real event may be used in lieu of an exercise as long as an HSEEP consistent After Action Report (AAR)/Improvement Plan (IP) is completed. *Note: This AAR/IP may focus on any one or multiple of the 15 public health emergency preparedness and response capabilities. LTPHAs can participate with their regional HERC in the development of an AAR.*

    All LTPHAs that received state-supplied vaccine to conduct a school-located mass vaccination exercise during budget period 4 (7/1/22 - 6/30/23) must complete an HSEEP consistent AAR/IP of the exercise. This AAR/IP will satisfy objective 10.

Self-directed Objective

11. All LTPHAs will identify and complete one preparedness objective of their choosing that is reviewed and approved by the Wisconsin state PHEP program. This objective must:
    a) support the building or sustaining of at least one CDC public health emergency preparedness and response capability
    b) include a clearly defined performance measure
    c) identify a reasonable associated deliverable to be met by June 30, 2023.

    Example:

    Capability 6: Information Sharing

(Name of Health Department/Tribal Health Center) will develop or maintain system(s) or process(es) for information exchange with community members and/or key partners to improve information sharing for situational awareness during routine operations and public health events or incidents.

Deliverable: By June 30, 2023, XX Health Department/Tribal Health Center will incorporate at minimum 2 additional demographic data metrics into existing public health data dashboards based on partner input.

Additional information about identifying and receiving Wisconsin state PHEP program approval for self-directed objectives will be made available via email communication.

Recommended Activities

The Wisconsin PHEP program encourages local and tribal public health agencies to attend the following Wisconsin DHS webinars to support situational awareness and education related to the following priority capabilities:

- **Capability 11: Nonpharmaceutical Interventions**
- **Capability 13: Public Health Surveillance and Epidemiological Investigation**

1. **Public Health Emergency Preparedness Questions and Answers (PHEP Q&A) Webinars**

   PHEP Q&A webinars are held every other Tuesday from 10 a.m – 11 a.m.

   Participant information is sent out in advance of PHEP Q&A webinars via email communication.

   Slides and recordings of past webinars are available on the PHEP Q&A Recordings page on the PCA Portal.

2. **Wisconsin COVID-19 Vaccine Program Webinars**

   Bi-weekly COVID-19 Vaccine Program updates are held every other Tuesday from 11 a.m.-12 p.m.

   Register for the meeting series here. Watch recordings of past webinars here.

3. **Bureau of Communicable Disease COVID-19 Webinars**

   Bureau of Communicable Diseases COVID-19 webinars are held on the first Wednesday of each month at 2:00 p.m.

   Participant information is sent out in advance of BCD COVID-19 webinars via email communication.

   Slides and recordings of past webinars are available below the COVID-19 Resources section on the PCA Portal.

DocuSign

Certificate Of Completion

Envelope Id: 4FC8C6CC8C7D43169BC1174414C455CA
Subject: 155015 - De Pere DPH - 2022 DPH Consolidated Contract - 52825-2
Source Envelope:
Document Pages: 10
Certificate Pages: 6
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Signatures: 3
Initials: 0

Status: Completed

Envelope Originator:
Kristen Sapyta
1 West Wilson St.
Madison, WI 53703
kristen.sapyta@dhs.wisconsin.gov
IP Address: 165.189.255.23

Record Tracking

Status: Original
11/10/2022 11:06:31 AM
Security Appliance Status: Connected
Storage Appliance Status: Connected

Holder: Kristen Sapyta
kristen.sapyta@dhs.wisconsin.gov
Pool: StateLocal
Pool: DHS

Location: DocuSign

Location: DocuSign

Signer Events	Signature	Timestamp
Cody Wagner CodyW.Wagner@dhs.wisconsin.gov Office of Legal Counsel Wisconsin Department of Health Services Security Level: Email, Account Authentication (None)	DocuSigned by: 31F480248CEC464...	Sent: 11/10/2022 11:13:29 AM Viewed: 11/10/2022 11:35:49 AM Signed: 11/10/2022 11:40:23 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
James Boyd jboyd@deperewi.gov Mayor Security Level: Email, Account Authentication (None)	DocuSigned by: James Boyd 50C8D1E932AB49A...	Sent: 11/10/2022 4:15:17 PM Viewed: 11/10/2022 4:19:20 PM Signed: 11/10/2022 4:21:28 PM
Electronic Record and Signature Disclosure: Accepted: 11/10/2022 4:19:20 PM ID: 1e8e6148-282b-48a3-b5e0-00265404e164		
Anna Benton anna.benton@dhs.wisconsin.gov Assistant Administrator, Division of Public Health DPH Security Level: Email, Account Authentication (None)	DocuSigned by: Anna Benton AF2CECDAF36A431...	Sent: 11/10/2022 4:21:32 PM Viewed: 11/11/2022 9:42:34 AM Signed: 11/11/2022 9:42:40 AM
Electronic Record and Signature Disclosure: Accepted: 11/11/2022 9:42:34 AM ID: 8b08f08e-7fba-4a13-a46a-d1f4d5771e40		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Kelly Burke kburke@mail.de-pere.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 11/10/2022 11:13:31 AM Viewed: 11/10/2022 11:53:30 AM
Sara Lornson slornson@deperewi.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 11/10/2022 11:13:31 AM
CARS Contracts DHSCARSContracts@dhs.wisconsin.gov Wisconsin Department of Health Services Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 11/10/2022 11:13:30 AM
DPH Contracts DHSDPHContracts@dhs.wisconsin.gov DPH Contracts Shared Account Wisconsin Department of Health Services Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 11/10/2022 11:13:30 AM
Debbie Armbruster darmbruster@deperewi.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 11/10/2022 11:42:55 AM ID: 5fbc6530-2786-4927-853d-b36ad23c0277	COPIED	Sent: 11/11/2022 9:42:44 AM Viewed: 11/14/2022 7:40:20 AM
Kelly Burke kburke@mail.de-pere.org Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 11/11/2022 9:42:44 AM
Sara Lornson slornson@deperewi.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	COPIED	Sent: 11/11/2022 9:42:44 AM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/10/2022 11:13:31 AM

Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	11/11/2022 9:42:34 AM
Signing Complete	Security Checked	11/11/2022 9:42:40 AM
Completed	Security Checked	11/11/2022 9:42:44 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Wisconsin Department of Health Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Health Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: DHSContractCentral@dhs.wisconsin.gov

To advise Wisconsin Department of Health Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at DHSContractCentral@dhs.wisconsin.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Wisconsin Department of Health Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to DHSContractCentral@dhs.wisconsin.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Health Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to DHSContractCentral@dhs.wisconsin.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Wisconsin Department of Health Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Wisconsin Department of Health Services during the course of your relationship with Wisconsin Department of Health Services.

Deborah E. Armbruster

From: Danielle M. Jauquet
Sent: Monday, December 19, 2022 7:33 AM
To: Kris Krasnowski
Cc: Suzanne Schreiner; Deborah E. Armbruster
Subject: RE: Congratulations on Your LEAF Award!

Thank you!! We are excited to get started after meeting with Suzanne. ☺

Thank you,

Danielle Jauquet, BSN RN
Public Health Nurse
De Pere Health Department | 335 South Broadway | De Pere, WI 54115
Phone (920) 339-4054 | Fax (920) 339-2745 | *djauquet@deperewi.gov*

Public Health
Prevent. Promote. Protect.
De Pere Health Department

DE PERE

Genuine. Down to Earth. Forward Thinking. Rooted in Strong Values.

CONFIDENTIALITY NOTICE This electronic mail message and any files transmitted with it are confidential and are intended for the sole use of the individual or entity to whom they are addressed. Dissemination, forwarding, printing, or copying of this electronic mail without the consent of the sender is strictly prohibited. If you are not the intended recipient, be advised that you have received this electronic mail in error, and immediately notify the sender by return mail.

From: Kris Krasnowski <kris.krasnowski@wihealthyaging.org>
Sent: Friday, December 16, 2022 12:51 PM
To: Danielle M. Jauquet <djauquet@deperewi.gov>
Cc: Suzanne Schreiner <Suzanne.Schreiner@wihealthyaging.org>
Subject: Congratulations on Your LEAF Award!

You don't often get email from kris.krasnowski@wihealthyaging.org. Learn why this is important

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Danielle,

Congratulations! The De Pere Health Department has been selected to receive a Localizing Efforts to Address Falls (LEAF) grant from the Wisconsin Institute for Healthy Aging. The award, made possible with funding from the federal Administration for Community Living, supports community activities designed to reduce falls in Wisconsin. LEAF grant activities are part of a larger strategy to reduce falls among older adults including the Falls Free Wisconsin Coalition and Center coming in 2023.

Your project award in the amount of $8,000 must be spent or funds committed by August 31, 2023. Reviewers for your project had a recommendation that we would like to discuss with you. Please contact Suzanne Schreiner at your earliest convenience to set up a brief meeting time.

We ask that you participate in a **virtual LEAF Kick-Off meeting from 11:00 am – noon on January 11, 2023**. A calendar invitation will be sent for this meeting; please let us know if you or someone from your project team will be unable to attend. You will also participate in several grantee meetings with a WIHA project manager over the course of the grant period. A final narrative and budget report will be due on October 31, 2023.

Again, congratulations! If you have questions, please contact me or Project Coordinator Suzanne Schreiner. We'll see you at the grant Kick-Off meeting and have a happy holiday season!

Sincerely,

Kris Krasnowski
Executive Director
Wisconsin Institute for Healthy Aging
wihealthyaging.org

wiha
Wisconsin Institute
for Healthy Aging

RFP - Localizing Efforts to Address Falls (LEAF) (wufoo.com)

De Pere Health Department LEAF Grant Application

Current Programming: De Pere Health Department is funded by and serves residents within the city limits of De Pere. Current fall prevention programming includes:

1. General social media posts and posts/events shared from partners such as ADRC, Brown County Prevention Coalition, DHS, CDC, WIHA, etc.
2. Participation in the Brown County Prevention Coalition- Fall Prevention Partnership Committee
3. Stay at Home Assistance (SAHA) Program- collaboration between the De Pere Health Department and De Pere Fire Rescue that works to prevent falls and fires in our community through awareness, resource promotion, education, phone consultations, and in-home visits. Phone consultation includes fall risk assessment, in-home visit eligibility screening, fall and fire prevention education, and resource referrals. In-home visits include health and environment assessment related to fall and fire risk, smoke alarm/carbon monoxide detector check and replacement (as needed), fall and fire prevention recommendations and education, and resource referrals.

Current Data Collection: De Pere Health Department receives fall data for all of Brown County from the Brown County Prevention Coalition OR for the greater De Pere area (City of De Pere, Lawrence, Ledgeview, etc.) from De Pere Fire Rescue via ImageTrend. Tracked and reported out monthly: number of ImageTrend reports received (regardless of jurisdiction) and if referral was made to the Stay at Home Assistance Program. Due to staff time constraints, only ImageTrend reports that indicate voluntary referral to the Stay At Home Assistance are reviewed in full to determine reason for fall and screened for residency.

1) Project Description

Proposed Project: Increase quality of fall data collected/reviewed to assess how many, why, where, and when falls are happening within our jurisdiction of City of De Pere specifically. Analyze collected data. Plan educational fall activity/event at De Pere Community Center AND adjust current ongoing fall programing based on greatest fall risks identified within our jurisdiction.

How will your project reduce falls in your community?: This project will allow us to have data specific to City of De Pere. This helps support our fall prevention efforts and future funding in addition to providing valuable information to guide new efforts, such as an educational activity/event held within our jurisdiction, that can best serve our population. All fall events and group education that De Pere Health Department has been involved with in the last several years has been outside city limits and for the greater Green Bay/Brown County area. We have increasingly heard from our residents that they would like more programming within our jurisdiction. Identifying what is causing current falls and any socio-economic correlations enables us to better tailor our programming to prevent future falls in our community.

2) Goals

Goal #1: Increase quality and quantity of fall data specific to City of De Pere

Goal #2: Hold fall education session within city limits and adjust current fall programming to align with fall risks identified in order to decrease falls within City of De Pere

RFP - Localizing Efforts to Address Falls (LEAF) (wufoo.com)

3) Project Activities:

1. Hire limited term employee/add additional hours to existing limited term employee
2. Create new data tracking spreadsheet and process
3. Using De Pere Fire Rescue ImageTrend reports, track the following for ALL fall incidents regardless of referral to SAHA: jurisdiction, age, gender, race, fall details (determined reason for fall, location of fall, injury/death/hospitalization from fall, etc.), referrals made
4. For falls within city limits of De Pere: plot addresses on city map
5. After 4 months of data collection (January 2023-April 2023), review/analyze data and compare to county/state numbers and to CDC vulnerability index. Identify most common causes for falls and any trends/health disparities.
6. Utilize data to adjust current programming as needed- educational materials, social media posts, etc.
7. Plan and hold fall educational event at De Pere Community Center (within city limits, frequently visited by target population) summer 2023
    a. Present data collected for our jurisdiction
    b. Tailored education based on identified fall causes
    c. Fall bingo
    d. Medication assessments if pharmacist available
    e. Scatter rug collection- mugs for rugs
    f. Fall and fire prevention resource and material distribution
    g. Q&A

4) Project Partners

1. De Pere Fire Rescue
    a. Provide fall incident reports via ImageTrend
    b. Collaborate on Stay at Home Assistance changes if needed and on fall event at De Pere Community Center
2. De Pere Community Center: partner for event space and event promotion
3. De Pere Hometown Pharmacy: potential medication assessment partner
4. Washington University School of Medicine in St. Louis: Fall bingo provider Fall Prevention Bingo | Program in Occupational Therapy Participation, Environment & Performance Lab (wustl.edu)
5. Brown County Prevention Coalition- Fall Prevention Partnership Committee: share county and city numbers with each other, provide resource referrals to partners in the group at event and on visits

5) Addressing Disparities

This project will address underserved populations by potentially identifying health disparities with relation to falls. We currently do not have any data related to this so do not know what disparities might exist in order to address them. This project would allow us to plot addresses where falls are occurring and compare to the CDC vulnerability index to assess any correlation with falls. We would also be able to compare our general rate of falls to the rate in specific groups by age, gender, and race to identify disparities. If identified, we could then plan our programming accordingly to raise awareness about and reduce these disparities.

RFP - Localizing Efforts to Address Falls (LEAF) (wufoo.com)

6) Project Evaluation

We will gauge the success of this project in several ways:

1. Compare quality and quantity of baseline fall data to quality and quantity of fall data after 4 month collection period
2. Administer and analyze event evaluation form: rate effectiveness of education and resources provided
3. Compare 4 month data (city-specific baseline) to year end data to assess if there has been a reduction in falls in City of De Pere following the fall event and changed programming (this information will not be available at the time of the grant period end/report deadline)

7) Project Sustainability/Next Steps

Our hope would be to hold yearly fall education events within our jurisdiction after this initial project kickoff event to better serve our population and reach a wider group than we are able to do with our individualized Stay at Home Assistance Program. We would still continue that program as well with adjustments made as needed based on the data collected. We would continue as much data collection as possible after the 4 month intensive period. Minimally, we would continue to collect number of falls within city limits of De Pere so we can have data that is specific to our community. Ideally, we would continue to collect information on race, gender, age, and reason for fall but may need to scale back based on staff time constraints.

DE PERE HEALTH DEPARTMENT

LEAF Project Budget

List and briefly describe your expected expenses in the table below. **Complete and attach in the project budget section (#8) of your LEAF Grant submission.** Categories may include personnel, travel, materials and supplies, and incentives. Funds **may not** be used to supplant existing funding or for capital expenses. *Add rows as needed.*

Questions? *Contact Kris Krasnowski.*

Category	Item/Description	Amount
Personnel 25%		
Data Collection LTE	Limited Term Employee through City of De Pere for data collection - to be hired/determined (likely add additional hours to existing COVID LTE). 4-5 hours/week for 4 months	$2000.00
Materials and supplies		
Event Refreshments	Renard's Catering: coffee, yogurt parfait bar, muffins- not to exceed $12/person, estimated 50 people, 20% tip, fees	$750.00
Printing and Misc.	Estimated- handouts and brochures for event and SAHA visits. Flyers for event. Pens/markers.	$130.00
Trifold Folders	Event + SAHA visits Amazon.com : Pendaflex Oxford Tri-Fold Pocket Folders, Letter Size, Red, Interior Business Card Holder, 20 Per Box (59811) 2 : Colored File Folders : Office Products x5 boxes of 20	$175.00
De Pere Fall Prevention Booklets	Summarize De Pere fall data, provide local fall prevention resources, describe SAHA program, list resources and tips, space for presentation/bingo notes Booklet Printing Services: Create Custom Booklets | VistaPrint x500 for event AND fire rescue calls	$700.00
Bingo Balls	Amazon.com: 3/4 inch Round Wooden Ball, Bag of 50 Unfinished Wood Round Balls, Hardwood Birch, Small Wooden Balls, for Crafts and Building, 3/4 inch Diameter. by Woodpeckers x2	$20.00

DE PERE HEALTH DEPARTMENT

Bingo Cards	Printed clear labels, attached to acrylic boards- wipeable and reusable for future events: Custom Bingo cards generated at http://print-bingo.com. Basic use of the site is free! (wustl.edu) Amazon.com : Clear Sticker Paper, Full-Sheet Labels, 8.5" x 11" for Inkjet Printers Only, Crystal Clear Gloss, No Back-Slit, 25 Labels : Office Products And Amazon.com: 2 Pack 8x12 Clear Acrylic Sheet,Cast Plexiglass,Lingben Acrylic Board Large Panel 3mm Thick Plexi Glass Board with Protective Paper for Signs, DIY Display Projects, Craft : Industrial & Scientific x25	$450.00
Bingo Chips	Amazon.com: SEETOOOGAMES 5 Bingo Magnetic Wands with 500 Magnetic Bingo Plastic Chip Markers， Family Game Night,Large Group Games,Bingo Hall, School Educational Counting & Sorting Activities : Toys & Games x3	$75.00
Night Lights	Fall prevention measures: night lights MAZ-TEK Plug in Dimmable Led Night Light with Auto Dusk to Dawn Sensor, Soft Warm White Nightlights for Hallway,Bedroom, Kids Room, Kitchen, Stairway, 4 Pack - - Amazon.com x25	$650.00
File of Life	For home visits, events, fire rescue calls, etc. Minimum order 1000, custom logo, large print, magnetic pouch Magnet Pouch & Large Custom Color Cards (thefileoflife.org)	$1250.00
Mugs for Rugs	Rug collection at fall event, fall prevention message and logo Mug 11oz. Digital Full Color Wrap, Case of 36 | Vistaprint	$1000.00
Incentives 10%		
Bingo Prizes	Bingo prizes (gift cards for safe footwear, gift baskets) for fall event	$800.00
Total		**$8000.00**

Deborah E. Armbruster

From: Danielle M. Jauquet
Sent: Wednesday, January 11, 2023 4:46 PM
To: Deborah E. Armbruster
Subject: LEAF Grant Info for Finance
Attachments: LEAF Grant Application.pdf; LEAF-Budget-Template.pdf; RPF LEAF Project - Wisconsin Institute for Healthy Aging.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Application, Budget, and Objectives/Initial Description attached!

Addendum from WIHA:
how to purchase Bingocize | Western Kentucky University (wku.edu)
Bingocize license: $400 for 2 years
Training cost: $150 (online). Groups of more than 20 participants require 2 trained leaders
Equipment cost: $350 plus shipping & handling
Total cost with 1 person trained = $600
Total cost with 2 people trained = $750
One hour 2x/week for 10 weeks

Fall bingo = $545. Cost difference of $55-$205

Thank you,

Danielle Jauquet, BSN RN
Public Health Nurse
De Pere Health Department | 335 South Broadway | De Pere, WI 54115
Phone (920) 339-4054 | Fax (920) 339-2745 | *djauquet@deperewi.gov*

Public Health
Prevent. Promote. Protect.
De Pere Health Department

DE PERE

Genuine. Down to Earth. Forward Thinking. Rooted in Strong Values.

CONFIDENTIALITY NOTICE This electronic mail message and any files transmitted with it are confidential and are intended for the sole use of the individual or entity to whom they are addressed. Dissemination, forwarding, printing, or copying of this electronic mail without the consent of the sender is strictly prohibited. If you are not the intended recipient, be advised that you have received this electronic mail in error, and immediately notify the sender by return mail.

Request for Proposals (RFP)

Falls Free Wisconsin: Localizing Efforts to Address Falls (LEAF)

Proposal Deadline: November 18, 2022 – 5:00 pm

Overview

As part of a larger strategy to reduce falls among older adults in Wisconsin, the Wisconsin Institute for Healthy Aging (WIHA) is pleased to announce a funding opportunity for local falls prevention efforts in Wisconsin. The LEAF initiative will provide funds to local groups to support sustainable falls and injury prevention efforts with a focus on reaching underserved communities and/or creating or revitalizing local falls prevention coalitions.

Who Can Apply:

Funding is available to non-profit, community-based organizations including aging units and Aging & Disability Resource Centers, public safety entities, public health agencies, and other public or community-based organizations or coalitions in Wisconsin.

Funding Amounts and WIHA Support:

WIHA will fund a minimum of 7 projects in the amount of $5,000 - $10,000. **Funded projects must be completed by August 31, 2023.** Grantees are expected to participate in a kick-off meeting and check-in meetings over the course of the grant period. A final narrative and budget report will be due on October 31, 2023.

Allowable Expenses

Funds may be used for personnel (not to exceed 25% of award amount), materials, promotion, supplies, and incentives (not to exceed 10% of award amount). Funds **may not** be used to supplant existing funding or for capital expenditures.

To apply:
https://wiha.wufoo.com/forms/rfp-localizing-efforts-to-address-falls-leaf/

Timeline

Release of RFP..... October 12, 2022

Q&A Sessions..... See below

Proposals Due..... November 18, 2022

Grants Awards Announced..... December 16, 2022

Q&A Sessions –
WIHA will hold online meetings to go over grant requirements and answer questions from prospective applicants.

October 19, 2022: 9:00 – 10:00 am
October 26, 2022: 1:00 – 2:00 pm

Q&A Zoom Link:
https://us06web.zoom.us/j/82015360901?pwd=RnBTVU9JK1MxTWRmUmMySnYrbWwxZz09

Meeting ID: 820 1536 0901
Passcode: 941610
+1 312 626 6799 US (Chicago)

Sessions will be recorded for those unable to attend.

wiha
Wisconsin Institute for Healthy Aging

Background

Wisconsin has the highest rate of deaths due to falls among older adults in the entire country with one in four people age 65 or older falling each year. The Wisconsin Institute for Healthy Aging (WIHA), with funding from the Administration for Community Living (ACL), is working to develop a comprehensive statewide strategy to reduce falls in the state. The strategy includes the creation of the Falls Free Wisconsin Center - housed at WIHA - to provide falls prevention information and resources to consumers and professionals. We also provide leadership to the Falls Free Wisconsin Coalition to ensure collaboration, coordination and a multidisciplinary approach to falls prevention. A third component of the initiative is to cultivate and support local or regional falls prevention efforts through funding opportunities, such as this one, with priority given to projects that address the needs of underserved populations.

Target population:

Projects must support falls prevention in older adults which may also include their families and caregivers. Preference will be given to projects that address the needs of underserved populations and include sustainability measures or lead to next steps in falls prevention.

Proposal Requirements:

1. Applicant organization and project lead contact information.
2. Project description to include 1) overview, 2) goals, 3) activities, 4) evaluation and 5) sustainability measures.
3. Project budget.

Examples of eligible projects:

1. Develop or revitalize a local or area falls and/or injury prevention coalition
2. Launch a local falls prevention event or initiative (e.g., Mugs for Rugs, Only Leaves Should Fall)
3. Expand evidence-based falls prevention programs such as WIHA's Stepping On or Pisando Fuerte programs
4. Develop a falls referral program to connect fallers to interventions
   - With public safety (fire, EMS)
   - With health care providers
5. Develop in-home falls prevention initiatives to address home hazards such as clutter and hoarding and home safety modifications
6. Develop education campaigns on the factors that increase falls (vision, medications, nutrition and hydration, footwear, home hazards, balance and strength) and ways to reduce falls risk
7. Develop a local mobility or accessibility project to understand and address community needs (e.g., walkability survey with recommendations)
8. Develop an initiative to engage pharmacies for medication reviews
9. Implement physical activity programs to improve strength and balance for hard-to-reach elders

To apply:

Submit your (online only) application – **no later than 5:00 pm on Friday, November 18, 2022** - here: https://wiha.wufoo.com/forms/rfp-localizing-efforts-to-address-falls-leaf/

If you have questions, please contact Kris Krasnowski at kris.krasnowski@wihealthyaging.org.

wiha
Wisconsin Institute for Healthy Aging

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 14, 2023**
DEPARTMENT:	**Finance Department**
FROM:	**Joe Zegers**
SUBJECT:	**Review and Possible Action on City of De Pere Investments and Cash Detail report for Dec. 2022.**

ATTACHMENTS:

- December 2022 Investment Memo_2-14-23 (PDF)
- Dec. Investment Schedule_ 2.14.23 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: February 9th, 2023
Subject: Cash and Investments Report for December 31st, 2022

I have attached a summary of the City's Cash and Investments for your information and review as of December 31st, 2022. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2021 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments return decreased $138,724 in **market** value for the **year** ended December 31st, 2022. For your information, our budgeted annual amount for general fund investment income for 2022 is $100,000. The LGIP investment account decreased $2.45 million in **December** of 2022 due to interest of $47,000 offset by payments for account payable and payroll of $2,500,000. Our Associated Money Market increased $13.1 million primarily for tax collection transfers and for interest of $17,600 in **December** of 2022. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

December 31, 2022

CASH ACCOUNTS

CHECKING ACCOUNTS		BALANCE
CITY CHECKING	$	3,442,584.63
HEALTH CHECKING	$	1,862,453.90
DENTAL CHECKING	$	88,633.27
SUBTOTAL	**$**	**5,393,671.80**
TOTAL CASH	**$**	**5,393,671.80**

INVESTMENTS

		BALANCE		INTERST AND APPRECIATION	RATE OF RETURN
LGIP	$	13,278,638.76	$	233,308.62	1.59%
ASSOCIATED BANK TRUST	$	4,870,219.85	$	(207,810.22)	-4.09%
CHARLES SCHWAB INVESTMENTS	$	6,144,066.39	$	(215,316.06)	-3.39%
MONEY MARKET	$	16,538,440.87	$	51,093.46	3.22%
TOTAL INVESTMENTS	**$**	**40,831,365.87**	**$**	**(138,724.20)**	
TOTAL CASH AND INVESTMENTS	**$**	**46,225,037.67**			

NOTE: The City budgeted $100,000 for general fund revenues in the 2022 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2022

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

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2021

	31-Jan-2021	28-Feb-2021	31-Mar-2021	30-Apr-2021	31-May-2021	30-Jun-2021
CHECKING ACCOUNTS						
CITY CHECKING	2,331,022.04	622,001.07	1,751,077.31	1,053,658.55	823,811.66	159,026.31
HEALTH CHECKING	2,381,833.73	2,382,587.48	2,266,097.52	2,513,911.76	2,442,426.74	2,257,079.41
DENTAL CHECKING	61,720.12	65,793.24	55,511.60	72,493.72	71,018.59	71,572.27
SUBTOTAL	**$ 4,774,575.89**	**$ 3,070,381.79**	**$ 4,072,686.43**	**$ 3,640,064.03**	**$ 3,337,256.99**	**$ 2,487,677.99**
RESTRICTED						
WATER BOND MM	212,746.68	212,771.16	212,798.27	212,824.50	212,847.24	212,868.23
SUBTOTAL	**$ 212,746.68**	**$ 212,771.16**	**$ 212,798.27**	**$ 212,824.50**	**$ 212,847.24**	**$ 212,868.23**
TOTAL CASH	**$ 4,987,322.57**	**$ 3,283,152.95**	**$ 4,285,484.70**	**$ 3,852,888.53**	**$ 3,550,104.23**	**$ 2,700,546.22**
INVESTMENTS						
LGIP	14,005,155.49	14,932,003.97	13,684,325.96	8,532,120.21	7,691,508.67	8,998,581.68
ASSOCIATED BANK TRUST	5,090,384.50	5,092,253.12	5,091,028.45	5,101,344.27	5,107,360.65	5,103,518.76
CHARLES SCHWAB INVESTMENTS	6,376,185.39	6,364,936.76	6,372,504.48	6,384,748.23	6,385,186.86	6,378,376.40
MONEY MARKET	27,440.86	27,444.02	27,447.52	27,450.90	27,453.83	27,456.54
TOTAL INVESTMENTS	**$ 25,499,166.24**	**$ 26,416,637.87**	**$ 25,175,306.41**	**$ 20,045,663.61**	**$ 19,211,510.01**	**$ 20,507,933.38**
TOTAL CASH AND INVESTMENTS	**$ 30,486,488.81**	**$ 29,699,790.82**	**$ 29,460,791.11**	**$ 23,898,552.14**	**$ 22,761,614.24**	**$ 23,208,479.60**

	31-Jul-2021	31-Aug-2021	30-Sep-2021	31-Oct-2021	30-Nov-2021	31-Dec-2021
CHECKING ACCOUNTS						
CITY CHECKING	669,513.93	5,185,089.85	767,962.29	1,177,465.91	1,121,443.34	698,333.09
HEALTH CHECKING	2,137,820.32	2,201,756.16	74,134.00	2,180,493.68	2,212,728.37	2,188,211.99
DENTAL CHECKING	71,327.28	71,277.13	2,169,637.44	76,145.39	78,237.64	72,478.76
SUBTOTAL	**$ 2,878,661.53**	**$ 7,458,123.14**	**$ 3,011,733.73**	**$ 3,434,104.98**	**$ 3,412,409.35**	**$ 2,959,023.84**
RESTRICTED						
WATER BOND MM	212,889.92	212,911.62	212,932.62	212,954.32	212,971.82	-
SUBTOTAL	**$ 212,889.92**	**$ 212,911.62**	**$ 212,932.62**	**$ 212,954.32**	**$ 212,971.82**	**$ -**
TOTAL CASH	**$ 3,091,551.45**	**$ 7,671,034.76**	**$ 3,224,666.35**	**$ 3,647,059.30**	**$ 3,625,381.17**	**$ 2,959,023.84**
INVESTMENTS						
LGIP	12,313,429.27	5,959,824.53	3,960,047.45	13,277,053.10	9,667,924.32	7,668,380.45
ASSOCIATED BANK TRUST	5,102,473.14	5,104,975.54	5,098,389.98	5,086,792.43	5,085,108.03	5,078,030.07
CHARLES SCHWAB INVESTMENTS	6,389,315.23	6,380,939.85	6,378,209.02	6,372,888.06	6,359,382.45	6,359,382.45
MONEY MARKET	27,459.34	27,462.14	27,464.85	27,467.65	27,470.36	14,814,830.53
TOTAL INVESTMENTS	**$ 23,832,676.98**	**$ 17,473,202.06**	**$ 15,464,111.30**	**$ 24,764,201.24**	**$ 21,139,885.16**	**$ 33,920,623.50**
TOTAL CASH AND INVESTMENTS	**$ 26,924,228.43**	**$ 25,144,236.82**	**$ 18,688,777.65**	**$ 28,411,260.54**	**$ 24,765,266.33**	**$ 36,879,647.34**

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 14, 2023**
DEPARTMENT:	**City Clerk**
FROM:	**Ann Ledvina**
SUBJECT:	**Review and possible action on City of De Pere Investments and Cash Detail report for January 2023.**

ATTACHMENTS:

- January 2023 Investment Memo_3.14.23 (PDF)
- January 2023 Investment Schedule_3.14.23 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: March 10th, 2023
Subject: Cash and Investments Report for January 31st, 2023

I have attached a summary of the City's Cash and Investments for your information and review as of January 31st, 2023. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2022 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments return increased $197,913 in **market** value for the **month** ended January 31st, 2023. For your information, our budgeted annual amount for general fund investment income for 2023 is $325,000. The LGIP investment account increased $414,000 in **December** of 2022 due to interest of $49,000 and state highway transportation aids of $365,000. Our Associated Money Market increased $4,060,000 primarily for net tax collection transfers and for interest of $59,500 in **January** of 2023. Feel free to contact me should you have any questions on this.

Additionally, as this is my last meeting before my retirement date of March 20, 2023, I wanted to thank Mayor Boyd and present Council members as well as Mayor Walsh and prior Councils going back to December of 1998 that it has been an honor and a pleasure to work with you and all the Administrators, Department Heads, and Employees over the last 24+ years. I also wanted to especially thank all First Floor employees who I have enjoyably worked very closely with over that time for their great work and camaraderie since 1998. I am grateful and know I have been truly blessed to work in the role of Finance Director with all of you to continually strive to make the City of De Pere a better place to live and work for the citizens of De Pere.

Thank you all very much!

Joe

DE PERE CASH AND INVESTMENTS SUMMARY

JANUARY 31, 2023

CASH ACCOUNTS

CHECKING ACCOUNTS		BALANCE
CITY CHECKING	$	1,870,986.92
HEALTH CHECKING	$	1,755,720.84
DENTAL CHECKING	$	98,034.92
SUBTOTAL	**$**	**3,724,742.68**
TOTAL CASH	**$**	**3,724,742.68**

INVESTMENTS

		BALANCE		INTERST AND APPRECIATION	RATE OF RETURN
LGIP	$	13,692,384.53	$	49,314.86	4.26%
ASSOCIATED BANK TRUST	$	4,906,570.44	$	36,350.59	8.96%
CHARLES SCHWAB INVESTMENTS	$	6,196,864.06	$	52,797.67	10.31%
MONEY MARKET	$	20,597,891.13	$	59,450.26	3.86%
TOTAL INVESTMENTS	**$**	**45,393,710.16**	**$**	**197,913.38**	
TOTAL CASH AND INVESTMENTS	**$**	**49,118,452.84**			

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
JANUARY 31, 2023

	31-Jan-2023	28-Feb-2023	31-Mar-2023	30-Apr-2023	31-May-2023	30-Jun-2023
CHECKING ACCOUNTS						
CITY CHECKING	1,870,986.92	-	-	-	-	-
HEALTH CHECKING	1,755,720.84	-	-	-	-	-
DENTAL CHECKING	98,034.92	-	-	-	-	-
SUBTOTAL	$ 3,724,742.68	$ -	$ -	$ -	$ -	$ -
TOTAL CASH	$ 3,724,742.68	$ -	$ -	$ -	$ -	$ -
INVESTMENTS						
LGIP	13,692,384.53	-	-	-	-	-
ASSOCIATED BANK TRUST	4,906,570.44	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	6,196,864.06	-	-	-	-	-
MONEY MARKET	20,597,891.13	-	-	-	-	-
TOTAL INVESTMENTS	$ 45,393,710.16	$ -	$ -	$ -	$ -	$ -
TOTAL CASH AND INVESTMENTS	$ 49,118,452.84	$ -	$ -	$ -	$ -	$ -

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2022

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

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