



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, March 12, 2019

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **March 12, 2019** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the February 12, 2019 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment and announcements.
4. Fire Department Overtime and LifeQuest Services Billing Report for February, 2019.
5. Approval of February 2019 Police Overtime
6. Consider donation from VVA 224 to the Fire Department.*
7. Consideration to Accept Walmart Donation to Police Department*
8. Consideration to Accept Baycare Clinic Foundation Donation to Police Department*
9. Consideration to Accept Ameriprise Donation to Police Department*
10. Review revisions to Municipal Code Chapter 62 - Electrical Code *
11. Recommendation from the Board of Park Commissioners to Approve Bid for Aesbestos Inspection and Removal.*
12. Recommendation from the Board of Park Commissioners to Approve Additional Funding for the Surfacing at VFW Playground.*
13. Recommendation from the Board of Park Commissioners to approve department ran Beer Garden where all net proceeds shall be deposited into a Park Fund established exclusively for park improvements.*
14. Future agenda items.
15. Consideration of Claim for Tax Refund Filed by Dan Doro - Parcel WD-726-M-20 * (741 Morning Glory Lane)

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(g), the Committee may convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The Committee may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are

allowed by law.

16. Adjournment

Notice is also given that a majority of the members of the Common Council of the City of De Pere will attend this meeting to gather information about a subject(s) over which they have decision-making responsibility. As such, this committee meeting is also considered a meeting of the Common Council.

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

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Dan Doro



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 12, 2019

DEPARTMENT: City Attorney

FROM: Angela Zills

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

ATTACHMENTS:

- February 12, 2019 DRAFT Minutes (DOCX)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, February 12, 2019

7:30 PM

De Pere City Hall Council Chambers

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

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

Also Present: City Administrator Lawrence Delo, Human Resources Director Shannon Metzler, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, Finance Director Joe Zegers, Development Services Director Kimberly Flom, and Tina Quigley of Definitely De Pere.

2. Approval of the Minutes of the January 8, 2019 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment and announcements.

No announcements were made. The Mayor offered the audience the opportunity to speak on any item not on the Agenda; no one came forward.

4. Fire Department Overtime and LifeQuest Services Billing Reports for January, 2019.

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

5. Approval of Police Overtime Report for January 2019.

Aldersperson Nelson asked the Chief if the Committee could be provided an update for the drug task force and the OWI task force. The Chief indicated that there is no set schedule to provide regular updates, but indicated he is willing to ask for a representative to provide an update on the drug task force and he is willing to provide an update on the OWI task force at a future meeting.

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

Attachment: February 12, 2019 DRAFT Minutes (7968 : Approval of the Minutes of the February 12, 2019 Regular Meeting of the

6. Consider Office Furniture Donation from St. Norbert College for the Fire Department.*

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

7. Consider Grant Award for Lucas 3 Chest Compression System to the Fire Department.*

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

8. Recommended Changes to Administrative Time for Sanitarian and Battalion Chief.*

Human Resources Director Metzler clarified that intention of this item was also to include the City Clerk position changing from 24 hours to 40 hours, due to this position returning to full time status. The Mayor made a Motion to Reconsider his initial Motion to Approve, to also include the proposed changes to administrative time for the City Clerk position, contingent upon approval of Agenda Item No. 9, which was also seconded by Alderperson Crevier.

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

9. Recommend Separating the Duties of the Clerk/Treasurer Position.*

In response to Alderperson Crevier, Human Resources Director Metzler explained that the Clerk and Treasurer duties are currently combined into one position, but the Finance Director also performs some Treasurer duties, and the Clerk does not perform all Treasurer tasks. Further, in cities the size of De Pere, most have only a City Clerk, not a combined position. This proposal also includes a restructuring of the Deputy Clerk position, which will also handle some treasurer duties. The changes proposed will make the job titles reflect tasks more appropriately, and rather than indicate changing duties, is more simply changing titles and may also eliminate some potential recruiting issues. The Deputy Clerk-Treasurer position will be new and will have a change in responsibility. Administrator Delo added that the position currently doesn't require an accounting degree.

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

10. Confirmation of Appointment to City Clerk and Confirmation of Appointment to Treasurer.*

In response to Alderperson Crevier, Human Resources Director Metzler explained that there are some employees that are required to be appointed by the Mayor and accepted by Council, either through state statutes or city ordinance. The Clerk appointment is required by statute and city ordinance requires the appointment of certain positions, such as department heads. In addition, city policy allows the City Administrator to waive

external recruitments for positions, and although it doesn't often occur, it was felt in this situation that the internal candidate was well qualified such that an external recruitment would have achieved the same result. Mayor Walsh added that recruitment will occur for the Deputy Clerk-Treasurer position. Administrator Delo clarified that the positions requiring appointments by the Mayor are not political appointments; an individual is submitted for appointment at the recommendation of a recruitment panel, which is involved in the hiring process and decision making.

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

11. Recommendation to reclassify the Maintenance Technician position to Maintenance Specialist and increase pay grade.*

In response to Alderperson Crevier, Human Resources Director Metzler explained that while there is a significant wage increase of about 30% for the change from Maintenance Technician to Maintenance Specialist (with HVAC requirement), the wage rate may still be low based upon a demand for trade workers that has increased over the last few years. In the current recruitment, there are approximately 86 private organizations also currently hiring, and the initial response resulted in only two applicants. Letters were sent to all individuals holding an HVAC certification, and the applicants have increased only to six after three weeks, but there are good strong candidates in the current pool. The proposal does not change other duties and would result in two Maintenance Specialists, one with an electrical specialty and one with an HVAC specialty, which would save the City some expense of contracted work, as well as have an employee onsite for trouble-shooting and minor repairs.

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

12. Recommended changes to Seasonal/Part-time Employee Wages.*

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

13. Recommendation to approve contract with Employee Resource Center for EAP services.*

In response to Alderperson Crevier, Human Resources Director Metzler highlighted changes, explaining that pricing is slightly different, a change was made to when the bill is due, and also eliminates some benefits, such as 10 hours of onsite training which was previously included, which the City would now pay ad hoc. The changes were made in order to keep pricing per employee down.

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

14. Consideration and possible action on a proposed Public Art Sculpture project, submitted by Definitely De Pere.*

Alderperson Jennings announced that he will abstain from voting on this item. Alderperson Nelson indicated that he is excited about this project on the west side and asked whether the Council would see the ideas. Mayor Walsh moved to open the meeting, seconded by Alderperson Crevier. Upon vote, Motion carried unanimously. Tina Quigley of Definitely De Pere explained that this project different than some of the others and that the Public Art Committee will choose the final proposal; there is a selection process that is open for attendees, but all entries are typically not released. For this project there is no Request for Proposals as there is a selected group of artists who will collaborate on an idea, with assistance of the committee for the vision, location and site-specific design. In response to Alderperson Nelson, Ms. Quigley indicated the Committee meets on an as-needed basis, and while the meetings dates are not announced to the public, others are welcome to join. Mayor Walsh added that he liked the name of the collaborative group, Fab Collab, and that the project details indicate that people can stop by while the project is in process to give feedback. Ms. Quigley added that the public will have some idea of the finished piece because there is more public engagement here with the work being done onsite, rather than the typical large scale project designed in a studio and then installed. The Mayor added that Council involvement or approval would be difficult for art, because everyone has a different viewpoint of what is considered art and it would be difficult with lots of different ideas. Alderperson Nelson clarified that his questions were more related to his excitement and curiosity than wanting the artists to satisfy the council. Administrator Delo added that if possible, it might be a good idea to invite the Mayor and Council, so that they are aware of the meetings, and if a quorum may be present, to advise City Staff so that notice could be posted in advance. Alderperson Crevier indicated he is also excited about the project, but would be cautious to have alderpersons at the meetings as art is in the eye of the beholder. Administrator Delo advised that the alderpersons would not have any authority at the Public Art Committee meetings. Mayor Walsh shared his thought that it is exciting to provide a niche for art in the entire region within the De Pere community. Development Services Director Flom confirmed that this item does not move to the full City Council, the decision is left to the Finance/Personnel Committee per the earlier Stadium Tax Refund Resolution. Mayor Walsh moved to go back to regular order, seconded by Alderperson Crevier. Upon unanimous vote, Motion carried.

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

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

The Mayor requested a Motion to table as Mr. Doro indicated he was unable to attend the meeting. Motion to Table was made by Alderperson Lueck, seconded by Alderperson Crevier. Upon vote, Motion carried unanimously.

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

16. Future agenda items.

None.

17. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:04 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 12, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

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

ATTACHMENTS:

- FIRE DEPT_FEB 2019 OT RPT (PDF)

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

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	153.00	117.00	196.50	190.25	135.00	129.00	48.25	129.00	135.25	90.00	81.00	66.25	1,470.5
EMS TRAINING	79.50	31.50	98.00	67.00	61.50	17.75	0.00	0.00	98.50	117.50	121.50	99.00	791.75
FIRE TRAINING	21.75	31.50	24.00	18.00	94.25	16.00	18.50	15.75	0.00	55.00	66.50	34.50	395.75
RESCUE CALLS	17.00	6.75	16.50	10.50	4.00	10.75	4.50	0.00	0.00	24.25	13.00	9.75	117.00
FIRE CALLS	1.00	4.00	0.50	1.25	0.00	0.00	0.00	1.75	0.00	1.50	0.75	2.50	13.25
MEETINGS	30.25	41.25	10.50	12.75	3.75	5.50	4.25	31.50	17.25	5.25	0.00	14.50	176.75
STAFFING REP.	0.00	0.00	77.25	109.00	93.75	36.00	83.00	69.75	85.50	6.00	49.50	309.75	919.50
MAINTENANCE	26.50	6.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.25
PUB. ED.	13.50	0.00	17.75	0.75	14.25	6.00	6.00	19.50	29.25	48.00	1.50	0.00	156.50
SPECIAL EVENTS	58.75	0.00	0.00	0.00	211.50	0.00	0.00	32.50	0.00	23.50	6.00	21.00	353.25
# FIRE RUNS	39	35	31	47	38	39	46	48	50	30	38	36	477
# EMS RUNS	193	168	164	196	179	179	169	194	202	178	177	184	2,183
DISPATCH ERRORS	6	1	2	4	5	4	6	4	1	3	10	9	55
TOTAL HRS.	401.25	238.75	441.00	409.50	618.00	221.00	164.50	299.75	365.75	371.00	339.75	557.25	4,427.50

Special Events included in Overtime

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

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

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2019

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	72.75	54.00											126.75
EMS TRAINING	40.75	129.25											170.00
FIRE TRAINING	3.50	43.50											47.00
RESCUE CALLS	13.00	2.25											15.25
FIRE CALLS	13.50	4.50											18.00
MEETINGS	3.00	33.00											36.00
STAFFING REP.	89.25	15.50											104.75
MAINTENANCE	0.00	0.00											0.00
PUB. ED.	2.25	0.00											2.25
SPECIAL EVENTS	0.00	0.00											0.00
# FIRE RUNS	56	31											87
# EMS RUNS	191	178											369
DISPATCH ERRORS	6	6											12
TOTAL HRS.	238.00	282.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	520.00

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through March 4, 2019, \$6,634, 7%

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

Attachment: FIRE DEPT_FEB 2019 OT RPT (7969 : Fire Department Overtime and LifeQuest Services Billing Report for February, 2019.)

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

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
TOTAL	0	0

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

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



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
02/01/2019	301 Third Street	Sprinkler activation due to malfunction	E111, E121, A121, U111	Investigate	N/A
02/01/2019	365 Main Avenue	Smoke detector activation, due to malfunction	C102, E111, E121	Investigate	N/A
02/01/2019	637 N. Clay Street	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
02/02/2019	824 Fort Howard Avenue	Alarm sounded due to malfunction	E111, E121	Investigate	N/A
02/02/2019	1600 Lawrence Drive	Sprinkler activation due to malfunction	E111, E121	Investigate, shut down system, remove water	N/A
02/03/2019	624 S. Erie Street	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
02/03/2019	1860 Enterprise Drive	Alarm sounded due to malfunction	E111	Investigate	N/A
02/04/2019	1280 Lear Lane (Village of Hobart)	Vehicle fire	C190, E121	Dispatched & canceled en route	N/A
02/04/2019	734 Morning Glory Lane	Carbon monoxide detector activation, no CO	A111, E121	Investigate	N/A
02/05/2019	2247 Red Tail Glen	Carbon monoxide detector activation, no CO	E121	Investigate	N/A
02/05/2019	1244 Blue Ridge Drive (Village of Ashwaubenon)	Building fire	C102, C190, L111	Salvage & overhaul	N/A
02/07/2019	Fox River Drive/Cook St.	Steam, vapor, fog or dust thought to be smoke	A111, E111, E121	Investigate	N/A
02/08/2019	2321 S. Oneida Street (Village of Ashwaubenon)	Building fire	C101, L111	Extinguishment by fire service personnel	N/A
02/10/2019	3711 Park Road (Town of Morrison)	Building fire	C101, L111	Dispatched & canceled en route	N/A
02/10/2019	1931 Rainbow Avenue	Alarm system activation, no fire - unintentional	E111, E121	Investigate	N/A
02/11/2019	1055 Cormier Road (Village of Ashwaubenon)	Building fire	L111	Dispatched & canceled en route	N/A
02/11/2019	675 Heritage Road	Alarm system activation, no fire - unintentional	A121, E111, E121	Investigate	N/A
02/13/2019	703 Suburban Drive	Arcing shorted electrical equipment	C101, A111	Remove hazard	Dispatched & canceled en route
02/14/2019	2301 S. Oneida Street (Village of Ashwaubenon)	Building fire	C190, L111	Dispatched & canceled en route	N/A

Attachment: FIRE DEPT_FEB 2019 OT RPT (7969 : Fire Department Overtime and LifeQuest Services Billing Report for February, 2019.)

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
02/15/2019	1035 Friendship Lane	Building fire	C102, A121, E111, E121	Extinguishment by fire service personnel, ventilate, salvage & overhaul	Ashwauben County Res Green Bay, Hobart, Lawrence
02/15/2019	225 Fort Howard Avenue	Water or steam leak	C102, E111, E121	Investigate, shut down system	N/A
02/16/2019	1758 County Clare Road	Alarm system activation, no fire - unintentional	E111, E121	Investigate, burnt food	N/A
02/19/2019	1801 Lawrence Drive	Alarm system activation, no fire - unintentional	E111	Investigate	N/A
02/24/2019	2580 S. Broadway (Village of Ashwaubenon)	Building fire	C101, L111	Dispatched & canceled en route	N/A

Attachment: FIRE DEPT_FEB 2019 OT RPT (7969 : Fire Department Overtime and LifeQuest Services Billing Report for February, 2019.)

**LIFEQUEST MEDICAL BILLING - 2019
MONTHLY REPORT**

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

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

Payments to LifeQuest	
January	3,057
February	3,823
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total Paid	\$6,880

**See attached details

City Of De Pere
Income and Expenditures
February 2019
All Phases

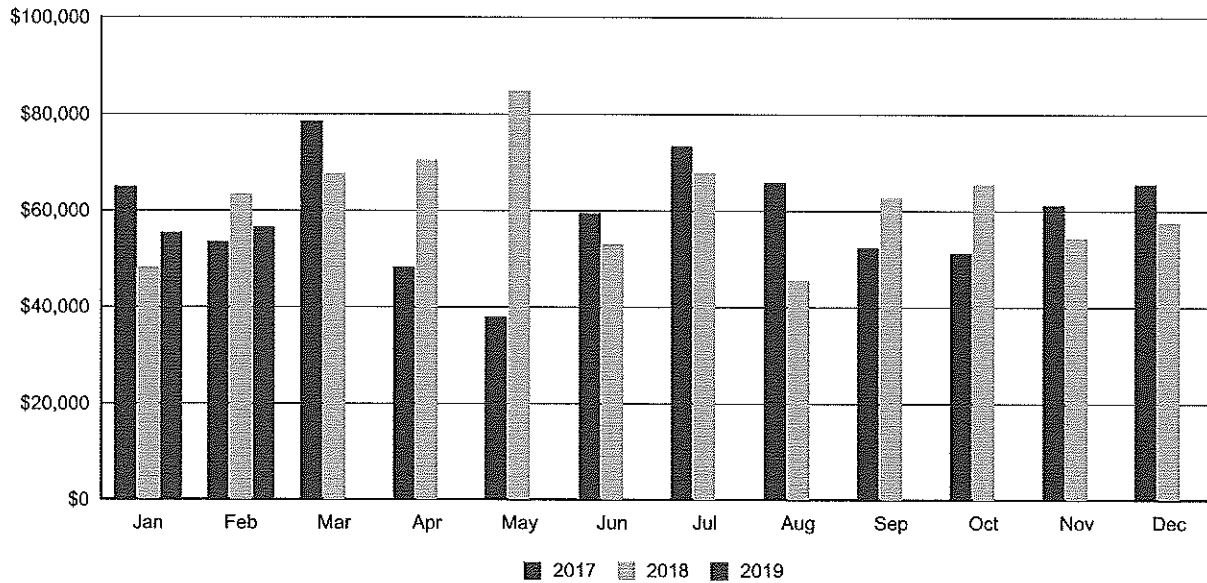
Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$89,297.80	\$15,435.10	\$104,732.90
Other	+	\$3.00	\$0.00	\$3.00
Subtotal of Charges		\$89,300.80	\$15,435.10	\$104,735.90
Account Transfers		\$9,984.70	\$5,450.40	\$15,435.10
Credit Summary				
Total Credits		\$96,729.14	\$8,782.21	\$105,511.35
Less Adjustments	-	\$47,317.71	\$1,525.33	\$48,843.04
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$0.00	\$0.00
Less Overpayments	-	\$(619.06)	\$(627.00)	\$(1,246.06)
Gross Payments Received		\$50,030.49	\$7,883.88	\$57,914.37
Plus Overpayment Returns	+	\$(457.78)	\$0.00	\$(457.78)
Net Payments Received		\$49,572.71	\$7,883.88	\$57,456.59
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$49,572.71	\$7,883.88	\$57,456.59
Summary of Disbursement				
Total Deposits & Payments Kept By		\$49,572.71	\$7,883.88	\$57,456.59
Plus Overpayment Refunds	+	\$(161.28)	\$(627.00)	\$(788.28)
Gross Revenue		\$49,411.43	\$7,256.88	\$56,668.31
LifeQuest Fee		\$2,223.51	\$1,596.52	\$3,820.03
Plus Probate Fees	+	\$3.00	\$0.00	\$3.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$2,226.51	\$1,596.52	\$3,823.03
Service Revenue		\$47,187.92	\$5,660.36	\$52,848.28
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$(3.00)	\$0.00	\$(3.00)
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$47,184.92	\$5,660.36	\$52,845.28

Messages:

Total Deposits EOM differ from bank statement by \$(108.22) due to 2.4.19 HUMANA \$255.00, 2.6.19 NHIC US BANK \$54.63, 2.21.19 WISCONSIN PHYSIC \$170.17, WPS-WISCONSIN \$82.65, AND 2.28.19 HOSPITAL SISTERS \$540.15 NOT POSTED. 12.28.18 HOSPITAL SISTERS \$822.63 POSTED. 12.28.18 UHC EFT \$463.84 POSTED. 1.4.19 VPAY DEBIT \$4.50 POSTED BJ 3.1.19

All Phases Gross Revenue

City of De Pere
January 2017 to February 2019



	2017	2018	2019
January	\$65,035	\$48,362	\$55,433
February	\$53,532	\$63,538	\$56,668
March	\$78,566	\$67,787	\$0
April	\$48,367	\$70,664	\$0
May	\$38,017	\$84,800	\$0
June	\$59,532	\$53,162	\$0
July	\$73,500	\$67,954	\$0
August	\$65,845	\$45,566	\$0
September	\$52,557	\$62,667	\$0
October	\$51,374	\$65,610	\$0
November	\$61,219	\$54,498	\$0
December	\$65,635	\$57,599	\$0
Total Gross Revenue	\$713,180	\$742,207	\$112,102

City Of De Pere

Billing Summary

February 2019

Phase 1

Charges

Billing Charges		\$89,297.80	
Other	+	\$3.00	
Subtotal of Charges			\$89,300.80

Account Transfers

Billing to Collections Transfer Total			\$9,984.70
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Credit Summary

Total Credits		\$96,729.14	
Less Adjustments	-	\$47,317.71	
Less Overpayments	-	\$(619.06)	
Gross Payments Received			\$50,030.49
Plus Overpayment Returns	-	\$(457.78)	
Net Payments Received			\$49,572.71
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$49,572.71

Summary of Disbursement

Total Deposits & Payments Kept By		\$49,572.71	
Plus Overpayment Refunds	+	\$(161.28)	
Gross Revenue			\$49,411.43
LifeQuest Fee		\$2,223.51	
Plus Probate Fees	+	\$3.00	
Total Due LifeQuest	Check # EFT		\$2,226.51
Service Revenue		\$47,187.92	
Less Payment Kept By Service	-	\$0.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$(3.00)	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$47,184.92

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

Billing Reconciliation Summary

City of De Pere

For the month of February 2019

Beginning Balance of Accounts Receivables			\$234,627.93
Total Charges entered for the Month		+	\$89,297.80
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$9,984.70		
Other	\$37,333.01		
Total Adjustments for the Month	\$47,317.71	-	\$47,317.71
Payments			
Cash	\$8,021.52		
Contract Payments	\$0		
Credit Card	\$0		
Direct Deposit	\$36,634.08		
Hospital	\$0		
Insurance	\$5,374.89		
Payment Kept By	\$0		
Other	\$0		
	\$50,030.49	-	\$50,030.49
Overpayment			
Recoupment	\$0		
Refunds	\$(161.28)		
Returns	\$(457.78)		
Service Payable	\$0		
Other	\$0		
	\$(619.06)	-	\$(619.06)
Total for Reconciliation Summary			\$227,196.59
Ending Balance of Accounts Receivables			\$227,196.59

Total Page : 1 of 1
 Page : 1 of 1
 Date : 03/01/2019
 Time : 10:00:04

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Totals
Mar 2018	4055	26786	17543	6347	5065	-6	419	170	10	10	0	0 \$	60399
118582	3.4	22.6	14.8	5.4	4.3	0	0.4	0.1	0	0	0	0 %	50.9
Apr 2018		3445	36786	11277	7499	2399	733	206	764	495	0	0 \$	63601
125326		2.7	29.4	9	6	1.9	0.6	0.2	0.6	0.4	0	0 %	50.1
May 2018			7957	24645	15251	4391	2068	2018	873	200	247	100 \$	57750
113240			7	21.8	13.5	3.9	1.8	1.8	0.8	0.2	0.2	0.1 %	51.4
Jun 2018				4207	25686	14433	8076	4116	900	350	790	79 \$	58631
114068				3.7	22.5	12.7	7.1	3.6	0.8	0.3	0.7	0.1 %	51.4
Jul 2018					5253	16866	18074	7409	3552	617	-605	1057 \$	52224
106754					4.9	15.8	16.9	6.9	3.3	0.6	-0.6	1 %	48.9
Aug 2018						6334	25569	15117	8189	4149	712	268 \$	60339
122254						5.2	20.9	12.4	6.7	3.4	0.6	0.2 %	49.4
Sep 2018							1902	31023	13383	6534	5556	1489 \$	59881
122220							1.6	25.4	11	5.3	4.5	1.2 %	49.4
Oct 2018								2562	26437	15902	6530	2176 \$	53601
115714								2.2	22.8	13.7	5.6	1.9 %	46.1
Nov 2018									223	24640	14380	9451 \$	48694
106478									0.2	23.1	13.5	8.9 %	45.1
Dec 2018										831	22268	14799 \$	37899
107646										0.8	20.7	13.7 %	35.1
Jan 2019											0	17895 \$	17899
119368											0	15 %	15.1
Feb 2019												360 \$	360
29103												1.2 %	1.1
Averages	1st Mo	2nd Mo	3rd Mo	4th Mo	5th Mo	6th Mo	7th Mo	8th Mo	9th Mo	10th Mo	11th Mo	12th Mo	
Extended	2.9	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	2.9	21.9	13	6.2	3.1	0.8	0.2	0.5	0.2	0	0	0	

Attachment: FIRE DEPT_FEB 2019 OT RPT (7969 : Fire Department Overtime and LifeQuest Services Billing Report for February, 2019.)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 12, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of February 2019 Police Overtime

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

Miscellaneous OT of 31.25 total hours is comprised of 10.75 hours of Patrol fraction allotments and 8 hours for Field Training (FTO) reporting, 12 hours for SWAT team call outs and .5 hour for protective vest fittings.

Reimbursable Miscellaneous OT of 16.5 total hours is comprised of 4.5 hours for OWI Task Force deployments and 12 hours for the Drug Task Force officer.

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

ATTACHMENTS:

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

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

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

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

01/02/2018
Report Date

NOTES:

* Period 12/31/2016 - 1/27/2017
**Period 1/28/2017 - 2/24/2017
***Period 02/25/2017 - 3/24/2017

+Period 03/25/2017 - 4/21/2017
++Period 4/22/2017 - 6/02/2017
^Period 6/03/2017 - 6/30/2017

#Period 7/1/2017 - 7/28/2017
##Period 7/29/2017 - 8/25/2017
^^Period 8/26/2017 - 9/22/2017

^^^Period 9/23/2017 - 11/3/2017
*+Period 11/4/2017 - 12/1/2017
*+*Period 12/2/2017- 12/29/2017

Attachment: 2017 PD OT Report Summary (7959 : Police February 2019 Overtime)

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

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

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

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

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

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	20.50	16.50											37.00
OFFICER WORKED ON HOLIDAY	105.00	22.25											127.25
OFFICER FOR COURT	22.50	10.00											32.50
OFFICER TRAINING	29.50	89.00											118.50
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00	2.00											5.00
STAFFING LEVEL	39.00	60.00											99.00
INVESTIGATION	33.00	38.50											71.50
HONOR GUARD FOR FUNERAL		10.00											10.00
SCHOOL LIAISON REIMBURSED	25.50	30.50											56.00
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		14.00											14.00
MISCELLANEOUS	8.00	31.25											39.25
MISCELLANEOUS REIMBURSED	14.50	16.50											31.00
Gross OFFICER OVERTIME	300.50	340.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	641.00
SUBTOTAL REIMBURSED OVERTIME	(40.00)	(61.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(101.00)
NET OFFICER OVERTIME	260.50	279.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00

Total Overtime Budget: **\$160,000.00**
Expenditures through 3/1/2019 **\$31,797.93**
Percent of Total Budget: **19.87%**

NOTES:

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

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

***Period

+Period

++Period

^Period

#Period

##Period

^^Period

^^^Period

*+Period

*+*Period



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 12, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consider donation from VVA 224 to the Fire Department.*

ATTACHMENTS:

- VVA 224 DONATION (PDF)

Memo



To: Honorable Mayor Michael Walsh
Members of the Finance & Personnel Committee

From: Alan Matzke, Fire Chief

Date: March 5, 2019 *AKM*

Re: Consider Donation from VVA 224

The Fire Department is requesting acceptance of a donation from VVA 224 in the amount of \$250. The accepted donation would be placed in the Fire Department donation account.

Thank you for your consideration of this request. We respectfully ask for your support to move this item forward to the City's Common Council for final action and acceptance. If you have any questions, please do not hesitate to ask.

Attachment: VVA 224 DONATION (7970 : Consider donation from VVA 224 to the Fire Department.*)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 12, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration to Accept Walmart Donation to Police Department*

The police department has received a donation from Walmart for \$1,000. The donation will be designated for training equipment. Please recommend accepting this donation and forward to the common council. Thank you.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 12, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration to Accept Baycare Clinic Foundation Donation to Police Department*

Baycare Clinic Foundation has graciously offered to donate \$1,000 toward the purchase of tourniquets for officers to carry. The new tourniquets will be upgrades to the current tourniquets the officers carry in that they will be easier to apply to oneself if needed. The current tourniquets will be kept in response bags that are in the squads.

Please recommend acceptance of this donation. Thank you.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 12, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration to Accept Ameriprise Donation to Police Department*

Ameriprise Financial, on behalf of an anonymous client, is wishing to donate \$5,000 to the police department to be used for the department K-9.

Please recommend accepting this donation and forwarding it to the common council.

Thank you.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 12, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Review revisions to Municipal Code Chapter 62 - Electrical Code *

Revisions to the Electrical Code portion of the Municipal Code (Chapter 62) are proposed in order to align De Pere local Code with the State administrative Code. These revisions are required so that De Pere can register with the State in order to continue conducting commercial electrical review and inspection. Other than aligning with state requirements, there are not substantive changes proposed as part of this Code amendment.

ATTACHMENTS:

- Revising Electrical Code (Ch 62) edits (3) (DOCX)
- Revising Electrical Code (Ch 62) edits (3)changes accepted (DOCX)

Chapter 62 - ELECTRICAL CODE ~~[1]~~

Sec. 62-1. ~~— NFPA 70:— National Electrical Code, SPS 324 and Code and Wis. Admin. Code~~ **SPS 316** adopted.

~~The NFPA 70:—~~ National Electrical Code, ~~1996 edition,~~ and the state electrical code, Wis. Admin. Code ~~COMM chs. 16 and 17~~ **SPS 316** (hereinafter “adopted code or codes”), as from time to time hereafter amended, are hereby adopted by reference and made a part of this chapter. A violation of any provision therefrom shall be a violation of this chapter.

~~(Code 1974, § 17.01)~~

Sec. 62-2. - Purpose of chapter.

The purpose of this electrical code is the practical safeguarding of persons and property from hazards arising from the use and installation of electrical equipment and ~~apparatus systems~~. The installation of electrical equipment and systems for the construction of new one and two family dwellings are governed by Section 54-8 of this Code.

~~(Code 1974, § 17.02)~~

Sec. 62-3. - Definitions.

In addition to the words, terms and phrases as defined in the adopted codes, ~~The~~ the following words, terms and phrases, when used in this chapter, shall have the meanings ~~set forth herein ascribed to them in this section,~~ except where the context clearly indicates a different meaning:

Alter and alterations mean to make changes in electrical equipment previously operating.

Authorized signature means the person qualified under this code to install, alter or maintain electrical equipment and who is responsible for the work included on the permit.

~~Certificate and license mean that issued by the city to give authorization to a person or firm as indicated on the certificate and defined or explained in this code.~~

Department means the ~~State of Wisconsin~~ department of safety and professional services.

Electrical construction means the installation of electrical wiring.

Electrical contractor means any person, firm or corporation engaged in the business of erecting, installing, altering, repairing, servicing or maintaining electrical wiring.

Electrical Wiring has the meaning given in ~~s. Wis. Stats. § 101.80 (1m), Stats.~~ Which provides: “electrical wiring” means all equipment, wiring, material, fittings, devices, appliances, and apparatus used for the production, modification, regulation, control, distribution, utilization, or safeguarding of electrical energy for mechanical, chemical, cosmetic, heating, lighting, or similar purposes, as specified under the state electrical code. “Electrical wiring” does not include the equipment, wiring, material, fittings, devices, appliances, fixtures, and apparatus used by a public utility, and electric cooperative, or a

wholesale merchant operator for the purpose of generating, transmitting, distributing, or controlling heat, light, power, or natural gas to its customers or members.

Electrical equipment means material and apparatus required to operate or control electrical power.

~~Electrical work means the installation, superintending or inspection of electrical wiring and equipment for the production, modification, utilization or safeguarding of electrical energy as covered by the Wis. Admin. Code COMM ch. 16, state electrical code.~~

Inspector means the electrical inspector.

Inspection means to observe or check that electrical equipment is in compliance with the standards set forth in this code; may be static or dynamic, visual or with meters.

Journeyman electrician means the person installing, altering or repairing electrical wiring and equipment as covered by the state electrical code.

Master electrician means the person planning or superintending and the installing, altering or repairing of electric wiring and equipment as covered by the state electrical code.

Multifamily dwelling means an apartment building rowhouse, town house, condominium home, as defined in s. 101.71 (6), that does not exceed 60 feet in height or 6 stories and that consists of 3 or more attached dwelling units, as defined in s. 101.61 (1), the initial construction of which is begun on or after January 1, 1993. See Wis. Stats. §§ 101.71(6) and 101.61(1).

~~Plant electrician means a journeyman or master electrician who is regularly employed by a person, firm or corporation and whose electrical work for such employer is limited exclusively to the plant or shop of his or her employer.~~

One and two-family dwelling means any building that contain one or two dwelling units the construction of which commenced on or after December 1, 1978.

Person includes all partnerships, associations, corporations and bodies politic.~~or corporate.~~

State electrical wiring code means Wis. Admin. Code §SPS 316~~the rules promulgated under s. 101.82 (1) for electrical wiring.~~

Shall means mandatory. See NFPA 70 :as defined in the National Electrical Code, 110-1 definition of "Mandatory."

~~(Code 1974, § 17.03; Ord. No. 13-17, § 15, 8-20-2013)~~

~~Cross reference — Definitions, § 1-3.~~

Sec. 62-4. - Inspections. In addition to the requirements of the adopted codes, the following regulations are imposed:

(a) *Generally.* Upon the completion of the wiring of any building or before any wiring is to be ~~hidden from view concealed~~, it shall be the duty of the person, firm, or corporation doing the wiring to notify the ~~electrical~~ inspector, ~~and he or she who~~ shall inspect the installation. If, upon inspection, the ~~electrical~~ inspector determines ~~that~~ such installation is fully in compliance with this chapter and does

not constitute a hazard to life or property, ~~he or she shall approve~~ the installation shall be approved and ~~authorize~~ concealment of such wiring or connection for electrical service authorized. If the ~~electrical~~ inspector determines ~~that~~ the installation is incomplete or not strictly in accordance with this chapter, ~~he or she shall~~ the inspector shall issue orders to the person installing the wiring to remove all hazards and make the necessary changes or additions ~~within ten days~~.

(b) *Types required.*

(1) Rough inspections. All wiring systems covered under this ~~code chapter~~, which are to be concealed ~~covered or hidden~~ within the building, shall be inspected before concealment.

(2) Service inspections. When a wiring system is to become energized, it shall first be approved by the ~~electrical~~ inspector.

(3) Final inspections. Prior to occupancy, a general inspection of all equipment and systems shall be required.

~~(Code 1974, § 17.04; Ord. No. 13-17, § 13, 8-20-2013)~~

Sec. 62-5. - Right of access to buildings.

The ~~electrical~~ inspector or ~~his or her~~ designee authorized in writing shall have the right, during reasonable hours, to enter any public or private building and all premises in the discharge of official duties or for the purpose of making any inspection or test of the electrical wires or appliances contained therein. The inspector shall be given prompt access to any premises upon notification to the owner or person in charge.

~~(Code 1974, § 17.05; Ord. No. 13-17, § 15, 8-20-2013)~~

Sec. 62-6. - Authority to discontinue electrical operations.

The inspector may cause to be turned off all electric current to any equipment which ~~he or she finds to be is found to be~~ in an unsafe condition, ~~and~~ may cut or discontinue electrical service in emergencies and where such electrical current is dangerous to life or property or may interfere with the work of the fire/rescue department. No person shall reconnect any equipment thus cut off until written permission is given by the inspector.

~~(Code 1974, § 17.06; Ord. No. 13-17, § 13, 8-20-2013)~~

Sec. 62-7. - Electrical inspector; duties and authority.

(a) *Designated.* The senior building inspector shall be the electrical inspector.

(b) *Duties.* The ~~electrical~~ inspector shall perform all appropriate inspections as defined in this chapter and keep complete records of all permits issued, inspections made, and other official work performed under this chapter.

(c) *Deputy inspector.* To efficiently carry out the duties of the office, the inspector may designate, in writing, inspection ~~his or her~~ duties and authority to a person possessing sufficient qualifications as are necessary to perform the duties of ~~electrical~~ inspector under this chapter.

~~(Code 1974, § 17.07; Ord. No. 13-17, § 15, 8-20-2013)~~

Sec. 62-8. - Issuance of permit.

(a) *City not liable.* This chapter shall not be construed to relieve from, or lessen the responsibility of, any party owning, operating, controlling or installing any electrical equipment for damages to anyone injured or any property damaged or destroyed by any defect therein, nor shall the city be held as assuming any such liability by reason of the inspection authorized in this chapter or certificate of inspection issued as provided in this chapter.

(b) *Violations and errors not excused by issuance.* The issuance of a permit or the approval of plans and specifications shall not be deemed or construed to be permission for, or approval of, any violation of any provision of this chapter. No permit presuming to give authority to violate or to fail to comply with the provisions of this chapter shall be valid except insofar as the work or use which it authorizes is lawful. If, subsequent to the issuance of a permit, errors are discovered in the application, plans, specifications or execution of the work, the electrical inspector or an authorized agent may require the correction of such errors and may rescind the permit and prevent electrical operations from being further carried on thereunder when in violation of this chapter or of any other city ordinance.

~~(Code 1974, § 17.08)~~

Sec. 62-9. - Licensing.

~~All persons performing electrical work in the city shall possess a state master electrician license. S. 101.862 License and registration required. As provided under Wis. Stats. § 101.862~~

~~(1)(a) No person may engage in the business of installing, repairing, or maintain electrical wiring unless the person is licensed as an electrical contractor by the department;~~

~~(2)(b) No person may install, repair, or maintain electrical wiring unless the person is licensed as an electrician by the department or unless the person is enrolled as a registered electrician by the department; and~~

~~(3)(c) No person who is not a master electrician may install, repair, or maintain electrical wiring unless a master electrician is at all times responsible for the person's work.~~

~~(Code 1974, § 17.09; Ord. No. 13-05, § 1, 1-15-2013)~~

Sec. 62-10. - New single family construction.

~~All new single family residential construction and alterations to all service equipment must be done by a licensed master electrician.~~

~~(Code 1974, § 17.10; Ord. No. 13-05, § 2, 1-15-2013)~~

Sec. 62-11 10. - Homeowners. License or registration required Homeowner exemption to license requirement:

~~s. 101.862 (4) (a). A residential property owner who installs, repairs, or maintains electrical wiring on premises that the property owner owns and occupies as a residence, unless a license or registration issued by the department is required by local ordinance.~~

As allowed under Wis. Stats. §101.862(4)(a), a homeowner may install wiring in the owner's own home, provided that:

- (1) The work is done on a single-family dwelling;
- (2) The person occupies the dwelling at the time the work is being done; and
- (3) The signature on the permit shall be that of the owner who shall do the work, and the homeowner signs a municipal electrical homeowner's acknowledgement form.

~~(Code 1974, § 17.11; Ord. No. 13-05, § 3, 1-15-2013)~~

Sec. 62-~~12.11~~ - Exemptions.

The following shall be exempt from provisions of this electrical code:

- (1) ~~Traffic signal equipment.~~ Installation in ships, watercraft other than floating buildings, railway rolling stock, aircraft, or automotive vehicles other than mobile homes and recreational vehicles.
- (2) ~~Railroad equipment.~~ Installations for generation, transformation, or distribution of power used exclusively by railways for signaling and communication purposes.
- (3) ~~Telephone equipment.~~ Installations of communication equipment under exclusive control of communication utilities, located outdoors or in building spaces used exclusively for such installations.
- (4) ~~Cable TV equipment.~~ Installations in manufactured homes, other than electrical wiring alterations in existing manufactured homes.
- (5) ~~Radio and signal equipment.~~ Installations under the exclusive control of an electric utility, or an electric cooperative where such installations meet any of the following ~~situations~~situations:
 - a. Consist of service drops or service laterals, and associated metering.
 - b. Are located in legally established easements or right-of-way's designated by public service commissions, utility commissions, or other regulatory agencies having jurisdiction for such installations.
 - c. Are on property owned or leased by the electric utility for the purpose of communications, metering, generation, control, transformation, storage, or distribution of electric energy.
- (6) ~~Burglar and fire alarms not required by Wisconsin Administrative Code and operating at 24 volts or less.~~ Installations for the purpose of street or area lighting owned and under exclusive control of electrical utilities or municipalities where located outdoors on property owned or leased by the utility; on or along public highways, streets, roads, or similar public thoroughfares; or outdoors on private property by established rights such as easements shall comply with this chapter or ~~ch.~~Wis. Admin Code § PSC 114.
- (7) ~~Manufacturing machinery and specific processing equipment as defined in Wis. Stats. § 70.11(27).~~

~~(Code 1974, § 17.12)~~

~~Sec. 62-13. — Additional construction requirements.~~

~~(a) Wiring shall be installed in raceways approved by the city for all service entrance conductors or service lateral conductors to connect electrical service to a building.~~

~~(b) If a new service is installed in an existing building, the final construction shall provide not less than:~~

~~(1) Two appliance circuits serving the kitchen receptacles.~~

~~(2) One appliance circuit serving the laundry room.~~

~~(3) One circuit for the heating equipment.~~

~~(c) All exposed wiring that does not comply with the current code shall be removed and replaced with wiring approved by the electrical inspector.~~

~~(Code 1974, § 17.13)~~

Sec. 62-1412. - Electrical permit fees.

(a) *Permits required.* The ~~electrical~~ inspector shall issue permits for all electrical installations upon filing of a proper application, which shall be made on forms furnished by the ~~electrical~~ inspector, and upon payment of the proper fee. The application shall prescribe the nature of work, as well as such other information as may be required for inspection. Permits may only be issued to those persons possessing a valid license under this chapter, with the sole exception that a permit may be issued to a property owner pursuant to section 62-101. Work shall not begin prior to issuance of a permit.

(b) *Fees.* At the time the application for an electrical permit is filed, the applicant shall pay such fee for such services as are determined by resolution of the common council, such fees may include inspection fees, late fees and fees for expedited process.

(c) *Square footage calculation.* For all fees based upon building square footage, the square footage calculation shall include all floor levels, basements, attached garages and all spaces enclosed under a roof. All fees so calculated shall be rounded to the nearest dollar.

(d) *Permits may be refused.* The electrical inspector, or other person authorized to issue permits pursuant to this chapter, may refuse to issue permits to any person who has refused or neglected to pay for previous permits after due notice. Permits may also be refused to any person who has refused or neglected to correct any violations of this chapter after due notice.

Sec. 58-11. - Penalty for violation of chapter.

Any person who shall violate any provision of this chapter or any order, rule or regulation issued under this chapter, shall be subject to such forfeiture as determined by resolution of the council or as provided under Section 1-11 of this Code. Each act of violation and every day upon which a violation occurs or continues constitutes a separate offense.

~~(Code 1974, § 17.15; Ord. No. 99-33, § 2, 12-21-1999; Ord. No. 02-20, §§ 4, 5, 7-16-2002; Ord. No. 06-33, § 8, 11-8-2006; Ord. No. 13-05, § 4, 1-15-2013)~~

~~Editor's note — Ord. No. 13-05, § 4, adopted Jan. 15, 2013, repealed the former § 62-14 which pertained to license fees and derived from the Code of 1974, § 17.14; Ord. No. 06-33, § 7, adopted 11-8-2006. In addition, § 4 of Ord. No. 13-05 redesignated § 62-15 as § 62-14.~~

~~Sec. 58-11. — Penalty for violation of chapter.~~

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Chapter 62 - ELECTRICAL CODE]

Sec. 62-1. NFPA 70: National Electrical Code and Wis. Admin. Code §SPS 316 adopted.

NFPA 70: National Electrical Code and the state electrical code, Wis. Admin. Code §SPS 316 (hereinafter “adopted code or codes”), as from time to time hereafter amended, are hereby adopted by reference and made a part of this chapter. A violation of any provision therefrom shall be a violation of this chapter.

Sec. 62-2. - Purpose of chapter.

The purpose of this electrical code is the practical safeguarding of persons and property from hazards arising from the use and installation of electrical equipment and systems. The installation of electrical equipment and systems for the construction of new one and two family dwellings are governed by Section 54-8 of this Code.

Sec. 62-3. - Definitions.

In addition to the words, terms and phrases as defined in the adopted codes, the following words, terms and phrases, when used in this chapter, shall have the meanings set forth herein except where the context clearly indicates a different meaning:

Alter and alterations mean to make changes in electrical equipment previously operating.

Authorized signature means the person qualified under this code to install, alter or maintain electrical equipment and who is responsible for the work included on the permit.

Department means the State of Wisconsin department of safety and professional services.

Electrical construction means the installation of electrical wiring.

Electrical contractor means any person, firm or corporation engaged in the business of erecting, installing, altering, repairing, servicing or maintaining electrical wiring.

Electrical Wiring has the meaning given in Wis. Stats. § 101.80 (1m), Which provides: “electrical wiring” means all equipment, wiring, material, fittings, devices, appliances, and apparatus used for the production, modification, regulation, control, distribution, utilization, or safeguarding of electrical energy for mechanical, chemical, cosmetic, heating, lighting, or similar purposes, as specified under the state electrical code. “Electrical wiring” does not include the equipment, wiring, material, fittings, devices, appliances, fixtures, and apparatus used by a public utility, and electric cooperative, or a wholesale merchant operator for the purpose of generating, transmitting, distributing, or controlling heat, light, power, or natural gas to its customers or members.

Electrical equipment means material and apparatus required to operate or control electrical power.

Inspector means the electrical inspector.

Inspection means to observe or check that electrical equipment is in compliance with the standards set forth in this code; may be static or dynamic, visual or with meters.

Journeyman electrician means the person installing, altering or repairing electrical wiring and equipment as covered by the state electrical code.

Master electrician means the person planning or superintending and the installing, altering or repairing of electric wiring and equipment as covered by the state electrical code.

Multifamily dwelling means an apartment building rowhouse, town house, condominium home that does not exceed 60 feet in height or 6 stories and that consists of 3 or more attached dwelling units, the initial construction of which is begun on or after January 1, 1993. See Wis. Stats. §§ 101.71(6) and 101.61(1).

One and two-family dwelling means any building that contain one or two dwelling units the construction of which commenced on or after December 1, 1978.

Person includes all partnerships, associations, corporations and bodies politic.

State electrical wiring code means Wis. Admin. Code §SPS 316

Shall means mandatory. See NFPA 70: National Electrical Code, 110-1 definition of "Mandatory."

Sec. 62-4. - Inspections. In addition to the requirements of the adopted codes, the following regulations are imposed:

(a) *Generally.* Upon the completion of the wiring of any building or before any wiring is to be concealed, it shall be the duty of the person, firm, or corporation doing the wiring to notify the inspector, who shall inspect the installation. If, upon inspection, the inspector determines such installation is fully in compliance with this chapter and does not constitute a hazard to life or property, the installation shall be approved and concealment of such wiring or connection for electrical service authorized. If the inspector determines the installation is incomplete or not strictly in accordance with this chapter, the inspector shall issue orders to the person installing the wiring to remove all hazards and make the necessary changes or additions.

(b) *Types required.*

(1) Rough inspections. All wiring systems covered under this chapter, which are to be concealed within the building, shall be inspected before concealment.

(2) Service inspections. When a wiring system is to become energized, it shall first be approved by the inspector.

(3) Final inspections. Prior to occupancy, a general inspection of all equipment and systems shall be required.

Sec. 62-5. - Right of access to buildings.

The inspector or designee authorized in writing shall have the right, during reasonable hours, to enter any public or private building and all premises in the discharge of official duties or for the purpose of making any inspection or test of the electrical wires or appliances contained therein. The inspector shall be given prompt access to any premises upon notification to the owner or person in charge.

Sec. 62-6. - Authority to discontinue electrical operations.

The inspector may cause to be turned off all electric current to any equipment which is found to be in an unsafe condition, may cut or discontinue electrical service in emergencies and where such electrical current is dangerous to life or property or may interfere with the work of the fire/rescue department. No person shall reconnect any equipment thus cut off until written permission is given by the inspector.

Sec. 62-7. - Electrical inspector; duties and authority.

(a) *Designated.* The senior building inspector shall be the electrical inspector.

(b) *Duties.* The inspector shall perform all appropriate inspections as defined in this chapter and keep complete records of all permits issued, inspections made, and other official work performed under this chapter.

(c) *Deputy inspector.* To efficiently carry out the duties of the office, the inspector may designate, in writing, inspection duties and authority to a person possessing sufficient qualifications as are necessary to perform the duties of inspector under this chapter.

Sec. 62-8. - Issuance of permit.

(a) *City not liable.* This chapter shall not be construed to relieve from, or lessen the responsibility of, any party owning, operating, controlling or installing any electrical equipment for damages to anyone injured or any property damaged or destroyed by any defect therein, nor shall the city be held as assuming any such liability by reason of the inspection authorized in this chapter or certificate of inspection issued as provided in this chapter.

(b) *Violations and errors not excused by issuance.* The issuance of a permit or the approval of plans and specifications shall not be deemed or construed to be permission for, or approval of, any violation of any provision of this chapter. No permit presuming to give authority to violate or to fail to comply with the provisions of this chapter shall be valid except insofar as the work or use which it authorizes is lawful. If, subsequent to the issuance of a permit, errors are discovered in the application, plans, specifications or execution of the work, the electrical inspector or an authorized agent may require the correction of such errors and may rescind the permit and prevent electrical operations from being further carried on thereunder when in violation of this chapter or of any other city ordinance.

Sec. 62-9. - Licensing.

As provided under Wis. Stats. § 101.862

(a) No person may engage in the business of installing, repairing, or maintain electrical wiring unless the person is licensed as an electrical contractor by the department;

(b) No person may install, repair, or maintain electrical wiring unless the person is licensed as an electrician by the department or unless the person is enrolled as a registered electrician by the department; and

(c) No person who is not a master electrician may install, repair, or maintain electrical wiring unless a master electrician is at all times responsible for the person's work.

Sec. 62- 10. - Homeowner exemption to license requirement: As allowed under Wis. Stats. §101.862(4)(a), a homeowner may install wiring in the owner's own home, provided that:

- (1) The work is done on a single-family dwelling;
- (2) The person occupies the dwelling at the time the work is being done; and
- (3) The signature on the permit shall be that of the owner who shall do the work and the homeowner signs a municipal electrical homeowner's acknowledgement form.

Sec. 62-.11 - Exemptions.

The following shall be exempt from provisions of this electrical code:

- (1) Installation in ships, watercraft other than floating buildings, railway rolling stock, aircraft, or automotive vehicles other than mobile homes and recreational vehicles.
- (2) Installations for generation, transformation, or distribution of power used exclusively by railways for signaling and communication purposes.
- (3) Installations of communication equipment under exclusive control of communication utilities, located outdoors or in building spaces used exclusively for such installations.
- (4) Installations in manufactured homes, other than electrical wiring alterations in existing manufactured homes.
- (5) Installations under the exclusive control of an electric utility, or an electric cooperative where such installations meet any of the following situations:

- a). Consist of service drops or service laterals, and associated metering.
- b). Are located in legally established easements or right-of-way's designated by public service commissions, utility commissions, or other regulatory agencies having jurisdiction for such installations.
- c). Are on property owned or leased by the electric utility for the purpose of communications, metering, generation, control, transformation, storage, or distribution of electric energy.

Installations for the purpose of street or area lighting owned and under exclusive control of electrical utilities or municipalities where located outdoors on property owned or leased by the utility; on or along public highways, streets, roads, or similar public thoroughfares; or outdoors on private property by established rights such as easements shall comply with this chapter or Wis. Admin Code § PSC 114.

Sec. 62-12. - Electrical permit fees.

(a) *Permits required.* The inspector shall issue permits for all electrical installations upon filing of a proper application, which shall be made on forms furnished by the inspector, and upon payment of the proper fee. The application shall prescribe the nature of work, as well as such other information as may be required for inspection. Permits may only be issued to those persons possessing a valid license under this chapter, with the sole exception that a permit may be issued to a property owner pursuant to section 62-10. Work shall not begin prior to issuance of a permit.

(b) *Fees.* At the time the application for an electrical permit is filed, the applicant shall pay such fee for such services as are determined by resolution of the common council, such fees may include inspection fees, late fees and fees for expedited process.

(c) *Square footage calculation.* For all fees based upon building square footage, the square footage calculation shall include all floor levels, basements, attached garages and all spaces enclosed under a roof. All fees so calculated shall be rounded to the nearest dollar.

(d) *Permits may be refused.* The electrical inspector, or other person authorized to issue permits pursuant to this chapter, may refuse to issue permits to any person who has refused or neglected to pay for previous permits after due notice. Permits may also be refused to any person who has refused or neglected to correct any violations of this chapter after due notice.

Sec. 58-11. - Penalty for violation of chapter.

Any person who shall violate any provision of this chapter or any order, rule or regulation issued under this chapter, shall be subject to such forfeiture as determined by resolution of the council or as provided under Section 1-11 of this Code. Each act of violation and every day upon which a violation occurs or continues constitutes a separate offense.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 12, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

The Board of Park Commissioners, at the February 21, 2019 meeting, approved accepting the bid from North Star Environmental Testing for \$1,450 to conduct an asbestos inspection at VFW pool and recommend additional funds up to \$20,000 for the purpose of removing any asbestos discovered through the inspection. The motion passed unanimously with a 5-0 vote.

In the event asbestos removal is required and will cost \$20,000 or more, we will review and analyze the project and potentially state bid the project. If asbestos removal is required, and is under \$20,000 we will follow the standard City purchasing policy guidelines.

ATTACHMENTS:

- City of De Pere - VFW Swimming Pool - Asbestos Inspection Proposal - North Star (PDF)
- City of De Pere - VFW Swimming Pool - Asbestos Inspection Proposal - Bay Environmental (PDF)



Central Wisconsin Office:
1006 Western Avenue
Mosinee, WI 54455
Tel: 715.693.6112
Fax: 715.693.1225

Fox Cities Office:
1835 E. Edgewood Drive
Suite 10542
Appleton, WI 54913
Tel: 920.422.4888

Madison Office:
1310 Mendota Street
Suite 121
Madison, WI 53714
Tel: 608.827.6761

PROPOSAL

Pre-Demolition: Asbestos Inspection Lead-Based Paint Inspection Restricted Waste Inventory

City of De Pere

Site:
730 Grant Street
De Pere, WI

Work Area:
Pool House & Mechanical Building

Proposal Date: January 23, 2019

Submitted By:
NorthStar Environmental Testing, LLC

Asbestos • Lead Paint • Mold • Indoor Air Quality • Industrial Hygiene



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Asbestos • Lead Paint • Mold • Indoor Air Quality • Industrial Hygiene

January 23, 2019

City of De Pere
c/o Grace Lahtela
925 S Sixth Street
De Pere, WI 54115

Cost Proposal:	Pre-Demolition Inspection: Asbestos / Lead Paint / Waste
Site:	730 Grant Street De Pere, WI
Work Area:	Pool House & Mechanical Building

NorthStar Environmental Testing, LLC (NorthStar) is pleased to provide this cost estimate for asbestos, lead-based paint and restricted waste inspections for a commercial property located in De Pere, Wisconsin.

Our proposal is based on limited site information as provided by Grace Lahtela with the City of De Pere via phone conversation on January 17, 2018. and subsequent site visit (exterior only) on January 17, 2018.

The intent of the inspections will be to identify materials that may require special handling, and/or disposal prior to impact by the intended demolition activities. The inspection will be conducted to obtain information necessary for compliance with the State of Wisconsin Department of Natural Resources (WI DNR), the state of Wisconsin Department of Health Services (WI DHS) and the Occupational Health & Safety Administration (OSHA). Additional waste characterization and/or employee exposure monitoring may be required or recommended dependent upon the inspection results.

We appreciate the opportunity to provide these services to you and look forward to working with your organization in accomplishing this project. Please contact us with any questions that you might have regarding our proposed services.

Buildings to be Inspected:

Site	Building	Age	Size	Floors	Status
730 Grant Street De Pere, WI	Pool House	1970	6,750 ft ²	1	Vacant
	Maintenance	1970	1,800 ft ²	1	

Building age and size as listed are approximations.

Estimated completion date: On or before February 28, 2019, pending acceptance

Proposal
Pre-Demolition Inspections

Page 1 of 7

730 Grant Street
De Pere, WI

Proposed Scope of Services:

1 - Asbestos Inspection

Proposed scope of work for an Asbestos Inspection will include the following:

- Site visit for a building survey to detect the presence of asbestos containing materials (ACM) from throughout the interior/exterior of the structures.
- Bulk sample collection of representative suspect interior and exterior ACM. To avoid compromising the integrity of the materials: fire doors, electrical panel interiors and roofing materials will be assumed as asbestos containing.
- Sample analysis by a NVLAP accredited laboratory.
- Final report with an inventory of ACM type and estimated quantity.
- A building diagram, if client provided, can be included to show room names used for sampling locations.
- All sampling procedures to be performed by a licensed asbestos inspector accredited by the State of Wisconsin.
- Anticipated project duration includes one (1) day for site work. A report would be submitted approximately 10 business days following site work completion.

OPTIONAL

2 – Lead-Based Paint Inspection

Proposed scope of work for Lead Paint Testing will include the following:

- Testing for the presence of lead-based paint using X-ray fluorescence (XRF) technology to determine cementitious areas or materials that have been painted with lead bearing paint. This information is to be used when determining disposal/recycling determinations for demolition only (if the property is to be renovated, additional testing will be required).
- Representative testing locations will be chosen for each type of painted cementitious material throughout the structures.
- Final report will include testing data listed in a room by room format.
- Testing will be performed by a State of Wisconsin accredited lead risk assessor.
- Lead paint testing will be completed concurrent with asbestos testing (same site visit).

3 – Hazardous Materials Inventory (Restricted Waste Identification)

Proposed scope of work for identification of Restricted Waste items will include the following:

- Inventory for the presence of restricted waste items that may require removal prior to disturbance by demolition (no sampling or analysis, only visual identification).
- These materials commonly include refrigerants, pcb's, mercury containing items and other items that generally require specialized removal, recovery or disposal. Reference will be made to the WI DNR Publication WA-651 (environmental checklist). Personal items (likely to be retained by the current occupants) will be excluded.
- Final report will include an inventory of materials listed by building space.
- The materials inventory will be completed concurrent with asbestos testing.

All testing will be performed according to client requirements for site access during normal business days, normal business hours. Proposal assumes all sampling may be completed during one continuous site visit.

Survey Limitations

Limitations to performing the survey may include: confined spaces or areas possessing high voltage equipment not able to be properly de-energized with effective lock-out/tag-out procedures; structurally unsafe areas; isolated or inaccessible building areas; mechanical spaces or equipment that would require extensive demolition or dismantling to provide adequate access for material identification or sampling. Additional presumed-ACM, lead painted items or restricted waste items that may be located in spaces not accessible during the survey, hidden from view, or not sampled at the client's request, may require additional sampling prior to disturbance by future renovation or demolition activity. Materials or areas with limited accessibility such as underground piping, boiler interiors, vessel & tank lining, chimney/flue/stack interiors, false ceiling/wall cavities, gasket material, subsurface building adhesives & caulking, fire door interiors, electrical components/wiring/equipment and similarly inaccessible items may require assumption of asbestos content for inclusion in this survey.

Quantification of asbestos materials will be estimated and inventoried with a room-by-room format. The estimates will be based on visible conditions and may require verification by building owner or abatement/demolition contractor prior to use for demolition design, bidding and/or regulatory compliance notification purposes.

Asbestos Analysis Methodology

Bulk samples of suspect ACMs will be collected and forwarded under chain-of-custody to a National Voluntary Laboratory Accreditation Program (NVLAP) approved laboratory for analysis by polarized light microscopy (PLM) to evaluate whether asbestos fibers are present. The bulk samples will be analyzed using the U.S. Environmental Protection Agency (USEPA) *Method for the Determination of Asbestos in Bulk Building Materials*, Method 600/R-93/116. This method states that all multiple, distinct layers identified by the laboratory must be analyzed individually. Therefore, sample analytical results will be provided for each distinct layer of each sample submitted.

In addition to evaluating a bulk sample for layers, regulatory procedures require that a confirmatory "Point Counting" test be performed on samples resulting in an initial positive PLM result of <1% asbestos content. This more precise test is required to give confirmative quantification of a low subjective (PLM visual estimate) percentage reading. As it is impossible to predict how many of the presumed number of ACM samples will fall into this category, NorthStar will provide this analysis and charge on a unit cost, only as needed. For budgeting purposes, we generally estimate five percent of PLM results require Point Count confirmation.

Project Cost Estimate:730 Grant Street

1) Asbestos Inspection

Site Survey, Reporting & Mobilization

\$550Asbestos Bulk Sample Analysis (PLM)
(40 - 60 samples @ \$15 each)**\$600 - \$900****Estimated Cost:****\$1,150 to \$1,450**OPTIONAL:2) Lead-Based Paint Inspection (Cementitious Materials for Recycling)
(Site Survey, Reporting & Mobilization)**\$425**

3) Restricted Waste Inventory (Site Survey, Reporting & Mobilization)

\$150

The work will be performed on a time-and-materials basis. NorthStar will not exceed the authorized amount without prior written approval. Additionally, budgets are estimates and we reserve the right to reallocate budget between the services listed for actual work performed, but will not exceed the total contract without approval. Proposed costs are estimated. Actual project costs will be invoiced dependent upon the actual project hours and actual number of asbestos samples analyzed (at standard turn-around). Additional services performed beyond the original scope of work will require pre-authorization from the client.

Thank you for the opportunity to provide this cost proposal. Please contact us should you need any additional information.

Sincerely,
NorthStar Environmental Testing, LLC.



Aaron Stroud
Operations Manager

attach: proposal acceptance
project qualifications

Proposal Acceptance

NorthStar will provide an Asbestos Inspection for the property located at 730 Grant Street in De Pere, WI.

Total estimated cost: \$1,150 to \$1,450

_____ Initial

OPTIONAL:

Lead Paint Testing: \$425

_____ Initial

Restricted Waste Inventory: : \$150

_____ Initial

Please indicate your acceptance of our proposal by signing below and returning a copy to NorthStar Environmental Testing.

Accepted By:

Company Name _____

Authorized Representative _____

Title _____

Signature _____

Date _____

PAYMENT TERMS & CONDITIONS - Your signature of acceptance will authorize the work scope as described. The work will be performed in accordance with the terms and conditions as defined above. The project will be invoiced upon site work completion with the total amount due prior to submission of our final report to client

QUALIFICATIONS STATEMENT

NorthStar Environmental Testing

Corporate Office:

817 Oak Ridge Road
Mosinee, WI 54455

Phone: 715.693.6112

Fox Valley Office:

1835 E. Edgewood Drive
Suite 10542

Appleton, WI 54913

Phone: 920.422.4888

Madison Office:

1310 Mendota Street
Suite 121

Madison, WI 53714

Phone: 608.827.6761

email: info@northstartesting.com

web: www.northstartesting.com

Summary of Capabilities:

NorthStar Environmental Testing, LLC (NorthStar) is a full service environmental consulting and testing company specializing in indoor environmental concerns such as **Asbestos, Lead Paint, Hazardous Materials, Microbial Investigation, Exposure Monitoring, Housing Code Inspection, and Radon Testing** for commercial, industrial, residential and governmental entities and owners. We provide a practical, economical and common sense approach in providing solutions to building owners for environmental matters.

In order to continue to meet the needs of our clients, NorthStar continues to grow with the January 2014 addition of a Fox Cities office in Appleton, Wisconsin and a May 2015 office in Madison, Wisconsin. We feel it is extremely important to provide a local contact and immediate response capability should the need arise for any of our clients.

We do not perform or offer to perform remediation or abatement services nor are we affiliated with any company that does provide those services, thereby maintaining conflict free and unbiased inspection / consulting services.

We are fully accredited by the State of Wisconsin for asbestos and lead paint services. We carry full general, professional liability and workers compensation insurance. Our staff is widely respected in the industry and has vast experience in asbestos, lead paint, mold and property inspections and project management throughout the Midwest.

Company Certifications:

Wisconsin Asbestos Company: CAP-925800 (expiration 08/01/2019)

Wisconsin Lead Company: HFS-925800 (expiration 08/01/2019)

List of Certified Personnel:

Dave Barrett – owner & senior project manager

asbestos inspector, supervisor, project designer, management planner

lead inspector, risk assessor

certified trainer – asbestos and lead disciplines

environmental consultant since 1990

Aaron Stroud – operations manager & field inspector

asbestos inspector & supervisor

lead inspector, risk assessor

certified trainer – asbestos and lead disciplines

radon testing professional

environmental consultant since 2003

Project Qualifications Statement (continued)

Field Staff:

Larry Pawlus	
Jamie Brzezinski	
Andrew Schilling	asbestos inspector & supervisor
Ethan Turriff	lead inspector, risk assessor
Dustin Gaede	microbial investigator
Jason Motkowski	

Subcontractors:

No subcontractors are expected to be needed for this project.

Similar Projects:

Brown County Arena – Ashwaubenon, WI – January 2019

Aspirus Hospital – Wausau, WI – August 2018

Tecumseh Factory – New Holstein, WI – July 2018

City of Appleton Parking Ramp – Appleton, WI – May 2018

South Wood County YMCA – Wisconsin Rapids, WI – March 2018

Sheboygan Tannery – Sheboygan, WI – March 2018

Green Bay Packaging – Green Bay, WI – February 2018

Brillion Iron Works – Brillion, WI – February 2018

Kwik Trip Stores – Throughout Wisconsin – 2017

Wisconsin Veterans Home at King – Waupaca, WI – February 2017

Appleton International Airport (ATW) – Appleton, WI – January 2017

Menasha Joint School District – Menasha, WI – January 2017

Oshkosh / Winnebago Housing Authority – Omro, WI – September 2016

Alliance Laundry Systems – Ripon, WI – July 2016

Village of Sussex – Sussex, WI – May 2016

UW-Marshfield – Marshfield, WI – March 2016

ConAgra Foods – Fridley, MN – February 2016

Cardinal Environmental (Wittman Airport) – Oshkosh, WI – September 2015

Miron Construction (Lambeau Field) – Green Bay, WI – October 2015

references and contacts available upon request



2920 S Webster Ave Ste C
Green Bay, WI 54301
920.347.2234
800.576.2476

January 21, 2019

Marty Kosobucki
Director of Parks, Recreation, and Forestry
City of De Pere
925 S. Sixth Street
De Pere, Wisconsin 54115
Sent Via Email: mkosobucki@mail.de-pere.org

RE: Proposal for Professional Services – Pre-Demolition Asbestos Survey
City of De Pere – VFW Swimming Pool: 730 Grant St, De Pere, WI 54115

Dear Marty:

At your request, Bay Environmental Strategies, Inc. (BAY) is providing you with this proposal to provide professional services associated with a pre-demolition asbestos inspection for the swimming pool area, swimming pool entrance building (showers, bathrooms, mechanical, office, storage rooms), and swimming pool mechanical building located at the above referenced location.

PRE-DEMOLITION ASBESTOS INSPECTION AND SCOPE-OF-WORK

It is BAY's understanding that you wish to demolish the swimming pool and associated buildings located at 730 Grant Street, De Pere, Wisconsin. During demolition activities, asbestos containing materials (ACM) may be disturbed. The disturbance of asbestos is regulated in part by *Wis. Adm. Code* ch. NR 447. An inspection by an asbestos inspector licensed by the Wisconsin Department of Health Services (DHS) is required prior to beginning a demolition or renovation project. The inspection will determine the categories of asbestos present in the structure.

COST SCHEDULE

BAY will provide an asbestos inspector certified by the DHS to perform the inspection. Although the actual number of samples is unknown, an estimate has been provided based on BAY's knowledge of the property. Because of this, the cost for the inspection and report is a lump sum cost and unit costs are provided for each sample. Laboratory fees will vary depending on the number of samples collected. Detailed below is the proposed cost schedule:

<u>ITEM</u>	<u>UNIT COSTS</u>	<u>TOTAL</u>
VFW Swimming Pool – Inspection & Report	Lump Sum	\$975.00
Laboratory Fees – Asbestos	est. 65 samples	\$8.00 per sample*

*Note: The \$8.00 sample fee is for a 3 day turn around time (plus 2 days for shipping).

City of De Pere – VFW Swimming Pool
Proposal for Professional Services – Asbestos Survey

January 21, 2019
Page | 2

TIME FRAME FOR PROJECT COMPLETION

Upon execution of a *Professional Services Agreement*, BAY would be able to deliver the final report within two weeks. Please notify BAY if there would be a need for a quicker turnaround time or a specific deadline is needed.

CLOSING

Thank you for inviting BAY to provide this proposal. If you have any questions or would like to proceed with the project, please contact BAY at (920) 347-2241.

Sincerely,

BAY ENVIRONMENTAL STRATEGIES, INC.



Tyler Breitenfeldt
Project Manager



Jim Rabideau, PG, PSS
President



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 12, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

The Board of Park Commissioners, at the February 21, 2019 meeting, approved requesting additional funding for poured in place surfacing at VFW Playground. The motion passed unanimously with a 5-0 vote.

In reviewing projected costs and current estimates, staff determined we will be approximately \$19,000 over budget if we were to install the playground as previously planned. Several factors are involved with this potential overage, but probably the main culprit is the playground selected for VFW spans a significantly greater amount of space than our past playgrounds. The added surface area increases our Poured in Place and sidewalk costs.

The Board of Park Commissioners reviewed options to stay within budget, however ultimately decided to recommend additional funding from the City to complete the project with all poured in place fall surfacing.

ATTACHMENTS:

- VFW Playground Budget Comparison (PDF)
- VFW Playground.Option 1 Layout (PDF)
- VFW Playground.Option 2 Layout (PDF)

VFW Playground Project - \$110,000

Option 1 – Playground will be all poured in place surfacing

Expenses:

Playground equipment	\$55,000
----------------------	----------

Sidewalk

251' x \$32/lineal foot (4 ft)	\$ 8,032
--------------------------------	----------

15' x \$40/lineal foot (5 ft)	\$ 600
-------------------------------	--------

Poured in Place

4,399 sq ft x \$14/sq ft	\$61,586
--------------------------	----------

Misc (Drain tile, landscaping, etc)	<u>\$ 4,000</u>
-------------------------------------	-----------------

Total	\$129,218
-------	-----------

Option 2 – Sidewalk separating swings and playscape, playscape is poured in place, swings are wood fiber.

Expenses:

Playground equipment	\$55,000
----------------------	----------

Sidewalk

305' x \$32/lineal foot (4 ft)	\$ 9,760
--------------------------------	----------

15' x \$40/lineal foot (5 ft)	\$ 600
-------------------------------	--------

Poured in Place

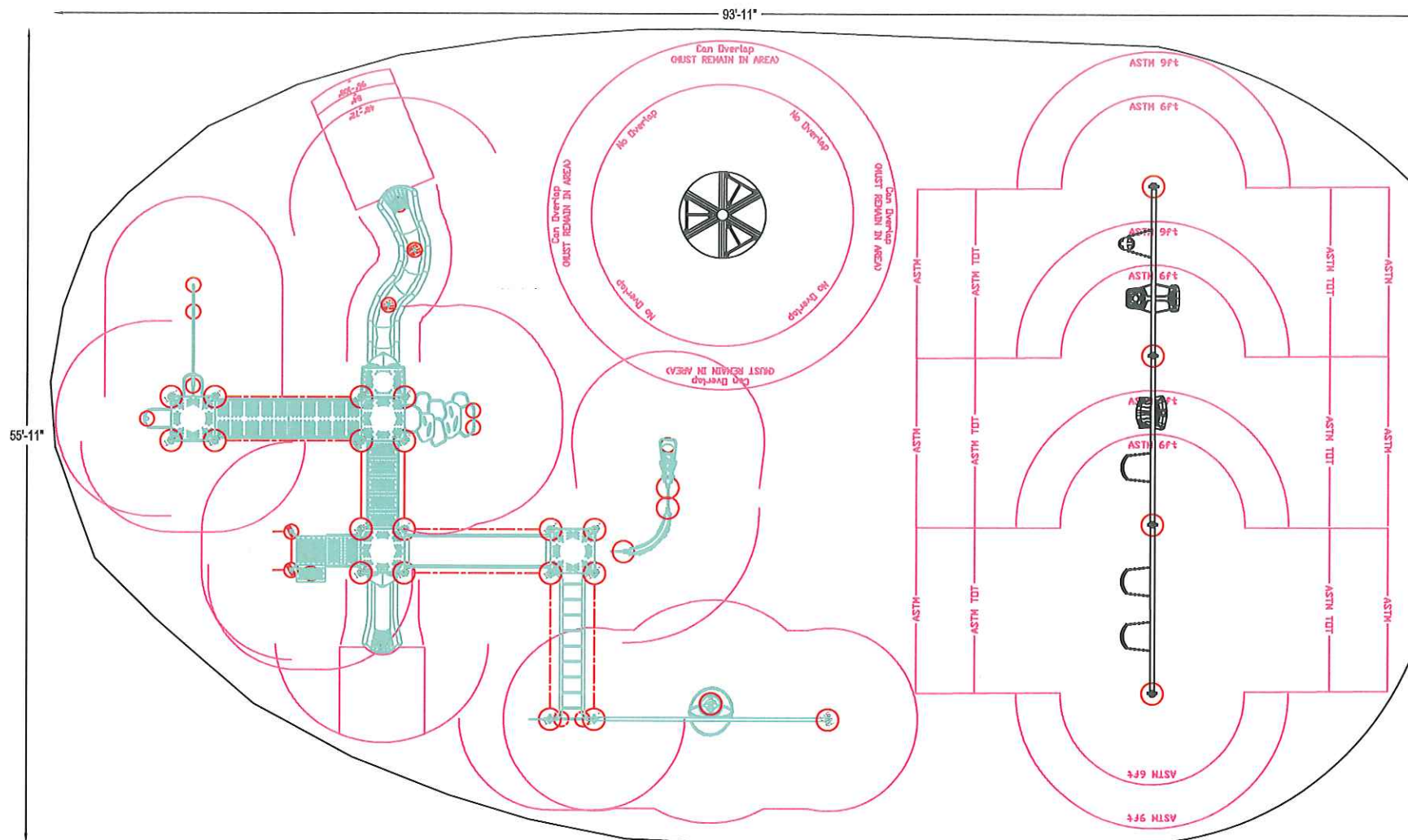
2,852 sq ft x \$14/sq ft	\$39,928
--------------------------	----------

Wood Fiber

63 cubic yards x \$15/cy	\$ 945
--------------------------	--------

Misc (Drain tile, landscaping, etc)	<u>\$ 4,000</u>
-------------------------------------	-----------------

Total	\$110,233
-------	-----------



LENGTH = 254'
AREA = 4,620 SF
4,399

$4520 \times 1' = 4520 \text{ CF} / 27 = 170 \text{ CY}$

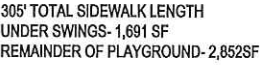
Company Name
Address
Address
Phone #

PROJECT NAME
CITY, STATE

PLAYWORLD
© 2017 Playworld Systems, Inc.
Playworld is a brand of Playworld Systems, Inc.



PROJECT NO: 080000.DIR	REV: -	DATE: DD-MMM-YY
SYSTEM: CHALLENGERS	SCALE: 3/16" = 1'-0"	DRAWN BY:
SITE PLAN		





City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 12, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

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

The Board of Park Commissioners, at the February 21, 2019 meeting, approved the Park Department operating the Beer Garden and to establish a Park Fund, in which all the net proceeds from the Beer Garden would be deposited into, for Park projects. The motion passed unanimously, with a 5-0 vote.

The Board of Park Commissioners has approved the concept of a department ran beer garden. The Park Board is asking for your consideration and approval in the budget, creation of staff positions, and the creation of a separate Park Fund where net proceeds of the event will be placed for the purpose of assisting park improvements for the future. I have included an attachment that helps outline the proposed program budget, staff positions being created, and an explanation behind the separate Park Fund concept.

ATTACHMENTS:

- Proposed Program Plan (DOCX)



Memorandum

To: City of De Pere – Finance/Personnel Committee

From: Marty Kosobucki
Director of Parks, Recreation and Forestry

Re: Beer Garden Program Proposal

Date: March 12, 2019

The Board of Park Commissioners is asking the Finance/Personnel Committee for several considerations as it relates to offering a department ran Beer Garden. The Park Board is asking to approve the funding/budget of the program, approve the staffing positions and wages, and approve the creation of a Park Fund where net proceeds of the event will be placed for purposes of future park improvements. A short summary of each category is provided below, in addition to a brief summary of the event.

Beer Garden Program Budget (Per Event)

Expense:

Staffing	Wage	Shift Hours	Sub-Total Cost	Total Cost
Manager	\$14.00	6 Hours	\$84	
Assistants (2)	\$10/hr.	6hours	\$120	
Music			\$250	
Tent			\$400	
Beer (3 – ¼ barrels X \$95) (3 – 1/6 barrels X \$75)			\$510	
Miscellaneous			\$128	
Total				\$1,492

Revenue:

Revenue Source	Revenue	Total Revenue
Sponsorship (One Event)	\$1,000	
Beer Sales (\$1,560 minus 10% loss)	\$1,404	
Food Truck	\$ 200	
Total Revenue		\$1,604

Staffing

The program is proposing the inclusion and creation of the following staff:

- 1 Park Garden Manager, Level IIV, \$14.00-\$14.75/hour
 - Bartenders License required and shall be reimbursed by the City upon successful attendance of at least three events.
- 2 Park Garden Server, Level II, \$10.00 - \$10.75/hour
 - Bartenders License required and shall be reimbursed by the City upon successful attendance of at least three events.
 - **Staff may increase due to attendance of event. However revenue should reflect added staff.*

Park Fund

As part of the program, the Board of Park Commissioners is recommending the creation of a separate Park Fund where net proceeds of the event shall be placed. The purpose of the Park Fund is to assist with the growing needs for repairing and/or replacing of current park infrastructure.

- The City of Milwaukee has a very successful Beer Garden program and advertises that net proceeds go to assisting future park improvements. By all indications this tactic is well received.

Program Summary:

The following information is to provide a brief snapshot of the overall program.

Purpose

1. To host a community social gathering with beer and food vendors. The beer garden will be hosted three times throughout the 2019 summer and fall seasons. 2019 is meant to be a “pilot” for offering the event.

Event

1. Three “Beer Garden” events will take place at Voyageur Park. Event will be held rain or shine except during severe weather conditions.
2. Dates would be the last Tuesday of the months in July, August, and September.

Date	Time	Location	Theme	Music
Tuesday, July 30	4:00 – 9:00 pm	Voyageur Park	<i>“It’s a Party in the U.S.A.”</i>	5:00 – 8:00 pm
Tuesday, August 27	4:00 – 9:00 pm	Voyageur Park	<i>“Down Home Micro”</i>	5:00 – 8:00 pm
Tuesday, September 24	4:00 – 9:00 pm	Voyageur Park	<i>“Octoberfest”</i>	5:00 – 8:00 pm

Themes

July – *“It’s a Party in the U.S.A.”* – Features popular craft beers brewed in the U.S.A.

August – *“Down Home Micro”* – Features local micro brews from Northeastern Wisconsin

September – *“Octoberfest”* - Features beers in celebration of Octoberfest.

Beer & Food

The P/R/F Department will contract out a beer trailer and a food truck(s). Beer choices would include micro beers and traditional domestic beers.

Music & Activities

Music will be contracted and paid for through sponsorships. Music will consist of acoustic sets of no more than three (3) band members.

As success of the event rises, additional supplies for games and activities may be purchased



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 12, 2019

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

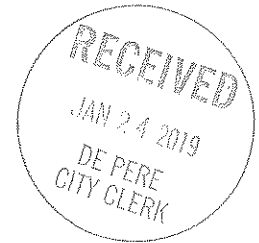
SUBJECT: Consideration of Claim for Tax Refund Filed by Dan Doro - Parcel
WD-726-M-20 * (741 Morning Glory Lane)

This item was tabled at the February 12, 2019 Finance/Personnel Committee meeting at the applicant's request.

ATTACHMENTS:

- Dan Doro letter (PDF)
- Mayor F-P -Doro Tax claim (PDF)
- Dan Doro Assessment Spreadsheet (PDF)
- 741 Morning Glory Letter from Assessor (DOC)

January 23, 2019



De Pere City Clerk

Shana Delvina

335 So. Broadway St.

De Pere, Wi. 54115

RE: Assessment value of the property located at 741 Morning Glory Lane, De Pere

Parcel # WD 726-M-20

Shana:

I am writing this letter to you after talking with the City Attorney Judy Smit-Lamer. I listed the above-mentioned property for sale with a realtor approximately 4-5 months ago. At that time when the realtor was doing a fair market analysis to establish a sale price, he noticed that on the assessment card it showed the first-floor square footage was listed as approximately 1,800 sq. ft. When he made me aware of this, I assured him it was closer to 1,200 sq. ft. and not 1,800 sq. ft. When I stopped at De Pere City hall to discuss this matter, I was informed I needed to contact Accurate Appraisal as they did the assessment. When I contacted Accurate Appraisal, they told me I had to talk to a guy named Bill as he did the appraisal. After waiting 1-2 weeks and not hearing from Bill I called back and was now told he was on vacation and would have to wait until he returned and they would have him call me. After waiting another 1-2 weeks and not hearing from Bill I called once again I was told he was busy. After calling a 4th time and I'm sure showing my frustration I told if Bill wasn't available, I needed to talk to someone as my house was listed for sale and not knowing if the property taxes were correct that it could potentially hold up the sale. The next day Bill called me back and I explained the situation and his first question was: did I contest the taxed value years ago when it was reassessed and I told him I was never sent any literature showing the sq. ft. that I was getting assessed on or I would of and he said he would check in to it further. He called back and admitted there was an error in the square footage but had no idea how it happened. He then went on further to explain that the first-floor sq. ft. should probably been assessed at around \$70-\$80 per sq. ft. and the approximately 600 sq. ft in the basement should have been figured at around \$10 per sq. ft. but because I didn't contest it at the time it was reassessed that basically it was a personal problem but that he would figure out what the correct assessment should have been and get it corrected. After waiting a couple weeks and not hearing anything I stopped back down to De Pere City hall to see if there was anyone there that I could talk to and was told that there was a person that did help with the assessments and that they would see if they could get them to

Attachment: Dan Doro letter (7890 : Tax Refund Request (Dan Doro))

call me. After waiting another several weeks and not hearing anything my property taxes were due so I "paid them in protest", and contacted the Brown County Treasures office and asked if there was anything, they could do to help me get this resolved. I was told to call a Tom Lesley in property listings to see what he suggested. I called Tom and explained all the hoops I was going through and said I didn't want to hire an attorney in order to get some answers but I was at a dead end and didn't know who else to call. Tom advised me to call the De Pere City attorney and see if she could help in any way. When I called Judy and explained the entire situation, she suggested that I write a letter to the De Pere City Clerk and explain everything, so here I am.

As a tax payer (Paying taxes on 4 properties in De Pere), I assume you understand my frustration. I understand that mistakes happen but I don't think every tax payer should have to go to city hall every time there's a reassessment.

I have not been told what the correct assessment should have been but I assume it's substantial and feel it's only fair that there's some type of adjustment.

I don't think I'm expecting too much regarding this situation but unless I hear from someone and get this resolved soon, I will be turning this over to my attorney and possibly writing a letter to the Mayor and the newspaper editor that everyone in De Pere should contest their property assessment.

A FRUSTRATED TAX PAYER!!!!

Dan Doro


920-421-5060

Attachment: Dan Doro letter (7890 : Tax Refund Request (Dan Doro))

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
 Members of the Finance/Personnel Committee
 Members of the Common Council
 From: Judith Schmidt-Lehman, City Attorney
 RE: Dan Doro Claim for Tax Overpayment
 Date: February 12, 2019 (meeting date)

City Clerk-Treasurer Shana Ledvina received the attached claim for alleged tax overpayment dated January 23, 2019 from Dan Doro covering Tax Parcel WD-725-M-20 (741 Morning Glory Lane). This memo will outline state law concerning claims for unlawful taxes.

State law lists criteria covering circumstances when tax refunds are allowed (an “unlawful tax”) and requirements for taxpayers to follow when claiming a repayment is due (“recovery of unlawful tax”). Specifically, under Wis. Stats. § 74.33(1), an “unlawful tax” means a general property tax resulting from one or more specific “palpable errors”:

- (a) a clerical error has been made in the description of the property or in the computation of the tax.
- (b) the assessment included real property improvements which did not exist on the date under s. 70.10 for making the assessment.
- (c) the property is exempt by law from taxation, except [where the tax may be appealed as manufacturing property or if the alleged error is solely that the valuation is excessive].
- (d) the property is not located in the taxation district for which the tax roll was prepared.
- (e) a double assessment has been made.
- (f) an arithmetic, transpositional or similar error has occurred.

If a “palpable error” has occurred, a taxpayer may file a claim to recover the “unlawful tax” against the jurisdiction which collected the tax. The claim must be filed by January 1 of the year the tax is due [Wis. Stats. § 74.33(5)(a)] and it must:

- (a) be in writing.
- (b) state the basis of the error.
- (c) state the amount of the claim as accurately as possible.
- (d) be signed by the claimant.
- (e) be personally served upon the city clerk.¹

Mr. Doro alleges that the square footage of his residence was improperly calculated resulting in an assessment for a structure larger than its true physical size. The information from Accurate Appraisal confirms that the square footage is larger than the physical structure resulting in a reduction in assessed value from \$181,300 to \$140,000. Mr. Doro only recently discovered the error, although it appears that

¹ When speaking with Mr. Doro over the phone, I indicated to him he should send the Clerk–Treasurer a letter detailing his claim. The correct process is to have the claim personally served.

this discrepancy existed with the 2017 full valuation as well. State law holds every property owner responsible to pay attention to the information on their tax bill on a yearly basis in order to detect errors promptly so that preventable errors are corrected and don't continue on for years.

Mr. Doro's claim for 2018 appears to meet the requirements for him to recover the taxes "unlawfully" collected by the city. The square footage error falls within the category of "palpable error" as contemplated by Wis. Stats. §74.33(1)(a) and the written claim presented meets the requirements of Wis. Stats. § 74.33(5)(a). Therefore, the claim as it relates to 2018 taxes should be allowed in the amount of \$848.09 as shown on the attached spreadsheet. Interest at the rate of .08% per month,² should be included as well.

As noted above, Wis. Stats. §74.33(5)(a) requires claims for unlawful taxes be filed by January 31 of the year due. State law does not provide a right to recover claims involving years in addition to the year the tax is due. Prior city councils have however allowed improperly filed claims for tax refund to proceed on a limited basis. Specifically, several refund claims based upon inaccurate size calculations in 2005, 2006, 2007 and 2016 were allowed by the council; but in no case were refunds paid for more than two years. This treatment is not statutorily sanctioned and the city would not be in a position to charge back any taxes refunded to any of the other taxing jurisdictions under these circumstances.

Should the Finance/Personnel Committee wish to recommend reimbursement of two years' worth of unlawful taxes for Mr. Doro, the amount of overpayment for 2017 is also shown on the attached spreadsheet. Since the 2017 overpayment was not part of a valid claim under state law, interest would not be required.

If you have any questions regarding this matter prior to the February 12, 2019 meeting, please call me at 339-4042.

JSL:amz
Attachment

J:\Law\Memos\2019\Mayor F-P-Doro Tax Claim2-8-19-141-004-16.docx

² Wis. Stats. §74.35

2017 Assessment	Municipal Tax Rate	NWTC Rate	West DP SD	Brown County	School Credit	First Dollar	
\$158,500.00	\$1,064.63	\$139.38	\$1,660.03	\$772.98	\$311.70	\$67.80	\$3,257.52
2017 Assessment	Municipal Tax Rate	NWTC Rate	West DP SD	Brown County	School Credit	First Dollar	
\$129,800.00	\$871.85	\$114.15	\$1,359.45	\$633.02	\$255.26	\$67.80	\$2,655.40
Difference	\$192.77	\$25.24	\$300.59	\$139.97	\$56.44	\$0.00	\$602.12

2018 Assessment	Municipal Tax Rate	NWTC Rate	West DP SD	Brown County	School Credit	First Dollar	
\$181,300.00	\$1,282.48	\$152.24	\$1,779.67	\$836.31	\$327.73	\$67.40	\$3,655.58
2018 Assessment	Municipal Tax Rate	NWTC Rate	West DP SD	Brown County	School Credit	First Dollar	
\$140,000.00	\$990.33	\$117.56	\$1,374.26	\$645.80	\$253.07	\$67.40	\$2,807.49
Difference	\$292.15	\$34.68	\$405.41	\$190.51	\$74.66	\$0.00	\$848.09



To Whom it May Concern–

It was brought to our attention that we unknowingly had the incorrect square footage on property 741 Morning Glory Lane in the City of De Pere, parcel number WD-726-M-20. While completing the 2019 fieldwork on this property we did adjust the square foot down to 1,232. The 2018 assessed value was \$181,300 and in my professional opinion if we would have had the correct square footage the value would have been \$140,000 for 2018 and \$129,800 for 2017.

The property did receive a 2018 assessment value notice, indicating the value of \$181,300 and didn't contest or contact the assessor in that allotted time before the board of review. Due to this I am unaware if the Department of Revenue will accept this as a palpable error under 74.35 or not, however the City does attempt to do so, please let me know and I will move forward with the paperwork on our end.

Thanks,
Addie Ebert
City of De Pere Assessor
Assessor 2 and 3

Attachment: 741 Morning Glory Letter from Assessor (7890 : Tax Refund Request (Dan Doro))