Finance/Personnel Committee

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

Regular Meeting

Agenda

Tuesday, March 10, 2020	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 10, 2020** 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 Spectrum 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 11, 2020 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment Period and other announcements.
4. Consideration and acceptance of proposed Eagle Scout project for Fire Department Station #2.*
5. Consideration and Approval of the February 2020 Police Overtime Report
6. Fire Department Overtime and LifeQuest Services Billing Reports for February, 2020.
7. Consideration and acceptance of $250 donation from Home Instead Senior Care to the Fire Department.*
8. Consideration and acceptance of $250 donation from Roberta Longlais Memorial Fund to the Fire Department.*
9. Request to Revise TID #15 Project Incentives for the United Health Group Development on Innovation Court*
10. Review and possible action on City of De Pere Investments and Cash Detail for January 2020.
11. Aldi Claim for Refund of Unlawful Tax-2019 Personal Property (Machinery)*.

    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 Council may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.
12. Future agenda items.
13. Adjournment

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

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

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

DE PERE

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 10, 2020**
DEPARTMENT:	**City Attorney**
FROM:	**Angela Zills**
SUBJECT:	**Approval of the Minutes of the February 11, 2020 Regular Meeting of the Finance/Personnel Committee.**

ATTACHMENTS:

- February 11, 2020 Minutes - DRAFT (PDF)

DE PERE

Finance/Personnel Committee

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

Regular Meeting

Draft Minutes

Tuesday, February 11, 2020 — 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 7:32 PM on Tuesday, February 11, 2020, at the De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderperson	Present	
Ryan Jennings	Alderperson	Present	
Amy Chandik Kundinger	Alderperson	Present	
Casey Nelson	Alderperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Larry Delo, Fire Chief Alan Matzke, Human Resources Director Shannon Metzler, Park, Recreation & Forestry Director Marty Kosobucki, Public Works Director Scott Thoresen, Finance Director-Treasurer Joe Zegers, Human Resources Generalist Tracy Hood and Police Chief Derek Beiderwieden.

2. Approval of the Minutes of the January 14, 2020 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment Period and other announcements.

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

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

   In response to Alderperson Crevier's question whether the Chief has concerns regarding the 2019 end-of-year numbers, the Chief mentioned the growing amount of aging debt outstanding, although write-off projections were accurate and payments are on track. Administrator Delo added that the City does a little better in comparison to most communities and the write-off percentage for ambulance service is common.

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

5. Consideration and Approval of the January 2020 Police Overtime Report.

   In response to Alderperson Crevier's inquiry regarding concerns for 2019, Chief Beiderwieden indicated that the budget is always a concern, but overtime is offset by the salary reduction for open positions. Overtime is impacted by mandatory officer training (24 hours per year by state law), including firearms training, defense and arrest tactics training, as well as illnesses. 2019 was an unusual year with five vacancies; the hiring process takes time to complete, and takes longer when openings are unexpected, such that a recruiting list needs to be created or is outdated due to hiring's of other communities, although two officers have recently graduated the field training program and one additional is expected to graduate soon. Human Resources Director Metzler added that this year had four separate recruitment processes, which is not typical compared to past years. Following discussion among Ald. Crevier, Chief Beiderwieden and HR Director Metzler regarding the continuing circumstances necessitating overtime, the Chief advised that a recent injury sustained by a night shift officer is anticipated to further impact staffing level overtime over the next nine months.

In response to Mayor Walsh's analysis of the yearly reporting and overtime trends, the Chief indicated that some months are higher for mandatory training and efforts were made in December 2019 to limit forced overtime. Administrator Delo indicated that staff plans to meet to discuss potential strategies to manage overtime going forward; staff recognizes there is an issue, however, contractual issues will also need to be considered due to the public safety union; FMLA (Family Medical Leave Act) and retirements significantly impact overtime.

Mayor Walsh mentioned past discussions regarding eliminating the provision of monthly overtime reports to the Committee, and although he understands the reasons for overtime, he would like to see reports continue due to the current amounts, so that the Finance Committee can keep informed and continue to monitor. Alderperson Jennings asked where the money comes from when overtime is at 175% of budget (for 2019), and Administrator Delo explained that certain categories are grouped together for budgeting, and only when an entire grouping is over-budget is an amendment required; Police is part of the Public Safety grouping. Reports can be viewed in Opengov and any overage comes from within the category; budgets do tend to be pretty close for accuracy.

Alderperson Chandik Kundinger asked whether a situation when a department is behind in being fully-staffed is opportunity to look at hiring in anticipation of vacancies, and HR Director Metzler advised that police recruiting is difficult because the a candidate is simultaneously being reviewed by other communities and the estimated length of time necessary for an over-hire would be tough to budget for. Administrator Delo added that the training program for a newly-hired officer is an additional 16-19 weeks after the hiring process is concluded; over-hiring could also involve negotiations and discussions with the union. HR Director Metzler mentioned that the sponsorship option for the recruit academy trainee position that was recently approved would require an additional 15-16 weeks for that program prior to department training, which may be considered as a hiring option for anticipated retirements with sufficient notice. Additionally, delays have also recently been experienced for background checks that are not up to City standard.

Alderperson Nelson suggested whether it might be possible to better plan for retirement notices or somehow incentivize sufficient notice, to which both the Chief and HR Director Metzler indicated isn't always possible but would be a consideration for contract negotiations. Alderperson Crevier shared, in follow-up to Alderperson Chandik Kundinger's question, that in his observation based strictly upon the consistency of the 2018 and 2019 numbers, without factoring other logistics, it appears possible to add an extra position in anticipation of openings.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

6. Consideration and Acceptance of Three K-9 Tactical EMS Field Kits from the Bark and Blue Foundation to the Fire Department.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

7. Consideration and Possible Action Regarding a $4,000 BOTS Grant to Police Department.*

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

8. Consideration and Possible Action to Approve Changes to the City Policy Manual.*

At the request of Alderperson Crevier, Human Resources Director Metzler highlighted several of the proposed policy manual changes: the various additions in reference to the Battalion Chief positions serve to clarify and include those new non-union positions that are outside of the labor contract in the policy; a new dress code policy, "Dress for your Day" allows each employee to dress based upon the day's schedule (an employee-driven request); the wireless device policy is being revised to include an appropriate monthly reimbursement for hourly employees who are required to take a call outside of the work day, with approval of his or her supervisor, up to the amount of an exempt employee; changes to the overtime policy are provided as an incentive for exempt employees to be compensated above their regular salary for situations where the City is reimbursed by another employer for their time (e.g., a task force); and sick leave will now be credited up front for new employees.

Discussion followed on the addition of approval of terminations by Human Resources, which HR Director Metzler advised is to maintain consistency, to ensure progressive discipline and prevent any potential discrimination. Administrator Delo clarified that no one is fired on the spot; that employees are put on administrative leave until due process is followed through Human Resources.

Alderperson Nelson indicated that he appreciates the change in dress code and believes it is a positive change. In answer to his question on the work from home policy, HR Director Metzler explained that this is intended for rare events (up to 80 hours per calendar year) available primarily for exempt employees, allowing the City the ability to have some parameters. With regard to recording of conversations, HR Director Metzler explained this hasn't been an issue, but has come up with the questioning of employees.

In response to Alderperson Crevier's question whether the proposed changes were well-accepted by the department heads, HR Director Metzler explained that department heads and other supervisors had an opportunity to review the language, and the only issue that did generate some discussion was the removal of the requirement of exhausting all paid time prior to utilizing unpaid leave time of five days per year.

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

9. Consideration and Possible Action to Establish Pay Rate for New Park Maintenance Leadperson.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

10. Review and possible action on City of De Pere Investments and Cash Detail for December 2019.

Finance Director-Treasurer Zegers indicated that the first year of detailed reporting is now completed for 2019. The City has earned just over $650,000 in investment earnings, which is a nice variance over the budgeted amount. Charles Schwab has done a very good job related to timing the market and spacing ladders of investments, and hopefully those results continue. The detailed December specifics show an increase due to tax collections. Alderperson Nelson verified with FD-T Zegers the structure of the investment percentages, to which he indicated that 10-11 million is slated as a longer term investment, with the goal being funds that work within the investment policy (approved by this Committee and Council), to maximizing earnings while keeping funds safe and having sufficient amounts of varying liquidity in other City accounts.

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

11. Future agenda items.

None.

12. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:29 PM.

Respectfully submitted,
Angela Zills

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 10, 2020**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Consideration and acceptance of proposed Eagle Scout project for Fire Department Station #2.***

ATTACHMENTS:

- PROPOSED EAGLE SCOUT PROJECT (PDF)

Memo

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

From: Alan Matzke, Fire Chief ACM

Date: March 3, 2020

Re: Consider Proposed Eagle Scout Project for Fire Department Station #2

Conner Hogan, a Boy Scout from Troop 1043 in De Pere, approached the Fire Department for an Eagle Scout project. The proposed Eagle Scout project would take place at Fire Station #2, 1180 Grant Street, in the City of De Pere.

Mr. Hogan proposes to construct a storage aid and work station designed to facilitate the use, cleaning and storage of self-contained breathing apparatus (SCBA).

SCBA's are vital lifesaving tools to a firefighter and as such, they require constant cleaning, maintenance and verification of operational readiness. The proposed storage aid and work station will assist in making this process more convenient.

Mr. Hogan is proposing that De Pere Fire Rescue contribute up to $200 to purchase materials in pursuit of this project. Mr. Hogan will be contributing $350, along with all labor to construct and install this project, which would have an estimated retail value of $1,000.

Mr. Hogan will be presenting his proposal and available to answer any questions the Council may have.

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.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **March 10, 2020**

DEPARTMENT: **Police**

FROM: **Derek Beiderwieden**

SUBJECT: **Consideration and Approval of the February 2020 Police Overtime Report**

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

Miscellaneous OT of 14.25 total hours is comprised of 5 hours of patrol fraction allotments, 3 hours for K-9 demonstration events, 2 hours for Field Training daily observation reporting and 4.25 hours for SWAT training.

Reimbursable Miscellaneous OT of 42.25 total hours is comprised of 32.5 hours for the Drug Task Force assigned officer and 9.75 hours for OWI task force assignments.

The training for February consisted of mandatory defense and arrest tactics (DAAT).

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

ATTACHMENTS:

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

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2018

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

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

NOTES:

* Period 12/30/2017 - 1/26/2018
**Period 1/27/2018 - 2/23/2018
***Period 2/24/2018 - 3/23/2018
+Period 3/24/2018 - 4/20/2018
++Period 4/21/2018 - 6/1/2018
^Period 6/2/2018 - 6/29/2018
#Period 6/30/2018 - 7/27/18
##Period 7/28/2018 - 8/24/2018
^^Period 08/25/2018 - 09/21/2018
^^^Period 9/22/2018 - 11/2/2018
*+Period 11/3/2018 - 11/30/2018
*+*Period 12/01/2018 - 12/28/2018

Attachment: 2018 PD OT Summary (9345 : Police February 2010 Overtime Report)

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2019

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

TOTAL OVERTIME BUDGET: $ 160,000.00
EXPENDITURES THROUGH 12/31/2019 $ 279,916.04
PERCENT OF TOTAL BUDGET: 174.95%

NOTES:

*Period 12/29/2018 - 1/25/2019
**Period 1/26/2019 - 2/22/2019
***Period 2/23/2019 - 3/22/2019
+Period 3/23/2019 - 5/3/2019
++Period 5/4/2019 5/31/2019
^Period 6/1/2019 - 6/28/2019
#Period 6/29/2019 - 7/26/2019
##Period 7/27/2019 - 8/23/2019
^^Period 8/24/2019 - 9/20/2019
^^^Period 9/21/2019 - 11/1/2019
*+Period 11/2/2019 - 11/20/2019
*+*Period 11/30/2019 - 12/27/2019

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2020

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN^	JUL#	AUG##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	90.75	25.50											116.25
OFFICER WORKED ON HOLIDAY	92.75	12.00											104.75
OFFICER FOR COURT	60.00	4.00											64.00
OFFICER TRAINING	38.50	119.75											158.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING		2.00											2.00
STAFFING LEVEL	285.50	107.25											392.75
INVESTIGATION	22.50	7.50											30.00
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	27.75	29.25											57.00
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED	4.50	14.00											18.50
MISCELLANEOUS	15.25	14.25											29.50
MISCELLANEOUS REIMBUSED	11.50	42.25											53.75
GROSS OFFICER OVERTIME	649.00	377.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1026.75
SUBTOTAL REIMBURSED OVERTIME	(43.75)	(85.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(129.25)
NET OFFICER OVERTIME	**605.25**	**292.25**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	897.50

TOTAL OVERTIME BUDGET:	**$**	**175,000.00**
EXPENDITURES THROUGH 2/28/2020	**$**	**37,109.04**
PERCENT OF TOTAL BUDGET:		**21%**

NOTES:

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

+Period 1/25/2020 - 2/21/2020
++Period
^Period

#Period
##Period
^^Period

^^^Period
*+Period
*+*Period

DE PERE

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 10, 2020**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Fire Department Overtime and LifeQuest Services Billing Reports for February, 2020.**

ATTACHMENTS:

- FIRE DEPT OT REPORT (PDF)

DE PERE FIRE RESCUE

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2019

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

Special Events included in Overtime
Total Overtime Budget $95,000, Expenditures through January 2, 2020, $94,280, 99%

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

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2020

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	48.00	41.00											89.00
EMS TRAINING	97.25	128.50											225.75
FIRE TRAINING	4.50	21.75											26.25
RESCUE CALLS	4.25	6.50											10.75
FIRE CALLS	0.00	0.00											0.00
MEETINGS	4.75	4.50											9.25
STAFFING REP.	49.50	4.50											54.00
MAINTENANCE	0.00	0.00											0.00
PUB. ED.	13.00	3.00											16.00
SPECIAL EVENTS	0.00	13.75											13.75
# FIRE RUNS	25	42											67
# EMS RUNS	179	190											369
DISPATCH ERRORS	2	2											4
TOTAL HRS.	221.25	223.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	444.75

Special Events included in Overtime
Total Overtime Budget $110,000, Expenditures through March 3, 2020, $7,974, 7%

*Period: 12/28/19-01/24/2020
**Period: 01/25/2020-02/21/2020
***Period:
+Period:
++Period:
+++Period:
^Period:
^^Period:
^^^Period:
#Period:
##Period:
###Period:

Attachment: FIRE DEPT OT REPORT (9321 : Fire Department Overtime and LifeQuest Services Billing Reports for February, 2020.)

DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
FEBRUARY, 2020

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
01/27/20	3	4.5
TOTAL	**3**	**4.5**

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

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR FEBRUARY, 2020

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
02/01/2020	2162 S. Ridge Road (Village of Ashwaubenon)	Possible electrical fire	BC103, L111	Dispatched & canceled en route	N/A
02/04/2020	1820 Ridgeway Drive	Smoke detector activation, no fire, unintentional	E122	Investigate	N/A
02/04/2020	2084 Spring Creek Circle (Village of Bellevue)	Building fire	BC103, L111	Extinguishment by fire service personnel, salvage & overhaul, search, ventilate, forcible entry, provide manpower	N/A
02/09/2020	120 S. Libal Street	Carbon monoxide incident	E111	Investigate, ventilate	N/A
02/11/2020	453 N. St. Bernard Drive	Hazmat release investigation with no hazmat	E111	Investigate	N/A
02/11/2020	620 Trumpeter Trail (Town of Ledgeview)	Cooking fire, confined to container	C102, BC103, L111	Investigate, fire out on arrival	N/A
02/13/2020	301 N. Broadway	Sprinkler activation due to malfunction	E111	Investigate	N/A
02/13/2020	814 S. Melcorn Circle	Carbon monoxide detector activation due to malfunction	E111	Investigate	N/A
02/13/2020	1007 Coral Street	Carbon monoxide detector activation due to malfunction	E111	Investigate	N/A
02/14/2020	1155 Scheuring Road	Hazmat release investigation with no hazmat	C102, E121	Investigate	N/A
02/14/2020	2250 Early Street (Village of Ashwaubenon)	Chimney or flue fire, confined to chimney or flue	C102, L111	Salvage & overhaul	N/A
02/15/2020	255 N. Tenth Street	Cooking fire, confined to container	BC104, E111, E121	Investigate, fire out on arrival, ventilate, restore fire alarm system	N/A
02/16/2020	1096 Mill Road (Town of Holland)	Building fire	C102, L111	Incident command, extinguishment by fire service personnel	N/A
02/16/2020	1311 Morris Avenue (Village of Ashwaubenon)	Building fire	N/A	Declined due to staffing levels	N/A
02/17/2020	233 N. Broadway	Smoke detector activation, due to malfunction	C101, E111	Investigate	N/A

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
02/19/2020	1233 O'Keefe Court	Carbon monoxide detector activation due to malfunction	E111	Investigate	N/A
02/20/2020	1330 Glory Road (Village of Ashwaubenon)	Possible structure fire	BC104, L111	Dispatched & canceled en route	N/A
02/21/2020	1210 Fox River Drive	Smoke or odor removal	E111	Investigate	N/A
02/22/2020	2944 Shefield Court (Village of Bellevue)	Oven fire	BC103, L111	Dispatched & canceled en route	N/A
02/23/2020	116 S. Washington Street	Carbon monoxide detector activation due to malfunction	E111	Investigate	N/A
02/24/2020	3001 Ryan Road	Alarm system activation, no fire, unintentional	N/A	Handled by other agency	N/A
02/24/2020	501 Eastman Avenue (City of Green Bay)	Building fire	BC104, E111	Extinguishment by fire service personnel	N/A
02/25/2020	1743 Burgoyne Court	Smoke detector activation, no fire, unintentional	E121	Investigate	N/A
02/26/2020	Diversity Avenue/Ryan Rd	Gas leak	BC103, A121, E111, E121	Incident Control, control traffic, evacuate area	N/A
02/28/2020	1206 Pershing Road	Alarm system activation, no fire, unintentional	BC103, E111, E121	Investigate	N/A
02/29/2020	850 Morning Glory Lane	Smoke detector activation, no fire, unintentional	E121, A121	Investigate, ventilate	N/A
02/29/2020	2121 American Blvd.	Smoke or odor removal	E121	Investigate	N/A

LIFEQUEST MEDICAL BILLING - 2020
MONTHLY REPORT

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	154,012	136,191				
PAYMENTS	74,735	68,980				
CREDIT ADJUSTMENTS	67,527	66,328				

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

Payments to LifeQuest	
January	4,164
February	5,086
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total Paid	$9,250

**See attached details

City Of De Pere

Income and Expenditures

February 2020

All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		$112,176.56	$24,014.72	$136,191.28
Other	+	$0.00	$0.00	$0.00
Subtotal of Charges		**$112,176.56**	**$24,014.72**	**$136,191.28**
Account Transfers		**$13,439.00**	**$10,575.72**	**$24,014.72**

Credit Summary				
Total Credits		**$123,982.99**	**$12,440.10**	**$136,423.09**
Less Adjustments	-	$66,327.90	$0.00	$66,327.90
Less Delinquent Closed Accounts Reconciliation	-	$0.00	$1,115.40	$1,115.40
Less Overpayments	-	$(245.18)	$(50.00)	$(295.18)
Gross Payments Received		**$57,900.27**	**$11,374.70**	**$69,274.97**
Plus Overpayment Returns	+	$(116.49)	$(50.00)	$(166.49)
Net Payments Received		**$57,783.78**	**$11,324.70**	**$69,108.48**
Less Payments Kept By Service	-	$373.10	$0.00	$373.10
Total Deposits Reconciliation		**$57,410.68**	**$11,324.70**	**$68,735.38**

Summary of Disbursement				
Total Deposits & Payments Kept By		$57,783.78	$11,324.70	$69,108.48
Plus Overpayment Refunds	+	$(128.69)	$0.00	$(128.69)
Gross Revenue		**$57,655.09**	**$11,324.70**	**$68,979.79**
LifeQuest Fee		$2,594.48	$2,491.44	$5,085.92
Plus Probate Fees	+	$0.00	$0.00	$0.00
Other / Fees		-	-	$0.00
Total Due LifeQuest Check # EFT		**$2,594.48**	**$2,491.44**	**$5,085.92**
Service Revenue		$55,060.61	$8,833.26	$63,893.87
Less Payments Kept By Service	-	$373.10	$0.00	$373.10
Less Service Payable	-	$0.00	$0.00	$0.00
Less Probate Fees	-	$0.00	$0.00	$0.00
Other / Fees		$0.00	$0.00	$0.00
Total Due Service Check # EFT		**$54,687.51**	**$8,833.26**	**$63,520.77**

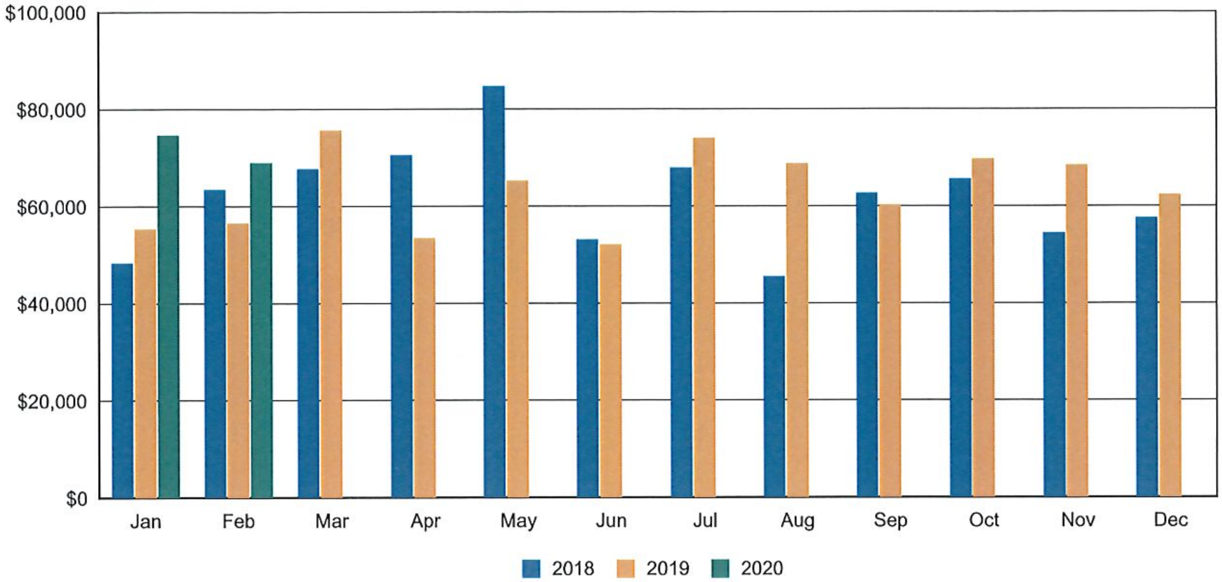
Messages:

Total Deposits EOM differ from bank statement by $1336.42 due to 1/31 $1502.91 NHIC and $166.49 ACH returns now posted eli 3.2.2020

All Phases Gross Revenue

City of De Pere

January 2018 to February 2020



	2018	2019	2020
January	$48,362	$55,433	$74,735
February	$63,538	$56,668	$68,980
March	$67,787	$75,702	$0
April	$70,664	$53,535	$0
May	$84,800	$65,318	$0
June	$53,162	$52,157	$0
July	$67,954	$74,156	$0
August	$45,566	$68,797	$0
September	$62,667	$60,290	$0
October	$65,610	$69,765	$0
November	$54,498	$68,470	$0
December	$57,599	$62,371	$0
Total Gross Revenue	**$742,207**	**$762,663**	**$143,715**

City Of De Pere

Billing Summary

February 2020

Phase 1

Charges

Billing Charges		$112,176.56	
Other	+	$0.00	
Subtotal of Charges			**$112,176.56**

Account Transfers

Billing to Collections Transfer Total			**$13,439.00**

Credit Summary

Total Credits		$123,982.99	
Less Adjustments	-	$66,327.90	
Less Overpayments	-	$(245.18)	
Gross Payments Received			**$57,900.27**
Plus Overpayment Returns	-	$(116.49)	
Net Payments Received			**$57,783.78**
Less Payments Kept By Service	-	$373.10	
Total Deposits Reconciliation			**$57,410.68**

Summary of Disbursement

Total Deposits & Payments Kept By			$57,783.78	
Plus Overpayment Refunds		+	$(128.69)	
Gross Revenue				**$57,655.09**
LifeQuest Fee			$2,594.48	
Plus Probate Fees		+	$0.00	
Total Due LifeQuest	**Check #** EFT			**$2,594.48**
Service Revenue			$55,060.61	
Less Payment Kept By Service		-	$373.10	
Less Service Payable		-	$0.00	
Less Probate Fees		-	$0.00	
Other / Fees		-	$0.00	
Total Due Service	**Check #** EFT			**$54,687.51**

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 2020

Beginning Balance of Accounts Receivables			**$213,073.31**
Total Charges entered for the Month		+	**$112,176.56**
Adjustments			
Intercept	$0		
Per Contract	$0		
Account Transfer Total	$13,439.00		
Other	$52,888.90		
Total Adjustments for the Month	**$66,327.90**	-	**$66,327.90**
Payments			
Cash	$12,066.56		
Contract Payments	$0		
Credit Card	$0		
Direct Deposit	$40,604.53		
Hospital	$0		
Insurance	$4,856.08		
Payment Kept By	$373.10		
Other	$0		
	$57,900.27	-	**$57,900.27**
Overpayment			
Recoupment	$0		
Refunds	$(128.69)		
Returns	$(116.49)		
Service Payable	$0		
Other	$0		
	$(245.18)	-	**$(245.18)**
Total for Reconciliation Summary			**$201,266.88**
Ending Balance of Accounts Receivables			**$201,266.88**

Total Page : 1 of 1
Page : 1 of 1
Date : 03/02/2020
Time : 10:56:37

Receivables Distribution Report

Receivables Cash

All Companies **All Directories**

Charges	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Totals
Mar 2019	0	18625	14767	2190	2220	1205	1097	1350	121	80	80	80 $	41815
96217	0	19.4	15.3	2.3	2.3	1.3	1.1	1.4	0.1	0.1	0.1	0.1 %	43.5
Apr 2019		2228	30061	21238	4950	2988	1268	276	298	-831	0	0 $	62475
116914		1.9	25.7	18.2	4.2	2.6	1.1	0.2	0.3	-0.7	0	0 %	53.4
May 2019			186	17726	23851	5330	3230	1200	0	0	3	0 $	51526
108279			0.2	16.4	22	4.9	3	1.1	0	0	0	0 %	47.6
Jun 2019				0	27853	14633	4964	3377	761	0	265	0 $	51852
107254				0	26	13.6	4.6	3.1	0.7	0	0.2	0 %	48.3
Jul 2019					5997	33097	10788	2603	213	1593	1633	153 $	56078
128342					4.7	25.8	8.4	2	0.2	1.2	1.3	0.1 %	43.7
Aug 2019						3616	29399	17250	6533	4	325	210 $	57336
117136						3.1	25.1	14.7	5.6	0	0.3	0.2 %	48.9
Sep 2019							3589	34751	11707	5345	3317	883 $	59592
129705							2.8	26.8	9	4.1	2.6	0.7 %	45.9
Oct 2019								5464	36523	18248	4673	2546 $	67454
134146								4.1	27.2	13.6	3.5	1.9 %	50.3
Nov 2019									2136	26706	18625	4978 $	52445
117607									1.8	22.7	15.8	4.2 %	44.6
Dec 2019										6157	34915	16409 $	57481
136523										4.5	25.6	12 %	42.1
Jan 2020											2578	25047 $	27626
115516											2.2	21.7 %	23.9
Feb 2020												4661 $	4661
85902												5.4 %	5.4

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	2.6	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>
Weighted	2.6	24.1	14.1	3.9	1.9	0.9	0.5	0.4	-0.2	0	0	0.1

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 10, 2020**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Consideration and acceptance of $250 donation from Home Instead Senior Care to the Fire Department.***

ATTACHMENTS:

- HOME INSTEAD SENIOR CARE DONATION (PDF)

Memo

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

From: Alan Matzke, Fire Chief

Date: February 26, 2020

Re: Consider Donation from Home Instead Senior Care

The Fire Department is requesting acceptance of a donation from Home Instead Senior Care, 901 Anderson Drive, Green Bay, Wisconsin, in the amount of $250, in honor of our 2019 "Outstanding" Public Safety Members. 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.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **March 10, 2020**

DEPARTMENT: **Fire Department**

FROM: **Lea Taylor**

SUBJECT: **Consideration and acceptance of $250 donation from Roberta Longlais Memorial Fund to the Fire Department.***

ATTACHMENTS:

- LONGLAIS MEMORIAL FUND DONATION (PDF)

Memo

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

From: Alan Matzke, Fire Chief AGM

Date: February 26, 2020

Re: Consider Donation from Roberta Longlais Memorial Fund

The Fire Department is requesting acceptance of a donation from the Roberta Longlais Memorial Fund in the amount of $250. Her family graciously donated this money to De Pere Fire Rescue on behalf of their beloved niece and cousin, who was a lifelong De Pere resident. 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.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **March 10, 2020**

DEPARTMENT: **City Attorney**

FROM: **Judith Schmidt-Lehman**

SUBJECT: **Request to Revise TID #15 Project Incentives for the United Health Group Development on Innovation Court***

ATTACHMENTS:

- REVISED UHG FP Memo 03062020.1 (PDF)

CITY OF DE PERE
MEMO

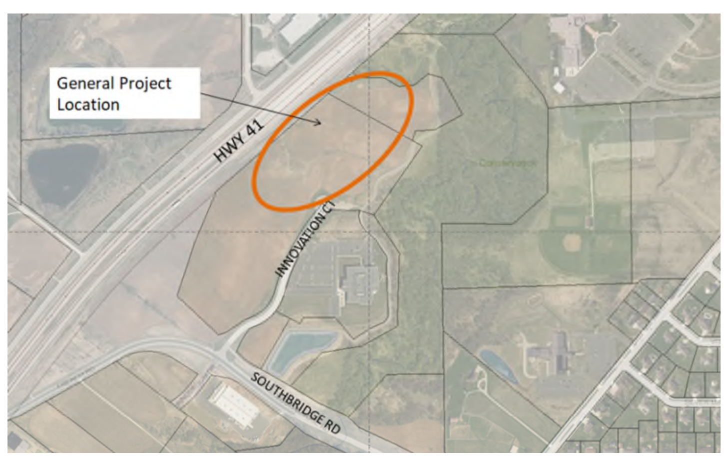
To: Finance and Personnel Committee
From: Daniel Lindstrom, AICP, Development Services Director
Date: March 6, 2020

RE: **REVISED: Development Agreement Terms with Commercial Horizons for a proposed office development in Southbridge Business Park (Parcel WD-D0036 and WD-D0035-1-1).**

Commercial Horizons ("Developer") is under preliminary footings and foundation work to build a multi-million dollar corporate office building in the De Pere Southbridge Business Park. The project scope includes an approximately 174,000 square foot, a four-story office building with over 900 surface parking stalls on an almost 18-acre site.

The development requires the acquisition of city property and subsequent land divisions in order to create the subject property. The property that makes up the site is primarily privately owned by Developer (WD-D0036) but does include a portion of a City-owned land (WD-D0035-1-1). In February, the City created Tax Increment District (TID) No. 15, an overlapping district to TID No. 8, to assist in the financing of the project.

Staff began to prepare the subsequent development agreement following the approval of the initial terms in December 2019. As City staff worked through development agreement discussions with the Developer it became apparent there was a difference in understanding the proposed terms. Specifically, the initial request for an upfront Cash Grant was modified to a PAYGO agreement with a guaranteed value to run through the total life of TID No. 15. However, there was a misinterpretation between the parties regarding the financing of the PAYGO agreement. Additionally, a significant change in borrowing rates has made it more advantageous for the City to revert to an upfront cash grant. Therefore, the parties worked over the past several weeks to resolve the misinterpretation resulting in the proposed revisions noted on pages two and three of this memorandum.



PROJECT ASSUMPTIONS

1. Development of an approximately 174,000 s.f. corporate office building, on ~~16-18~~ 17.86 acres and approximately 900 surface parking spaces.

2. Property to be owned by Innovation Properties Two, LLC and leased to an office user or series of users.

3. Project cost estimated at $35,000,000. Guaranteed Assessed Value of ~~$27,000,000~~ $30,000,000 as of January 1, 2022.

4. Site Preparation to begin in late 2019. Building construction to occur from the first quarter of 2020 through the first quarter of 2021.

5. Mutual agreement of land division in order to result in:
   a. Developer acquisition of approximately 3.8 acres of City-owned property (Parcel WD-D0035-1-1 for proposed to be used for surface parking. Previous Option granted by City to be released by Developer.

   b. City acquisition of approximately ~~2.07~~ 1.77 acres of Developer owned property (Parcel WD-D0036. Exact dimension to be determined) for City trail and public trail-access parking lot.

   c. Developer to dedicate 0.30 acres of property for the cul-de-sac via a recorded CSM.

   The City recently signed the CSM to transfer the lands and is awaiting notification of recording.

6. Execution of appropriate easements to provide City access needed to maintain the existing HWY 41 pole sign (Parcel SD-D0035-1-2), trail system and the stormwater management facility.

7. City design and construction of the following infrastructure improvements necessary to support the proposed development (exact scope and costs may change as the project moves forward):
   a. Southbridge & Lawrence Drive Intersection Improvements - $334,000
   b. Southbridge and Innovation Court Improvements - $60,000
   c. Innovation Court & Proposed Driveway Improvements - $300,000

8. Agreement contingent on approval of new/overlay TID District #15 with an effective creation date of January 1, 2020. TID Creation resolution will likely not be passed until the first quarter of 2020. City Council review and approval of project and agreement terms. (TID No. 15 approved February 18, 2020).

9. Detention facility to remain private and to be designed and constructed by the Developer.

10. Acknowledgment that the intersection of Innovation Court and Southbridge Road may be shifted and renovated into a roundabout to accommodate the future Southern Bridge project.

TID 'But For' Statement: *The financial assistance for the Project is required in order to pay for offsite public infrastructure (stormwater pond, cul-de-sac, and two right-of-way intersection improvements) and to maintain a rent structure that does not exceed the upper end of market levels.*

TIF PROPOSAL
City Infrastructure, Land Grant and ~~PAYGO~~ Cash Grant (Total Project Incentive – ~~14.8~~ 13.3%/$4,000,000)

- Land acquisition/Rebate – Developer to acquire approximately 3.8 acres of City-owned property (Parcel WD-D0035-1-1) to be used for surface parking and City to acquire approximately ~~2.07~~ 1.77 acres Developer owned property (Parcel WD-D0036) for a stormwater management facility. Land to be acquired at the previous option price of $40,000. Developer land acquisition cost currently estimated at $69,200 (for 1.73 acres) with a land rebate provided by the City. ~~Exact land area to be refined as project progresses. Survey work to facilitate land division/easements to be completed by applicant.~~ Developer to also dedicate 0.30 acres of property for the cul-de-sac via a recorded CSM.

- ~~PAYGO TIF as a rebate on annual property taxes to total $3,236,800. Payment period estimated at nine years. The actual payout scenario to be refined as part of the Development Agreement.~~

- Development/Cash Grant of $3,300,000 to be disbursed following the issuance of the Certificate of Occupancy (anticipated April 2021).

- City designed and constructed infrastructure – Estimated at $694,000. Any cost savings realized as part of infrastructure work to be shifted to developer incentive. Any cost overruns incurred as part of work to be funded by developer incentive. Total incentive amount not to exceed ~~14.8%~~ 13.3% of guaranteed assessed value.

- Payment in Lieu of Taxes (PILOT) required if the property falls below ~~$27,000,000~~ $30,000,000 in assessed ~~value during the life of the TID~~ for a period of 17 years originating on January 1, 2022.

If the Finance and Personnel Committee approves the revised terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at the March 17, 2020 meeting.

Attachment: REVISED UHG FP Memo 03062020.1 (9326 : Request to Revise TID #15 Project Incentives)

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 10, 2020**
DEPARTMENT:	**City Clerk**
FROM:	**Ann Ledvina**
SUBJECT:	**Review and possible action on City of De Pere Investments and Cash Detail for January 2020.**

ATTACHMENTS:

- Investments & Cash Detail for January 2020 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: March 4th, 2020
Subject: Cash and Investments Report for January 31, 2020

I have attached a summary of the City's Cash and Investments for your information and review as of January 31, 2020. I have also attached a last year's monthly summary of the accounts from January 1 to December 31, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments earned $52,000 in January 2020 which is favorable in comparison to our budgeted annual amount for 2020 of $525,000. The LGIP investment amount increased roughly $8,000,000 in January **2020** due to tax collections of over $7.7 million and $330,000 from quarterly transportation aids. The LGIP investment account will decrease by roughly $1.7 million in **February 2020** primarily due to debt payments of $800,000 and an additional $2,500,000 for payroll and accounts payable payments offset by $1.6 million of tax collections. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

JANUARY 31, 2020

CASH ACCOUNTS

CHECKING ACCOUNTS		BALANCE
CITY CHECKING	$	302,762.74
HEALTH CHECKING	$	1,911,924.58
DENTAL CHECKING	$	43,409.33
SUBTOTAL	**$**	**2,258,096.65**

RESTRICTED		BALANCE
WATER BOND MM	$	212,314.37
SUBTOTAL	**$**	**212,314.37**

TOTAL CASH	**$**	**2,470,411.02**

INVESTMENTS

		BALANCE		INTERST AND APPRECIATION	RATE OF RETURN
LGIP	$	15,473,207.24	$	24,159.91	1.61%
ASSOCIATED BANK TRUST	$	4,994,549.98	$	13,054.32	3.14%
CHARLES SCHWAB INVESTMENTS	$	6,228,990.32	$	11,550.30	2.23%
MONEY MARKET	$	2,896,555.81	$	3,675.37	1.51%
TOTAL INVESTMENTS	**$**	**29,593,303.35**	**$**	**52,439.90**	

TOTAL CASH AND INVESTMENTS	**$**	**32,063,714.37**

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY

January 31, 2020

	31-Jan-2020	28-Feb-2020	31-Mar-2020	30-Apr-2020	31-May-2020	30-Jun-2020
CHECKING ACCOUNTS						
CITY CHECKING	302,762.74	-	-	-	-	-
HEALTH CHECKING	1,911,924.58	-	-	-	-	-
DENTAL CHECKING	43,409.33	-	-	-	-	-
SUBTOTAL	$ 2,258,096.65	$ -	$ -	$ -	$ -	$ -
RESTRICTED						
WATER BOND MM	212,314.37	-	-	-	-	-
SUBTOTAL	$ 212,314.37	$ -	$ -	$ -	$ -	$ -
TOTAL CASH	$ 2,470,411.02	$ -	$ -	$ -	$ -	$ -
INVESTMENTS						
LGIP	15,473,207.24	-	-	-	-	-
ASSOCIATED BANK TRUST	4,994,549.98	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	6,228,990.32	-	-	-	-	-
MONEY MARKET	2,896,555.81	-	-	-	-	-
TOTAL INVESTMENTS	$ 29,593,303.35	$ -	$ -	$ -	$ -	$ -
TOTAL CASH AND INVESTMENTS	$ 32,063,714.37	$ -	$ -	$ -	$ -	$ -

	31-Jul-2020	31-Aug-2020	30-Sep-2020	31-Oct-2020	30-Nov-2020	31-Dec-2020
CHECKING ACCOUNTS						
CITY CHECKING	-	-	-	-	-	-
HEALTH CHECKING	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
SUBTOTAL	$ -	$ -	$ -	$ -	$ -	$ -
RESTRICTED						
REVOLVING LOAN	-	-	-	-	-	-
WATER BOND MM	-	-	-	-	-	-
SUBTOTAL	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL CASH	$ -	$ -	$ -	$ -	$ -	$ -
INVESTMENTS						
LGIP	-	-	-	-		
ASSOCIATED BANK TRUST	-	-	-	-		
CHARLES SCHWAB INVESTMENTS	-	-	-	-		
MONEY MARKET	-	-	-	-		
TOTAL INVESTMENTS	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL CASH AND INVESTMENTS	$ -	$ -	$ -	$ -	$ -	$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2019

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

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

DE PERE

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**March 10, 2020**
DEPARTMENT:	**City Attorney**
FROM:	**Judith Schmidt-Lehman**
SUBJECT:	**Aldi Claim for Refund of Unlawful Tax-2019 Personal Property (Machinery)*.**

ATTACHMENTS:

- Mayor & FP Aldi Tax Refund Claim (PDF)
- Ryan Tax Compliance Services 6-3-19 Submission to Assessor (PDF)
- Ryan Tax Compliance Services, LLC 1-30-20 Submission to City Clerk (PDF)

DE PERE

CITY OF DE PERE
MEMO

To: Mayor Michael J. Walsh, Chair
Finance/Personnel Committee Members
Common Council Members
From: Judith Schmidt-Lehman, City Attorney Judy
Date: March 10, 2020 (meeting date)

RE: Aldi, Inc. Claim for Personal Property Tax Refund (1100 Main Avenue)

The City Clerk received a claim from representatives of Aldi, Inc. via certified mail on February 3, 2020. The claim seeks a refund of $1,452.48 for manufacturing property taxed by the city but which became exempt under 2017 Wisconsin Act 59 when the state legislature included a new definition for "machinery" in that state budget bill.[1] Aldi, Inc. had originally included this property in its Personal Property Return form and did not send an amended Return to the City's Assessor until after the Board of Review had adjourned for 2019, meaning the Assessor could not then change the taxable personal property total.

State Law Criteria For Recovery Of "Unlawful Tax"

State law outlines when tax refunds can be sought from a municipality (an "unlawful tax") and sets out requirements taxpayers must follow if they claim a refund is due ("recovery of unlawful tax"). Under Wis. Stats. § 74.35(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.

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[1] **Wis. Stats. § 70.111 Personal property exempted from taxation.** The property described in this section is exempted from general property taxes:

(27) MACHINERY, TOOLS, AND PATTERNS.

(a) In this subsection, "machinery" means a structure or assemblage of parts that transmits force, motion, or energy from one part to another in a predetermined way by electrical, mechanical, or chemical means. "Machinery" does not include a building.

If a "palpable error" occurred, a taxpayer may file a claim to recover the "unlawful tax." The claim must be (1) filed against the jurisdiction which collected the tax, (2) it must be filed by January 31 of the year the tax is due, 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 in the manner described in Wis. Stats. §801.11(4).[2]

Wis. Stats §74.35 is the exclusive procedure to claim property is exempt from taxation.[3] The Council has 90 days from the date a claim is properly filed to allow or disallow the claim. Failure to act on a claim within 90 days from the date the claim is filed is deemed a disallowance.[4]

As noted above, Aldi, Inc. is seeking a refund of $1,452.48. Under state law, interest at the rate of .8 % per month on any amount refunded is required to be paid by the municipality.

---

[2] Wis. Stats. §801.11(4), reads, in pertinent part:

801.11 Personal jurisdiction, manner of serving summons for. A court of this state having jurisdiction of the subject matter and grounds for personal jurisdiction as provided in s. 801.05 may exercise personal jurisdiction over a defendant by service of a summons as follows:

(4) OTHER POLITICAL CORPORATIONS OR BODIES POLITIC.

(a) Upon a political corporation or other body politic, by personally serving any of the specified officers, directors, or agents:

3. If against a city, the mayor, city manager or clerk thereof;

(b) In lieu of delivering the copy of the summons to the person specified, the copy may be left in the office of such officer, director or managing agent with the person who is apparently in charge of the office.

[3] **Wis. Stats. §74.35(2m)** EXCLUSIVE PROCEDURE. A claim that property is exempt, other than a claim that property is exempt under s. 70.11 (21) or (27), may be made only in an action under this section. Such a claim may not be made by means of an action under s. 74.33 or an action for a declaratory judgment under s. 806.04.

[4] **Wis. Stats. §74.35(3)** ACTION ON CLAIM.

(a) In this subsection, to "disallow" a claim means either to deny the claim in whole or in part or to fail to take final action on the claim within 90 days after the claim is filed.

(b) The taxation district shall notify the claimant by certified or registered mail whether the claim is allowed or disallowed within 90 days after the claim is filed.

(c) If the governing body of the taxation district determines that an unlawful tax has been paid and that the claim for recovery of the unlawful tax has complied with all legal requirements, the governing body shall allow the claim. The taxation district treasurer shall pay the claim not later than 90 days after the claim is allowed.

(d) If the taxation district disallows the claim, the claimant may commence an action in circuit court to recover the amount of the claim not allowed. The action shall be commenced within 90 days after the claimant receives notice by certified or registered mail that the claim is disallowed.

A separate memo providing confidential legal advice to the Committee and Council concerning other state law requirements which may impact this claim will be provided to the Committee and Council.

If you have any questions or concerns prior to the March 10, 2020 meeting, feel free to call me at 339-4042.

J:\Law\Memos\2020\Mayor&FP Aldi Tax Refund Claim3-10-20-141-001-20.docx

Ryan
Innovative Solutions to Taxing Problems.

Williams Tower
2800 Post Oak Boulevard
Suite 3700
Houston, TX 77056
Tel. 713.629.0090
Fax 713.629.0227

www.ryan.com

June 03, 2019

To: Property Tax Assessor
From: Matt Arroyos
Subject: Aldi, Inc. (Wisconsin) Tax Year 2019 Amended Statement of Personal Property

To Whom It May Concern,

Enclosed please find an amended Statement of Personal Property for tax year 2019 that is being submitted on behalf of our client. The enclosed amended return is being filed to exclude exempt Machinery & Equipment and Computer assets that were previously reported on the initial Statement filed with your office.

We respectfully request the amended Statement of Personal Property be accepted and the tax year 2019 assessed value be updated based on the enclosed amended return.

If there are any questions regarding the amended tax year 2019 Statement of Personal Property, please contact us at 866-866-4186 or via email at PTSCompliance@ryan.com.

Thank you for your assistance in this matter.

Sincerely,

Matt Arroyos
Associate Consultant
Ryan Tax Compliance Services, LLC

Amended Return

Due date March 1, 2019	Statement of Personal Property Assessment date – January 1, 2019	2019

Filing Instructions – you must file this completed return with your local assessor on or before March 1, 2019. (sec. 70.35, Wis. Stats.) Report personal property not reported to the Wisconsin Department of Revenue's Manufacturing & Utility Bureau.

Confidentiality – under sec. 70.35(3), Wis. Stats., personal property returns filed with the local assessor are confidential records of the assessor's office.

Failure to File – If you do not file, your local assessor will estimate your property's value using the best information available. You will also be denied appeal rights with the Board of Review (BOR), under state law (sec. 70.35(4), Wis. Stats.).

Questions? – If you have questions on filing this form, contact your local assessor.

Aldi Inc. (Wisconsin)
c/o Ryan Tax Compliance Services, LLC
PO Box 460049
Houston, TX 77056

For Office Use Only	
School district	TID no.
Assessor name	De Pere City Assessor
Assessor address	Accurate Appraisal Llc Po Box 415 Menasha, WI 54952

Property Owner and Property Information *(agent, consignee or other representative)*

Property address: *(if different from above)* Aldi-Loc# 64053 1100 Main Avenue, De Pere, WI 54115

Business type: Retail Grocer

FEIN 36-3498392 — Account no. 27203

NAICS code 445110 — ☐ Town ☐ Village ☒ City

County — Municipality De Pere

Owner is: *(check box that applies)* ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ LLC ☐ LLP

New owner information – complete this section if there was a change in ownership or the business is no longer in operation.

Type of change: *(check box that applies)* ☐ Discontinued ☐ Sold ☐ Incorporated ☐ Moved

Date of change:

New owner name
Property address
Mailing address
Phone no.
Email

Preparer and Owner Information/Signature

I, the undersigned declare under penalties of law that I have personally examined this return and its completed schedules. To the best of my knowledge and belief, this return is true, correct and complete.

	Preparer	Owner
Name *(please print)*	Matt Arroyos	Aldi Inc. (Wisconsin)
Address	c/o Ryan LLC, Houston TX 77056	c/o Ryan Tax Compliance Services, LLC, Houston TX 77056
Phone	(866) 866-4186	(866) 866-4186
Fax	(800) 642-7689	(972) 960-0613
Email	ptscompliance@ryan.com	PTSCompliance@Ryan.com
Signature	Matt Arroyos	
Date	05/23/2019	05/23/2019

Schedule A – Personal Property Return (Assessment Summary as of January 1, 2019)

This schedule summarizes all taxable personal property from Schedules B through H. Line 10, Col. 3 is the total value of your taxable personal property within this municipality.

Col. 1 Property Type	*Col. 2* Subtotal	*Col. 3* Total	For Office Use Only: Class	*Col. 4*
1. Boats and watercraft *(from Sch. B)*			1	
2. Furniture, fixtures and equipment *(from Sch. D)*	388,272			
3. Multifunction fax machines, copiers, postage meters ... *(from Sch. D2)*				
4. **Total of lines 2, 3**		388,272	3	
5. Building on leased land *(from Sch. E)*			4B	
6. Leased equipment *(property in charge of but not owned) (from Sch. F)*				
7. Supplies *(from Sch. G)*	400			
8. All other personal property *(from Sch. H)*	32,557			
9. **Total of lines 6, 7, 8**		32,957	4A	
10. **Total assessable – add lines 1, 4, 5, 9**		421,229		

Schedule B – Boats and Watercraft					2019
Report: All boats and watercraft subject to general property taxation. Review the *Composite Conversion Factors* and *Composite Useful Lives Table* on various equipment: http://www.revenue.wi.gov/Pages/Report/p.axpx#personal.					
Col. 1 Description of Boats and Watercraft	*Col. 2* Acquisition Year	*Col. 3* Original Cost	*Col. 4* Conversion Factor	*Col. 5* Declared Value January 1	*Col. 6* For Office Use Only
Total declared value					
(Note: Attach additional sheets if needed)				*Enter Col. 5 Total on Sch. A, Line 1, Col. 3*	

Schedule C – Machinery, Tools and Patterns						2019
Report: All machinery and shop equipment. Use the costs from your accounting records. Summarize the original asset costs by acquisition year as of January 1 of last year. Enter these costs in Col. 2. Enter any additions or deletions by acquisition year in Col. 3.						
Col. 1 Acquisition Year	*Col. 2* Total Original Cost as of Jan. 1, 2018	*Col. 3* Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	*Col. 4* Net Total Original Cost as of Jan. 1, 2019 *(Col. 2 +/- Col. 3)*	*Col. 5* Conversion Factor (10-yr)	*Col. 6* Indexed Net Value (Full Value) on Jan. 1, 2019 *(Col. 4 x Col. 5)*	*Col. 7* For Office Use Only
2018						
2017						
2016						
2015						
2014						
2013						
2012						
2011						
2010						
2009						
All prior years						
Total						

Do Not Report

Schedule D – Furniture, Fixtures and Equipment						2019
Report: All furniture, fixtures and equipment (e.g., office, store and professional furniture, fixtures and equipment, business and professional libraries, other assets related to the sales and administration of your business). Original Cost in Col. 4, should contain all costs of installation and freight, add-ons and sales tax.						
Col. 1 Acquisition Year	*Col. 2* Total Original Cost as of Jan. 1, 2018	*Col. 3* Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	*Col. 4* Net Total Original Cost as of Jan. 1, 2019 *(Col. 2 +/- Col. 3)*	*Col. 5* Conversion Factor (10-yr)	*Col. 6* Indexed Net Value (Full Value) on Jan. 1, 2019 *(Col. 4 x Col. 5)*	*Col. 7* For Office Use Only
2018		419,754	419,754	.925	388,272	
2017				.794		
2016				.675		
2015				.579		
2014				.497		
2013				.426		
2012				.366		
2011				.321		
2010				.275		
2009				.233		
All prior years				.140		
Total		419,754	419,754		388,272	
					Enter Col. 6 Total on Sch. A, Line 2, Col. 2	

Schedule D1 – Exempt Computer Equipment & Software (Owned), Cash Registers & Single Function Fax Machines — 2019

- **Report:** Mainframe computers, minicomputers, personal computers, networked personal computers, servers, terminals, monitors, disk drives, electronic peripheral equipment, tape drives, printers, basic operational programs, systems software, prewritten software, ATMs, cash registers, and single function fax machines. Review the *Computer Exemption Guidelines for Assessors and Property Owners* (revenue.wi.gov/DOR%20Publications/compexgd.pdf).
- **Do not report:** Custom software
- **Note:** Per state law (sec. 70.36(1m), Wis. Stats.), any person, firm or corporation that fails to include information on exempt property under sec. 70.11(39) and sec. (39m) will owe $10 for every $100 or major fraction that is not reported (sec. 70.35, Wis. Stats.).

Col. 1 Acquisition Year	*Col. 2* Total Original Cost as of Jan. 1, 2018	*Col. 3* Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	*Col. 4* Net Total Original Cost as of Jan. 1, 2019 *(Col. 2 +/- Col. 3)*	*Col. 5* Conversion Factor (4-yr)	*Col. 6* Indexed Net Value (Full Value) on Jan. 1, 2019 *(Col. 4 x Col. 5)*	*Col. 7* For Office Use Only
2018						
2017						
2016						
2015						
2014						
2013						
2012						
All prior years						
Total						
				Total leased equipment from Sch. F, Col. 7		
				Combined totals		

Do Not Report

Schedule D2 – Multifunction Faxes, Copiers, Postage Meters, Telephone Systems, and Computerized Equipment — 2019

Report: All multifunction fax machines, copiers, postage meters, telephone systems (PBXs), and equipment with embedded computerized components.

Col. 1 Acquisition Year	*Col. 2* Total Original Cost as of Jan. 1, 2018	*Col. 3* Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	*Col. 4* Net Total Original Cost as of Jan. 1, 2019 *(Col. 2 +/- Col. 3)*	*Col. 5* Conversion Factor (6-yr)	*Col. 6* Indexed Net Value (Full Value) on Jan. 1, 2019 *(Col. 4 x Col. 5)*	*Col. 7* For Office Use Only
2018				.875		
2017				.663		
2016				.497		
2015				.376		
2014				.285		
2013				.216		
All prior years				.122		
Total						

Enter Col. 6 Total on Sch. A, Line 3, Col. 2

Schedule E – Buildings on Leased Land — 2019

Report: Buildings, structures and other improvements you own, but are located on land that you do not own. They are valued in the same manner as improvements located on land that is owned by you. Enter your opinion of value in Col. 4.

Col. 1 Property Description	*Col. 2* Acquisition Year	*Col. 3* Original Cost	*Col. 4* Opinion of Value January 1	*Col. 5* For Office Use Only
Total declared value				

Enter Col. 4 Total on Sch. A, Line 5, Col. 3

Schedule F – Leased Equipment (Property in charge of but not owned)						2019
Report: All leased equipment (e.g., business furniture, fixtures, equipment, machines, postage meters, tools, advertising devices) and similar items loaned, leased, stored or otherwise held and not owned by you. These items may or may not be assessed to you. Often, leases state whether the owner or the lessee is responsible for the personal property taxes. Review the *Composite Conversion Factors* and *Composite Useful Lives* on various equipment: http://www.revenue.wi.gov/Pages/Report/p.aspx#personal.						
Col. 1 Name and Address of Leasing Company*	*Col. 2* Equipment Type and Lease No.	*Col. 3* Gross Annual Rent	*Col. 4* Installation Year	*Col. 5* Original Cost	*Col. 6* Indexed Value Taxable Equipment	*Col. 7* For Office Use Only
					Totals	

* Leasing Companies: To avoid duplication of assessment, provide the same information requested on this schedule including name and location of lessees.

Enter Col. 6 Total on Sch. A, Line 6, Col. 2

Schedule G – Supplies 2019

Report: Your supplies inventory. Report items that are in your possession on January 1 and are expensed and not subject to resale, but are necessary in the conduct of business and are consumed in the operations of providing customer services. **Supplies include:** Items used for selling and advertising, office, shipping, medical, dental, janitorial and cleaning

Supplies inventory – January 1, 2019 .... $ 400

Enter amount on Sch. A, Line 7, Col. 2

Schedule H – All Other Personal Property, Leasehold Improvements, Signs, Billboards, Logs and Forest Products, Improvements on Exempt Land, Improvements on Forest Cropland or Managed Forestland 2019

Report: All leasehold improvements and other personal property not previously reported on other schedules. Report improvements on exempt land and privately owned structures, billboards, cable television towers or special taxed land. Review the *Composite Conversion Factors* and *Composite Useful Lives Table* on various equipment: http://www.revenue.wi.gov/Pages/Report/p.aspx#personal.

Leasehold improvements – any alterations, additions or improvements, adding value, made by a tenant to leased or rented premises. Enter the total improvement cost in Col. 3.

Include: Logs and other forest products belonging to persons whose principal activity is not related to the buying, selling or manufacturing that type of property.

Exclude: Merchant's or manufacturing stock.

Col. 1 Acquisition Year	*Col. 2* Property Description	*Col. 3* Acquisition Cost	*Col. 4* Conversion Factor	*Col. 5* Declared Value January 1	*Col. 6* For Office Use Only
	See Attached				
			Total	32,557	

Enter Col. 5 Total on Sch. A, Line 8, Col. 2

Lease or Asset Information
For each property you are leasing, provide the following: *(attach additional sheets if necessary)*

Property

Term Start ________ *(mm-yyyy)* End ________ *(mm-yyyy)*

Square footage – leased area ________ Sq. Ft.

Annual base rent $ 0

Sales/rent
If your sales are the basis for your rent, enter percentage of sales you pay as rent. ________ % Amount paid $ ________

Rent includes: *(check all that apply)* ☐ Electric ☐ Heat ☐ Real estate taxes ☐ Parking ☐ Common area maintenance ☐ Other *(describe)*

De Pere, WI
2019 Business Personal Property Tax Return - 27203

Taxpayer: Aldi Inc. (Wisconsin)
FEIN: 36-3498392
Location ID: 64053
Account #: 27203

Aldi-Loc# 64053
1100 Main Avenue
De Pere, WI 54115

Taxable - Detail

Form: Schedule D - Furniture, Fixtures and Office Equip — **Depreciation:** 10 YR Sched D

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
11-14-2018	1	500165330-0	COOLER FREEZER SHELVING	22,950	21,229	20,845
11-25-2018	1	500165336-0	MULTI DECK REACH IN	188,597	174,453	171,295
11-25-2018	1	500165337-0	NEW STORE OPENING	2,421	2,239	2,199
11-25-2018	1	500165345-0	SAFE/TILL LOCKERS	4,298	3,976	3,904
11-15-2018	1	500165346-0	SAFEPOINT	7,050	6,521	6,403
11-14-2018	1	500165347-0	SECURITY/ALARM SYSTEM	66,213	61,247	60,139
11-15-2018	1	500165348-0	SHELVING	95,423	88,266	86,668
11-15-2018	1	500165349-0	SHOPPING CARTS	3,401	3,146	3,089
11-25-2018	1	500165352-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165353-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165354-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165355-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165356-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165357-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165358-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165359-0	SPOT MERCHANDISER	3,675	3,399	3,338
Form Subtotal:		16 Assets		419,754	388,272	381,244

Totals for Form: Furniture, Fixtures and Office Equip (Total of all assets subtotaled above in this form category)

	Cost	Dep Value	Assd Value
2018	419,754	388,272	381,244
Total	419,754	388,272	381,244

Form: Schedule G - Supplies — **Depreciation:** Not Depreciated

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
12-31-2018	1	Supplies-64053	Supplies	400	400	393
Form Subtotal:		1 Asset		400	400	393

Totals for Form: Supplies (Total of all assets subtotaled above in this form category)

	Cost	Dep Value	Assd Value
2018	400	400	393
Total	400	400	393

Form: Schedule H - Other PP — **Depreciation:** 10 YR Sched H

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
11-15-2018	1	500165350-0	SIGN-BUILDING-LOGO	10,893	10,076	9,893
11-15-2018	1	500165351-0	SIGN-PYLON	24,304	22,481	22,074
Form Subtotal:		2 Assets		35,196	32,557	31,967

Totals for Form: Other PP (Total of all assets subtotaled above in this form category)

	Cost	Dep Value	Assd Value
2018	35,196	32,557	31,967
Total	35,196	32,557	31,967

Totals for Taxable

Original Cost	Dep Value	Assd Value
455,350	421,229	413,605

** Percent Good is a composite of the percent good allowed and the trend factor if one is applicable*
** Values may differ slightly from the return due to rounding issues*
1.1

Printed 05/23/19 11:45:17 AM

Add/Delete Amounts Included in Previous Section (Listed For Information Purposes Only)

De Pere, WI
2019 Business Personal Property Tax Return - 27203

Taxpayer: Aldi Inc. (Wisconsin)
FEIN: 36-3498392
Location ID: 64053
Account #: 27203

Aldi-Loc# 64053
1100 Main Avenue
De Pere, WI 54115

Taxable-Add - Detail

Form: Schedule D - Furniture, Fixtures and Office Equip — **Depreciation:** 10 YR Sched D

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
11-14-2018	1	500165330-0	COOLER FREEZER SHELVING	22,950	21,229	20,845
11-25-2018	1	500165336-0	MULTI DECK REACH IN	188,597	174,453	171,295
11-25-2018	1	500165337-0	NEW STORE OPENING	2,421	2,239	2,199
11-25-2018	1	500165345-0	SAFE/TILL LOCKERS	4,298	3,976	3,904
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11-25-2018	1	500165356-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165357-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165358-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165359-0	SPOT MERCHANDISER	3,675	3,399	3,338
Form Subtotal:		16 Assets		419,754	388,272	381,244

Form: Schedule G - Supplies — **Depreciation:** Not Depreciated

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
12-31-2018	1	Supplies-64053	Supplies	400	400	393
Form Subtotal:		1 Asset		400	400	393

Form: Schedule H - Other PP — **Depreciation:** 10 YR Sched H

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
11-15-2018	1	500165350-0	SIGN-BUILDING-LOGO	10,893	10,076	9,893
11-15-2018	1	500165351-0	SIGN-PYLON	24,304	22,481	22,074
Form Subtotal:		2 Assets		35,196	32,557	31,967

Totals for Taxable-Add

Cost	Dep Value	Assessed Value
455,350	**421,229**	**413,605**

Ryan
Innovative Solutions to Taxing Problems.

Williams Tower
2800 Post Oak Boulevard
Suite 3700
Houston, TX 77056
Tel. 713.629.0090
Fax 713.629.0227

www.ryan.com

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DE PERE
CITY CLERK

January 30, 2020

De Pere Clerk
335 S Broadway
De Pere, WI 54115

To:	De Pere Clerk
From:	Matt Arroyos
Subject:	Aldi, Inc. (Wisconsin) Tax Year 2019 Recovery of Unlawful Taxes – 74.35 Wis Stats
Parcel Account:	27203

To Whom It May Concern,

An amended Statement of Personal Property for tax year 2019 was mailed to the Assessor's Office on June 5th of last year on behalf of our client. The amended statement was filed to exclude exempt Machinery & Equipment and Computer assets that were previously reported on the initial statement filed with the Assessor's Office. However, the Assessor's office did not accept the amended statement. This claim is being filed with your office due to exempt property by law being taxed, Wisconsin Statute 74.33(1)(c). The amount of the claim being seek is $1,452.48

We respectfully request this claim be accepted with the tax associated to the exempt Machinery & Equipment and Computer Assets be refund to our client.

Enclosed you will find copies of the both initial statement and amended statement, along with the cover letter mailed with the amended statement.

If there are any questions regarding this claim, please contact us at 866-866-4186 or via email at PTSCompliance@ryan.com.

Thank you for your assistance in this matter.

Sincerely,

Matt Arroyos
Senior Associate Consultant
Ryan Tax Compliance Services, LLC

ALDI Inc.

1200 NORTH KIRK ROAD
BATAVIA, IL 60510-1477

P: 630.879.8100
F: 630.879.9901

LETTER OF AUTHORIZATION FOR TAX REPRESENTATION

This letter serves as authorization for Ryan LLC and its affiliate Ryan Tax Compliance Services, LLC, to represent ALDI, Inc. in its affairs concerning all property tax matters for all parcels listed on the attached document. This includes, but is not limited to: filing property renditions, signing and filing of appeals, examining all property tax records, representation before the assessor, boards of equalization or review, and/or any other governmental agency responsible for the assessment of property.

This agency shall remain in effect until written notice of termination is issued by

ALDI Inc.
Ownership Entity

By: ____________________ AUTHORIZED SIGNATURE

Tim Byrd, Assistant Treasurer
PRINT NAME, TITLE

OFFICIAL SEAL
LISA SPEARS
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 01/09/23

Dated this 8th day of January, 2020.

I certify that the signature above is a true and correct signature provided as a duly appointed officer of the above referenced company. If a copy of this completed form is being submitted, I will produce the original form with original signature upon request. If a completed application for changed assessment attached to this authorization, I certify that a copy has been forwarded to the applicant named in this application.

Ryan LLC and its affiliate Ryan Tax Compliance Services, LLC

By: ____________________

Date: 1/8/20

Site Name: All Sites
Jurisdiction: All Jurisdictions

Due date March 1, 2019	**Statement of Personal Property** Assessment date – January 1, 2019	**2019**

Filing Instructions – you must file this completed return with your local assessor on or before March 1, 2019. (sec. 70.35, Wis. Stats.) Report personal property not reported to the Wisconsin Department of Revenue's Manufacturing & Utility Bureau.

Confidentiality – under sec. 70.35(3), Wis. Stats., personal property returns filed with the local assessor are confidential records of the assessor's office.

Failure to File – if you do not file, your local assessor will estimate your property's value using the best information available. You will also be denied appeal rights with the Board of Review (BOR), under state law (sec. 70.35(4), Wis. Stats.).

Questions? – if you have questions on filing this form, contact your local assessor.

Aldi Inc. (Wisconsin)
c/o Ryan Tax Compliance Services, LLC
PO Box 460049
Houston, TX 77056

For Office Use Only		
School district		TID no.
Assessor name	De Pere City Assessor	
Assessor address	Accurate Appraisal Llc Po Box 415 Menasha, WI 54952	

Property Owner and Property Information *(agent, consignee or other representative)*

Property address: Aldi-Loc# 64053 1100 Main Avenue
(if different from above) De Pere, WI 54115

Business type: Retail Grocer

FEIN 36-3498392 Account no. New Account Aldi-Loc# 64053

NAICS code 445110 ☐ Town ☐ Village ☒ City

County Municipality De Pere

Owner is: *(check box that applies)* ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ LLC ☐ LLP

New owner information – complete this section if there was a change in ownership or the business is no longer in operation.

Type of change: *(check box that applies)*
☐ Discontinued ☐ Sold ☐ Incorporated ☐ Moved

Date of change:

New owner name
Property address
Mailing address
Phone no.
Email

Preparer and Owner Information/Signature

I, the undersigned declare under penalties of law that I have personally examined this return and its completed schedules. To the best of my knowledge and belief, this return is true, correct and complete.

Preparer	Owner
Matt Arroyos Name *(please print)*	Aldi Inc. (Wisconsin) Name *(please print)*
c/o Ryan LLC Address	c/o Ryan Tax Compliance Services, LLC Address
Houston TX 77056	Houston TX 77056
Phone (866) 866-4186 Fax (800) 642-7689	Phone (866) 866-4186 Fax (972) 960-0613
Email ptscompliance@ryan.com	Email PTSCompliance@Ryan.com
Signature Matt Arroyos Date 02/12/2019	Signature Date 02/12/2019

Schedule A – Personal Property Return (Assessment Summary as of January 1, 2019)

This schedule summarizes all taxable personal property from Schedules B through H. Line 10, Col. 3 is the total value of your taxable personal property within this municipality.

Col. 1 Property Type	*Col. 2* Subtotal	*Col. 3* Total	For Office Use Only Class	*Col. 4*
1. Boats and watercraft *(from Sch. B)*			1	
2. Furniture, fixtures and equipment *(from Sch. D)*	449,597			
3. Multifunction fax machines, copiers, postage meters ... *(from Sch. D2)*				
4. **Total of lines 2, 3**		449,597	3	
5. Building on leased land *(from Sch. E)*			4B	
6. Leased equipment *(property in charge of but not owned) (from Sch. F)*				
7. Supplies *(from Sch. G)*	400			
8. All other personal property *(from Sch. H)*	36,014			
9. **Total of lines 6, 7, 8**		36,414	4A	
10. **Total assessable – add lines 1, 4, 5, 9**		486,011		

Schedule B – Boats and Watercraft					2019
Report: All boats and watercraft subject to general property taxation. Review the *Composite Conversion Factors* and *Composite Useful Lives Table* on various equipment: http://www.revenue.wi.gov/Pages/Report/p.axpx#personal.					
Col. 1 Description of Boats and Watercraft	*Col. 2* Acquisition Year	*Col. 3* Original Cost	*Col. 4* Conversion Factor	*Col. 5* Declared Value January 1	*Col. 6* For Office Use Only
Total declared value					
(Note: Attach additional sheets if needed)				*Enter Col. 5 Total on Sch. A, Line 1, Col. 3*	

Schedule C – Machinery, Tools and Patterns						2019
Report: All machinery and shop equipment. Use the costs from your accounting records. Summarize the original asset costs by acquisition year as of January 1 of last year. Enter these costs in Col. 2. Enter any additions or deletions by acquisition year in Col. 3.						
Col. 1 Acquisition Year	*Col. 2* Total Original Cost as of Jan. 1, 2018	*Col. 3* Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	*Col. 4* Net Total Original Cost as of Jan. 1, 2019 *(Col. 2 +/- Col. 3)*	*Col. 5* Conversion Factor (10-yr)	*Col. 6* Indexed Net Value (Full Value) on Jan. 1, 2019 *(Col. 4 x Col. 5)*	*Col. 7* For Office Use Only
2018						
2017						
2016						
2015						
2014						
2013						
2012						
2011						
2010						
2009						
All prior years						
Total						

Do Not Report

Schedule D – Furniture, Fixtures and Equipment						2019
Report: All furniture, fixtures and equipment (e.g., office, store and professional furniture, fixtures and equipment, business and professional libraries, other assets related to the sales and administration of your business). Original Cost in Col. 4, should contain all costs of installation and freight, add-ons and sales tax.						
Col. 1 Acquisition Year	*Col. 2* Total Original Cost as of Jan. 1, 2018	*Col. 3* Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	*Col. 4* Net Total Original Cost as of Jan. 1, 2019 *(Col. 2 +/- Col. 3)*	*Col. 5* Conversion Factor (10-yr)	*Col. 6* Indexed Net Value (Full Value) on Jan. 1, 2019 *(Col. 4 x Col. 5)*	*Col. 7* For Office Use Only
2018		486,050	486,050	.925	449,597	
2017				.786		
2016				.668		
2015				.574		
2014				.497		
2013				.426		
2012				.370		
2011				.318		
2010				.270		
2009				.238		
All prior years				.138		
Total		486,050	486,050		449,597	
					Enter Col. 6 Total on Sch. A, Line 2, Col. 2	

Schedule D1 – Exempt Computer Equipment & Software (Owned), Cash Registers & Single Function Fax Machines — 2019

- **Report:** Mainframe computers, minicomputers, personal computers, networked personal computers, servers, terminals, monitors, disk drives, electronic peripheral equipment, tape drives, printers, basic operational programs, systems software, prewritten software, ATMs, cash registers, and single function fax machines. Review the *Computer Exemption Guidelines for Assessors and Property Owners* (revenue.wi.gov/DOR%20Publications/compexgd.pdf).
- **Do not report:** Custom software
- **Note:** Per state law (sec. 70.36(1m), Wis. Stats.), any person, firm or corporation that fails to include information on exempt property under sec. 70.11(39) and sec. (39m) will owe $10 for every $100 or major fraction that is not reported (sec. 70.35, Wis. Stats.).

Col. 1 Acquisition Year	*Col. 2* Total Original Cost as of Jan. 1, 2018	*Col. 3* Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	*Col. 4* Net Total Original Cost as of Jan. 1, 2019 *(Col. 2 +/- Col. 3)*	*Col. 5* Conversion Factor (4-yr)	*Col. 6* Indexed Net Value (Full Value) on Jan. 1, 2019 *(Col. 4 x Col. 5)*	*Col. 7* For Office Use Only
2018						
2017						
2016						
2015						
2014						
2013						
2012						
All prior years						
Total						
				Total leased equipment from Sch. F, Col. 7		
				Combined totals		

Do Not Report

Schedule D2 – Multifunction Faxes, Copiers, Postage Meters, Telephone Systems, and Computerized Equipment — 2019

Report: All multifunction fax machines, copiers, postage meters, telephone systems (PBXs), and equipment with embedded computerized components.

Col. 1 Acquisition Year	*Col. 2* Total Original Cost as of Jan. 1, 2018	*Col. 3* Additions, Disposals, Transfers at Cost Since Jan. 1, 2018	*Col. 4* Net Total Original Cost as of Jan. 1, 2019 *(Col. 2 +/- Col. 3)*	*Col. 5* Conversion Factor (6-yr)	*Col. 6* Indexed Net Value (Full Value) on Jan. 1, 2019 *(Col. 4 x Col. 5)*	*Col. 7* For Office Use Only
2018				.875		
2017				.656		
2016				.492		
2015				.373		
2014				.285		
2013				.216		
All prior years				.122		
Total						
					Enter Col. 6 Total on Sch. A, Line 3, Col. 2	

Schedule E – Buildings on Leased Land — 2019

Report: Buildings, structures and other improvements you own, but are located on land that you do not own. They are valued in the same manner as improvements located on land that is owned by you. Enter your opinion of value in Col. 4.

Col. 1 Property Description	*Col. 2* Acquisition Year	*Col. 3* Original Cost	*Col. 4* Opinion of Value January 1	*Col. 5* For Office Use Only
Total declared value				
			Enter Col. 4 Total on Sch. A, Line 5, Col. 3	

Schedule F – Leased Equipment (Property in charge of but not owned) 2019

Report: All leased equipment (e.g., business furniture, fixtures, equipment, machines, postage meters, tools, advertising devices) and similar items loaned, leased, stored or otherwise held and not owned by you. These items may or may not be assessed to you. Often, leases state whether the owner or the lessee is responsible for the personal property taxes. Review the *Composite Conversion Factors* and *Composite Useful Lives* on various equipment: http://www.revenue.wi.gov/Pages/Report/p.aspx#personal.

Col. 1 Name and Address of Leasing Company*	*Col. 2* Equipment Type and Lease No.	*Col. 3* Gross Annual Rent	*Col. 4* Installation Year	*Col. 5* Original Cost	*Col. 6* Indexed Value Taxable Equipment	*Col. 7* For Office Use Only
				Totals		

* Leasing Companies: To avoid duplication of assessment, provide the same information requested on this schedule including name and location of lessees.

Enter Col. 6 Total on Sch. A, Line 6, Col. 2

Schedule G – Supplies 2019

Report: Your supplies inventory. Report items that are in your possession on January 1 and are expensed and not subject to resale, but are necessary in the conduct of business and are consumed in the operations of providing customer services. **Supplies include:** Items used for selling and advertising, office, shipping, medical, dental, janitorial and cleaning

Supplies inventory – January 1, 2019 .... $ 400

Enter amount on Sch. A, Line 7, Col. 2

Schedule H – All Other Personal Property, Leasehold Improvements, Signs, Billboards, Logs and Forest Products, Improvements on Exempt Land, Improvements on Forest Cropland or Managed Forestland 2019

Report: All leasehold improvements and other personal property not previously reported on other schedules. Report improvements on exempt land and privately owned structures, billboards, cable television towers or special taxed land. Review the *Composite Conversion Factors* and *Composite Useful Lives Table* on various equipment: http://www.revenue.wi.gov/Pages/Report/p.aspx#personal.

Leasehold improvements – any alterations, additions or improvements, adding value, made by a tenant to leased or rented premises. Enter the total improvement cost in Col. 3.

Include: Logs and other forest products belonging to persons whose principal activity is not related to the buying, selling or manufacturing that type of property.

Exclude: Merchant's or manufacturing stock.

Col. 1 Acquisition Year	*Col. 2* Property Description	*Col. 3* Acquisition Cost	*Col. 4* Conversion Factor	*Col. 5* Declared Value January 1	*Col. 6* For Office Use Only
	See Attached				
			Total	36,014	

Enter Col. 5 Total on Sch. A, Line 8, Col. 2

Lease or Asset Information

For each property you are leasing, provide the following: *(attach additional sheets if necessary)*

Property

Term Start ____________ *(mm-yyyy)* End ____________ *(mm-yyyy)*

Square footage – leased area ____________ Sq. Ft.

Annual base rent $ 0

Sales/rent

If your sales are the basis for your rent, enter percentage of sales you pay as rent. ____________ % Amount paid $ ____________

Rent includes: *(check all that apply)* ☐ Electric ☐ Heat ☐ Real estate taxes ☐ Parking ☐ Common area maintenance ☐ Other *(describe)*

De Pere, WI
2019 Business Personal Property Tax Return - New Account Aldi-Loc# 64053

Taxpayer: Aldi Inc. (Wisconsin)
FEIN: 36-3498392
Location ID: 64053
Account #: New Account Aldi-Loc# 64053

Aldi-Loc# 64053
1100 Main Avenue
De Pere, WI 54115

Taxable - Detail

Form: Schedule D - Furniture, Fixtures and Office Equip — **Depreciation:** 10 YR Sched D

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
11-15-2018	1	500165323-0	BALER	18,774	17,366	17,051
11-25-2018	1	500165324-0	CHECKLANE	4,578	4,234	4,158
11-25-2018	1	500165325-0	CHECKLANE	4,578	4,234	4,158
11-25-2018	1	500165326-0	CHECKLANE	4,578	4,234	4,158
11-25-2018	1	500165327-0	CHECKLANE	4,578	4,234	4,158
11-25-2018	1	500165328-0	CHECKLANE	4,578	4,234	4,158
11-14-2018	1	500165330-0	COOLER FREEZER SHELVING	22,950	21,229	20,845
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11-15-2018	1	500165346-0	SAFEPOINT	7,050	6,521	6,403
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11-25-2018	1	500165358-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165359-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165360-0	STRADDLE STACKER	6,728	6,223	6,111
11-25-2018	1	500165361-0	STRADDLE STACKER	6,728	6,223	6,111
11-25-2018	1	500165362-0	STRADDLE STACKER	6,728	6,223	6,111
11-25-2018	1	500172688-0	WIRELESS EQUIPEMENT	4,451	4,118	4,043
Form Subtotal:		26 Assets		486,050	449,597	441,459

Totals for Form: Furniture, Fixtures and Office Equip (Total of all assets subtotaled above in this form category)

	Cost	Dep Value	Assd Value
2018	486,050	449,597	441,459
Total	486,050	449,597	441,459

Form: Schedule G - Supplies — **Depreciation:** Not Depreciated

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
12-31-2018	1	Supplies-64053	Supplies	400	400	393
Form Subtotal:		1 Asset		400	400	393

Totals for Form: Supplies (Total of all assets subtotaled above in this form category)

	Cost	Dep Value	Assd Value
2018	400	400	393
Total	400	400	393

Form: Schedule H - Other PP — **Depreciation:** 10 YR Sched H

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
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Form Subtotal:		2 Assets		35,196	32,557	31,967

** Percent Good is a composite of the percent good allowed and the trend factor if one is applicable*
** Values may differ slightly from the return due to rounding issues*
2.2

De Pere, WI
2019 Business Personal Property Tax Return - New Account Aldi-Loc# 64053

Taxpayer: Aldi Inc. (Wisconsin)
FEIN: 36-3498392
Location ID: 64053
Account #: New Account Aldi-Loc# 64053

Aldi-Loc# 64053
1100 Main Avenue
De Pere, WI 54115

Form: Schedule H - Other PP — **Depreciation:** 8 YR Sched H

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
11-25-2018	1	500165338-0	PALLET JACK-ELECTRIC	3,816	3,457	3,395
Form Subtotal:		1 Asset		3,816	3,457	3,395

Totals for Form: Other PP (Total of all assets subtotaled above in this form category)

	Cost	Dep Value	Assd Value
2018	39,012	36,014	35,362
Total	39,012	36,014	35,362

Totals for Taxable

Original Cost	Dep Value	Assd Value
525,463	486,011	477,214

* *Percent Good is a composite of the percent good allowed and the trend factor if one is applicable*
* *Values may differ slightly from the return due to rounding issues*

2.2

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Add/Delete Amounts Included in Previous Section (Listed For Information Purposes Only)

De Pere, WI
2019 Business Personal Property Tax Return - New Account Aldi-Loc# 64053

Taxpayer: Aldi Inc. (Wisconsin)
FEIN: 36-3498392
Location ID: 64053
Account #: New Account Aldi-Loc# 64053

Aldi-Loc# 64053
1100 Main Avenue
De Pere, WI 54115

Taxable-Add - Detail

Form: Schedule D - Furniture, Fixtures and Office Equip — **Depreciation:** 10 YR Sched D

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
11-15-2018	1	500165323-0	BALER	18,774	17,366	17,051
11-25-2018	1	500165324-0	CHECKLANE	4,578	4,234	4,158
11-25-2018	1	500165325-0	CHECKLANE	4,578	4,234	4,158
11-25-2018	1	500165326-0	CHECKLANE	4,578	4,234	4,158
11-25-2018	1	500165327-0	CHECKLANE	4,578	4,234	4,158
11-25-2018	1	500165328-0	CHECKLANE	4,578	4,234	4,158
11-14-2018	1	500165330-0	COOLER FREEZER SHELVING	22,950	21,229	20,845
11-25-2018	1	500165336-0	MULTI DECK REACH IN	188,597	174,453	171,295
11-25-2018	1	500165337-0	NEW STORE OPENING	2,421	2,239	2,199
11-25-2018	1	500165345-0	SAFE/TILL LOCKERS	4,298	3,976	3,904
11-15-2018	1	500165346-0	SAFEPOINT	7,050	6,521	6,403
11-14-2018	1	500165347-0	SECURITY/ALARM SYSTEM	66,213	61,247	60,139
11-15-2018	1	500165348-0	SHELVING	95,423	88,266	86,668
11-15-2018	1	500165349-0	SHOPPING CARTS	3,401	3,146	3,089
11-25-2018	1	500165352-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165353-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165354-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165355-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165356-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165357-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165358-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165359-0	SPOT MERCHANDISER	3,675	3,399	3,338
11-25-2018	1	500165360-0	STRADDLE STACKER	6,728	6,223	6,111
11-25-2018	1	500165361-0	STRADDLE STACKER	6,728	6,223	6,111
11-25-2018	1	500165362-0	STRADDLE STACKER	6,728	6,223	6,111
11-25-2018	1	500172688-0	WIRELESS EQUIPEMENT	4,451	4,118	4,043
Form Subtotal:		26 Assets		486,050	449,597	441,459

Form: Schedule G - Supplies — **Depreciation:** Not Depreciated

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
12-31-2018	1	Supplies-64053	Supplies	400	400	393
Form Subtotal:		1 Asset		400	400	393

Form: Schedule H - Other PP — **Depreciation:** 10 YR Sched H

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
11-15-2018	1	500165350-0	SIGN-BUILDING-LOGO	10,893	10,076	9,893
11-15-2018	1	500165351-0	SIGN-PYLON	24,304	22,481	22,074
Form Subtotal:		2 Assets		35,196	32,557	31,967

Form: Schedule H - Other PP — **Depreciation:** 8 YR Sched H

Date Acq	Age	Asset ID	Asset Description	Cost	Dep Value	Assd Value
11-25-2018	1	500165338-0	PALLET JACK-ELECTRIC	3,816	3,457	3,395
Form Subtotal:		1 Asset		3,816	3,457	3,395

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Add/Delete Amounts Included in Previous Section (Listed For Information Purposes Only)

De Pere, WI
2019 Business Personal Property Tax Return - New Account Aldi-Loc# 64053

Taxpayer: Aldi Inc. (Wisconsin)
FEIN: 36-3498392
Location ID: 64053
Account #: New Account Aldi-Loc# 64053

Aldi-Loc# 64053
1100 Main Avenue
De Pere, WI 54115

Totals for Taxable-Add

Cost	Dep Value	Assessed Value
525,463	486,011	477,214

** Percent Good is a composite of the percent good allowed and the trend factor if one is applicable*
** Values may differ slightly from the return due to rounding issues*
2.2