



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, March 9, 2021

7:30 PM

Council Chambers and Virtual

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 9, 2021 at 7:30 PM** in the **DE PERE COUNCIL CHAMBERS, 2D FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically due to the public health emergency. Electronic or telephonic access to the meeting is below:

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

OR

You can also dial in using your phone.

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

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

Access Code: 154-883-285

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the February 9, 2021 Regular Meeting of the Finance/Personnel Committee.
3. Consideration and Approval of the February 2021 Police Overtime Report
4. Fire Department Overtime and LifeQuest Billing Reports for February, 2021.
5. Consideration and Possible Action on Health Plan Budget Adjustments
6. Consideration and possible approval of 2021 DPH Consolidated Contract No.47645*
7. Consideration and possible approval of DPH Contract #43561-4 to the Health Department*
8. Consideration and possible action to accept DPH Contract No.43561-5 to the Health Department*
9. Consideration and possible action to accept DPH Contract No.43561-6*
10. Consideration and Possible Action on Revised Purchase, Sale, and Development Agreement Terms with Howard Immel, Inc. for a proposed development located on Parcels, ED-2382, ED-D43-1, ED-F0083 and Portions of ED-2381, ED-F0080, ED-F0082, and in the East Business Park.*
11. Consideration and Possible Action Regarding a Third Amendment to the Development Agreement with Irwin School Development, LLC for the Redevelopment of the Former Irwin School Property.*

12. Review and possible action on City of De Pere Investments and Cash Detail for January 2021.
13. Future agenda items.
14. Adjournment

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

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Carol Karls



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 9, 2021

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the February 9, 2021 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- February 9, 2021 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115

<https://www.deperewi.gov/>

Draft Minutes

Tuesday, February 9, 2021

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. The meeting was called to order at 7:30 PM by Mayor James Boyd.

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

Also Present (Remote): Aldersperson Jonathon Hansen, City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Development Services Director Daniel Lindstrom, Fire Chief Alan Matzke, Human Resources Director Shannon Metzler, Finance Director-Treasurer Joseph Zegers, Human Resources Generalist Tracy Hood, Police Chief Derek Beiderwieden and John Quigley.

2. Approval of the Minutes for the January 12, 2021 Regular Meeting of the Finance/Personnel Committee.

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

3. Fire Department Overtime and LifeQuest Services Billing Reports for January, 2021.

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

4. Consideration and Approval of the January 2021 Police Overtime Report.

In response to Aldersperson Nelson's question about a miscommunication referenced in the staff memo regarding CPR training for nine hours of miscellaneous overtime resulting in three officers being ineligible to take the class, Human Resources Director Metzler advised that three officers who had certifications from out of state were unable to take a refresher course, and rather had to repeat the entire course over, as the class from the Red Cross does not mesh with the American Heart Association's course.

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

5. Consideration and Possible Action to Approve Budget Amendment for Additional Staffing Positions.*

Administrator Delo advised the Committee of an adjustment to the amount indicated in the memo; staff has been re-evaluating numbers, and the actual amount requested is \$133,395, rounded off, which is 75% of the total expenditure, since the positions won't be

active until April, or later, this year. The Information Technology Department position will be paid in portions from the general fund and various utilities and the Social Worker position is funded by the general fund.

Rounded Breakdown of Funding Sources {as provided by Finance Director}:

*General Fund \$112,551; Sewer Utility \$4,632; Water Utility \$4,632;
Storm Water Utility \$5,790; Cable Access Fund \$5,790 - TOTAL \$133,395*

Mayor Boyd made a motion to approve this item in the amount of 133,395, seconded by Alderperson Nelson.

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

6. Consideration and Possible Action to Approve IT Department Organizational Change.*

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

7. Consideration and Possible Approval of Police Request for New Police Social Worker Position.*

Upon further discussion, Alderperson Nelson thanked staff for making this position a priority, and indicated he believes it is going to be beneficial for situations that are uncomfortable for police officers. In response to Alderperson Nelson, Chief Beiderwieden indicated that the police social worker will be doing strictly Police Department work focused on mental health, drug and alcohol issues to help officers do a better job dealing with those situations and various follow-up, and although the position will not cross-over with the Health Department, it will have a visible presence in the community. Mayor Boyd expressed his agreement with Alderperson Nelson and believes this position will be beneficial for the City.

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

8. Consideration and Possible Action to Provide Incentive for Employees and Spouses to receive COVID-19 and Flu Vaccinations.*

In response to Alderperson Ruh, Human Resources Director Metzler explained that the point system for the flu vaccine provides incentives in the cafeteria wellness plan for employees to earn points for gift cards in the amount of \$25, \$50, or \$75 (\$150 total for the year) through a wellness program; that program had 33 participants last year. The purpose of this incentive is to reduce the \$1.2 million health plan surplus, targeted for employees on the medical plan, with additional proposals coming in the future. So far, 49% of the City's employees have been offered the vaccine, and 70% of those offered have participated. The incentive would be retroactive for employees already vaccinated

and would need to be completed by the end of the year for those not currently eligible. In January 2022, the dollars would be awarded to the health reimbursement accounts. Mayor Boyd confirmed that employees would get the money if they've already received the vaccine and indicated he likes the incentive program.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Casey Nelson, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	James Boyd, Mike Eserkaln, Amy Chandik Kunding, Casey Nelson
NAYS:	Kelly Ruh

9. Consideration and Possible Action on Amending § 10-5(a) De Pere Municipal Code Regarding Selection and Tenure of Certain City Officers.*

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

10. Consideration and Possible Action on the Termination of TID No. 5. in the City of De Pere.*

After conferring with City Attorney, Judith Schmidt-Lehman, as to whether it was necessary to have a motion prior to discussion, Mayor Boyd asked for detail on this item, and Development Services Director Lindstrom provided an overview of his memo in the packet which explained that termination of a Tax Increment District (TID) occurs at the maximum life of district, or earlier if the tax collected exceeds the approved project costs; if the TID value does not increase as expected, the municipality must pay off debts. At closure, surplus revenue is returned to the overlying taxing jurisdictions. TID No. 5 was created in 1996 on the west side of downtown and has a maximum life of 2023 and can terminate early. TID No. 5 is overlapped by TID No. 9, which runs until 2039. If Council adopts a resolution by April 15, TID No. 5 would close in 2021, if adopted after April 15 that would create another year of increment. DSD Lindstrom shared an Analysis Impact chart with the Committee which anticipates a possible levy increase of \$111,000 with closure.

Mayor Boyd confirmed the upcoming TID education next week; he then made a motion to terminate TID No. 5 based on the staff recommendation: *(1) Prepare and submit the termination resolution to the Common Council for approval and submittal to the State and (2) Complete the final audit of TID No. 5 within 12 months of the termination resolution. {Provided by Development Services Director}*

Upon further discussion, Alderperson Eserkaln confirmed with DSD Lindstrom that the 12 months for the final audit is expected to calculate from April 15, as the plan is to terminate by that date.

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

11. Consideration and Possible Action on the extension of TID No. 6 for One-Year for the Creation of Affordable Housing Programs and a Housing Stock Improvement Program.*

Development Services Director Lindstrom provided an overview on this item and explained that the state added the affordable housing extension in 2009 as a means to encourage affordable housing, and municipalities may extend the life a TID for up to one year for that reason and terminate the TID after that. A city must use 75% of the tax increment benefit affordable housing and 25% on housing stock renewal programs community-wide. Final document details are not needed at the time of the resolution, just the general plan direction. DSD Lindstrom then highlighted the structure and allocation recommendations for the \$2 million established for the fund: affordable housing units as part of new development (Add Up De Pere; initial recommendation of 40% - \$780,000); upper level housing (Look Up De Pere; initial recommendation of 10% - \$195,000); zero-interest loan program paid in five years from award of the loan or upon sale of home (maximum of \$10,000).

TID No. 6 must close or extend by March 1, 2021 of this year and DSD Lindstrom recommends exercising an extension for the affordable housing resolution.

Aldersperson Nelson commended the recognition of an ability to make housing affordable, and this is better than what he expected. He is excited about the opportunity and the ability to give back to the community and impact the need for more affordable housing.

Mayor Boyd made a motion to approve staff recommendation as presented: *(1) Prepare and submit the affordable housing extensions resolution to the Common Council for approval and submittal to the state prior to March 3, 2021. The resolution shall include any recommendations and changes from the Finance and Personnel Committee and (2) prepare final program documents for review by the Finance and Personnel Committee, RDA, Plan Commission, and other committees prior to final Common Council approval. {provided by the Development Services Director}.*

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

12. Consideration and Possible Action on the Termination of TID No. 6. in the City of De Pere.*

Development Services Director Lindstrom advised that he brought this item forward, in connection with the other TID items on this Agenda, for ease of discussion, although this item may be delayed from council approval due to the extension for the housing program. The report has been updated to indicate a base value of \$7 million, with \$93 million of increment value, for \$1.94 million of annual value. At the end of the TID life, a levy limit increase of \$300,000 is anticipated based upon the numbers at present. DSD Lindstrom clarified that this resolution would be submitted after the April 15 timeframe.

Mayor Boyd made a Motion based on the staff recommendation for termination of TID No. 6: *(1) Prepare and submit the termination resolution to the Common Council for approval after April 15, 2021 and submittal to the State and (2) Complete the final audit of TID No. 6 within 12 months of the termination resolution. {Provided by the Development Services Director}.*

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

13. Consideration and Possible Action on Amending § 54-7(c), De Pere Municipal Code, Regarding Residential Fences.*

In response to Alderperson Nelson's question on what brought this issue forward, City Attorney Judith Schmidt-Lehman advised that the Building Inspection Department was seeking additional clarity in the ordinance for specific types of fences not allowed; the current ordinance is old and general for residential, and what is not allowed is now called out in the ordinance. City Administrator Delo added this will also address neighbor complaints that do arise occasionally from residents regarding types of fencing.

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

14. Consideration and Possible Action Regarding the Downtown Business Recruitment Program.*

Development Services Director Lindstrom advised that the City's next effort for pandemic response is moving from business retention in downtown to business recruitment and is crafting a unique program "Jump Start De Pere" to fill gaps or holes in businesses to add character to downtown. Staff is proposing a program for revitalization of buildings and making the downtown an experienced-based, shopping local destination. The program allocates \$100,000 from the former revolving loan fund to be used for expenses to open a business, but not personal expenses; the business must have a planned storefront and be a locally-owned business focused on entertainment, including retail, full and limited service restaurants and the like. Business owners who also own the building would also be encouraged to apply for the façade grant program as well. A committee can review other businesses outside of these categories if it fits program focus; businesses must interface with the committee and present a business plan to obtain funding. The Committee would have discretion to exceed guidelines. Payments would be split by: half after occupancy and the other half after remaining open six months. Levels of business grading or a point-system rubric is being considered, with payments of \$5,000, \$10,000 or \$15,000. The request tonight is to forward this funding program to council with suggested changes of the F/P Committee.

Mayor Boyd advised that brainstorming sessions occurred with staff in an effort to save businesses and encourage new ones and not many communities have the funding from the economic development loan program; the City is in a unique situation to have dollars available.

Discussion followed in response to Alderperson Kunding regarding promotional efforts for the program and the window for application, to which DSD Lindstrom advised staff is working on the marketing piece and will work with Definitely De Pere, as well as utilize city media and press releases; it is anticipated that the program will be available for an extended period, running until grants funds are depleted.

Administrator Delo added the Committee may also target specific businesses with targeted recruitment.

A discussion followed regarding guidance on the committee to oversee this program and whether Definitely De Pere has an economic development branch that could assist. DSD Lindstrom advised there is a meeting this Friday, but believes Definitely De Pere is focused solely on business retention this year; Administrator Delo brought up that may be a conflict of interest with this program. City Attorney Judith Schmidt-Lehman advised that open meetings implications on the committee must also be considered and meetings could be required to be open. DSD added that there is some potential push back by businesses that haven't been helped with other programs and supporting new businesses to compete with those struggling, so the plan is to keep the committee abreast of those issues. Alderperson Nelson suggested Plan Commission; Mayor Boyd indicated he is fine with that suggestion and Alderpersons Ruh and Chandik Kundingner concurred.

Mayor Boyd and DSD Lindstrom discussed a Motion to recommend the program for approval of the Common Council, with changes of the Finance/Personnel Committee, commencing March 1, 2021, with Plan Commission serving as approving Committee. CA Judith Schmidt-Lehman cautioned that the Motion should list the recommendation of the Finance/Personnel Committee that will move to Council, as it will be turned into a resolution by the Law Department and set out the parameters of the program.

Mayor Boyd made a Motion for approval of the Program with the Plan Commission serving as the Committee, with the criteria of the Development Services Department to be implemented: *Prepare and submit the final program materials and resolution to the Common Council for approval and implementation by March 1, 2021, subject to revising the draft program materials to include (1) the assignment of the Plan Commission as the formal review committee and (2) including a points-based funding allocation as presented by Development Services Department Staff. {Provided by Development Services Director}.*

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

15. Approve \$250 sponsorship from the Kress Inn and Bemis Conference Center in support of De Pere TV.*

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

16. Review and Possible Action on Amending Resolution #17-27 Regarding Expenditure of Excess Stadium Tax Revenue to Redirect Previously Allocated Funds to Site Preparation Work for the Cultural Foundation, Inc. Redevelopment Project.*

Finance Director-Treasurer Zegers advised that this item is to review and consider an amendment to Resolution #17-27, which allocated \$1.3 million of stadium tax revenues, received from stadium renovation excess. He reviewed the allocation amounts from the 2017 resolution, with two actions before this committee concerning items 7 and 8, for

redirection of these funds (\$300,000/\$125,000) for site preparation work for the Cultural Center project.

He then provided an update on the summary report of current the balances for each of project categories of the initial allocation and advised that the city has received an additional amount in 2018, 2019 and 2020 resulting from audits or late reporting and currently has a total of \$600,000 remaining. Mayor Boyd expressed thanks for the presentation. In response to Alderperson Chandik Kunding, Finance Director-Treasurer Zegers confirmed that this is the best option to fund this infrastructure.

Mayor Boyd made a Motion to redirect the previously allocated funds to site prep work for the Cultural Center project.

Upon further discussion, Alderperson Nelson asked where the funds would come from if this request to reallocate would be denied, since the site plan for the Mulva Development has already been approved, to which FD-T Zegers advised it could come from unassigned reserves, but would be hit there and by taking it through this revenue, it is favorable that the City shows it has flexibility to handle an item like this while keeping its financial strength sound from year to year.

Administrator Delo added it would be unlikely that the City's bond rating would change if the City remains within the parameters of the policy (25 to 35 percent), is not creating a hole in the budget and that money is used for a capital project amount. The funding for the other projects was stagnant and those items were not moving forward; the splash pad isn't a priority now that aquatic facilities will be on both sides of the river; bonding doesn't fit for this project due to the nature of it and its status; and the best choice was the funding that was available and the proposed project fit the categories for it.

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

17. Review and possible action on City of De Pere Investments and Cash Detail for December 2020.

Finance Director-Treasurer Zegers provided a summary of the December report: the LGIP account increased \$1 million due to first installment tax collection, offset by payment of \$5 million for accounts payable and payroll. In January, the LGIP account will increase by \$6.25 million due to tax collection of \$8.5 million and transportation aids, offset by accounts payable and payroll of \$2.4 million.

The Cash and Investment Summary for the end of the year indicates cash of \$3.4 million and restricted cash of \$212,000 (with one more year left for water revenue bonds), which will be gone by next year at this time; \$19 million in investments at end of year (LGIP, Associated, Schwab and Money Market accounts), with a rate of return of .15% on money market and .5% for LGIP. Investment income for the year is \$363,000, lower than budgeted. The City is expected to be at about 1% of the total amount for the year (plus or minus) and is in a similar cash position this year as compared to last year.

In response to Alderperson Nelson's question regarding satisfaction with the lower rates of return, compared to trends last year, Finance Director Zegers advised that it is reasonable, and the account representatives can appear before the Finance Committee to give a summary of 2020 and discuss results and projections.

Mayor Boyd made Motion to accept the December 2020 report and place on file.

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

18. Future agenda items.

Dan Lindstrom reminded everyone of the upcoming TID training and to sign up. The training will be noticed accordingly, should a quorum of any body be present.

19. Adjournment.

Mayor Body made a Motion to adjourn, seconded by Alderperson Nelson; upon vote, the Finance/Personnel Committee meeting unanimously adjourned at 9:04 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 9, 2021

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Approval of the February 2021 Police Overtime Report

The overtime (OT) report covers the month of February 2021. Two previous years of overtime report summaries are attached for comparison but 2019 is by payroll period versus calendar month due to the change in how the overtime was gathered back then. The 2020 Report should be more comparable.

Training OT consists of mandatory CPR updates for all personnel.

Miscellaneous OT of 5.25 total hours is comprised of .25 hour for patrol fraction allotments and 5 hours for participation in the Diversity Listening Sessions.

There are no miscellaneous hours that are reimbursable this month.

Investigative OT of 52.5 total hours is comprised of 43 hours for Patrol time, and 9.5 hours for Detective Sergeant Investigative overtime.

ATTACHMENTS:

- 2019 PD OT Summary (PDF)
- 2020 PD OT Summary (PDF)
- February 2021 PD OT Report (PDF)

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

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

TOTAL OVERTIME BUDGET: \$ 160,000.00

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

PERCENT OF TOTAL BUDGET: 174.95%

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

**DEPARTMENT OF POLICE
OVERTIME BY REASON
2020**

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

TOTAL OVERTIME BUDGET : \$ 175,000.00

EXPENDITURES THROUGH 12/31/2020 \$ 236,439.64

PERCENT OF TOTAL BUDGET : 135%

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

Additional Notes:

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

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2021**

REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	24.75	11.50											36.25
OFFICER WORKED ON HOLIDAY	94.00	16.50											110.50
OFFICER FOR COURT	2.75	4.00											6.75
OFFICER TRAINING	73.00	71.25											144.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING		7.75											7.75
STAFFING LEVEL	144.25	96.50											240.75
INVESTIGATION	68.50	52.50											121.00
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	28.75	21.25											50.00
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT	34.50												34.50
SPECIAL ASSIGNMENT REIMBURSED													0.00
MISCELLANEOUS	11.25	5.25											16.50
MISCELLANEOUS REIMBURSED													0.00
GROSS OFFICER OVERTIME	481.75	286.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	768.25
SUBTOTAL REIMBURSED OVERTIME	(28.75)	(21.25)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(50.00)
NET OFFICER OVERTIME	453.00	265.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	718.25

TOTAL OVERTIME BUDGET: \$ 160,000.00

EXPENDITURES THROUGH 02/28/2021 \$ 23,099.38

PERCENT OF TOTAL BUDGET: 14%



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 9, 2021

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Billing Reports for February, 2021.

ATTACHMENTS:

- FIRE DEPT FEB OT REPORT (PDF)

DE PERE FIRE RESCUEOVERTIME BREAKDOWN BY REASON FOR THE YEAR 2020

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	48.00	41.00	73.75	21.00	5.50	18.00	36.00	51.00	93.00	51.00	72.00	30.00	540.25
EMS TRAINING	97.25	128.50	146.00	45.00	0.00	0.00	0.00	0.00	99.00	82.75	85.50	104.00	788.00
FIRE TRAINING	4.50	21.75	16.50	0.00	21.50	52.25	25.50	0.00	15.75	4.50	15.00	0.00	177.25
RESCUE CALLS	4.25	6.50	6.25	10.25	3.00	11.50	3.75	4.75	9.25	10.50	0.50	14.50	85.00
FIRE CALLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.25	0.00	0.00	0.00	0.25	4.50
MEETINGS	4.75	4.50	7.00	30.00	24.50	25.50	0.00	26.00	28.25	54.75	0.00	0.00	205.25
STAFFING REP.	49.50	4.50	18.00	0.00	3.75	198.00	36.00	216.00	162.00	152.00	352.50	264.00	1,456.25
MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PUB. ED.	13.00	3.00	6.00	0.00	0.00	0.00	0.00	6.50	17.25	0.00	0.00	2.25	48.00
SPECIAL EVENTS	0.00	13.75	0.00	0.00	0.00	0.00	2.25	0.00	7.50	9.00	3.00	0.00	35.50
# FIRE RUNS	25	42	39	36	45	22	45	27	32	41	35	35	424
# EMS RUNS	179	190	177	153	172	198	183	200	195	216	205	202	2,270
DISPATCH ERRORS	2	2	1	2	3	4	2	1	2	2	2	6	29
TOTAL HRS.	221.25	223.50	273.50	106.25	58.25	305.25	103.50	308.50	432.00	364.50	528.50	415.00	3,340.00

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through January 4, 2020, \$71,709, 65%

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

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2021

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	33.00	33.00											66.00
EMS TRAINING	81.25	108.50											189.75
FIRE TRAINING	0.00	0.00											0.00
RESCUE CALLS	1.25	17.00											18.25
FIRE CALLS	0.00	0.00											0.00
MEETINGS	4.50	24.00											28.50
STAFFING REP.	36.00	62.25											98.25
MAINTENANCE	0.00	0.00											0.00
PUB. ED.	12.25	0.00											12.25
SPECIAL EVENTS	5.50	70.50											76.00
# FIRE RUNS	33	24											57
# EMS RUNS	195	174											369
DISPATCH ERRORS	5	4											9
TOTAL HRS.	173.75	315.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	489.00

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through February 2, 2021, \$11,827

*Period: 12/26/2020-01/22/2021 +Period: ^Period: #Period:
 **Period: 01/23/2021-02/19/2021 ++Period: ^^Period: ##Period:
 ***Period: +++Period: ^^^Period: ###Period:

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR FEBUARY, 2021



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
2/1/2021	1758 County Clare Road	Smoke detector activation, no fire, unintentional	E121	Investigate	N/A
2/3/2021	2480 Bay Area Place (Village of Ashwaubenon)	Burnt food	BC104, L111	Dispatched/Canceled en route	N/A
2/4/2021	201 James Street	Alarm system sounded, due to malfunction	BC105, E111	Investigate	N/A
2/4/2021	124 N. Broadway Street	Smoke or odor removal	C102, BC105, E111, E121	Ventilate	N/A
2/5/2021	201 James Street	Alarm system sounded, due to malfunction	BC110, E111	Investigate	N/A
2/7/2021	1800 N. Sunkist Circle	Smoke scare, odor of smoke	E111	Investigate	N/A
2/9/2021	Mid Valley Dr/Main Ave	Smoke scare, odor of smoke	BC103, E111, E121	Investigate	N/A
2/12/2021	399 Lantern Lane	Smoke detector activation, due to malfunction	E121	Investigate	N/A
2/13/2021	251 Reid Street	Alarm system sounded, due to malfunction	E121	Investigate, refer to proper authority	N/A
2/13/2021	1268 Atrium Court	Smoke from barbecue	BC103, E111, E121	Investigate	Ashwaubenon, Green Bay, Ledgeview
2/17/2021	901 S. Ninth Street	Chemical spill	BC104, E111, E121	Hazardous materials spill control & confinement, remove hazardous material	N/A
2/17/2021	713 N. Huron Street	Passenger vehicle fire	BC104, E111	Extinguishment by fire service personnel	N/A
2/23/2021	2073 Bridge Port Court	Smoke detector activation, no fire, unintentional	E121	Investigate, restore fire alarm system	N/A
2/24/2021	3030 Ryan Road	Detector activation no fire, unintentional	E111	Investigate	N/A
2/24/2021	758 S. Ninth Street	Smoke or odor removal	BC105, E121	Investigate	N/A

**DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
FEBRUARY, 2021**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
2/5/2021	41.5	62.25
TOTAL	41.5	62.25

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

**LIFEQUEST MEDICAL BILLING - 2021
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	107,745	149,229				
PAYMENTS	76,331	66,326				
CREDIT ADJUSTMENTS	74,307	79,836				

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

Payments to LifeQuest	
January	3,867
February	3,650
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total Paid	\$7,516

**See attached details

City Of De Pere
Income and Expenditures
February 2021
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$133,803.60	\$15,425.33	\$149,228.93
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$133,803.60	\$15,425.33	\$149,228.93
Account Transfers		\$9,209.54	\$6,215.79	\$15,425.33
Credit Summary				
Total Credits		\$137,331.49	\$6,473.91	\$143,805.40
Less Adjustments	-	\$78,229.40	\$1,606.82	\$79,836.22
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$367.20	\$367.20
Less Overpayments	-	\$(2,724.25)	\$0.00	\$(2,724.25)
Gross Payments Received		\$61,826.34	\$4,499.89	\$66,326.23
Plus Overpayment Returns	+	\$(801.79)	\$0.00	\$(801.79)
Net Payments Received		\$61,024.55	\$4,499.89	\$65,524.44
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$61,024.55	\$4,499.89	\$65,524.44
Summary of Disbursement				
Total Deposits & Payments Kept By		\$61,024.55	\$4,499.89	\$65,524.44
Plus Overpayment Refunds	+	\$(1,922.46)	\$0.00	\$(1,922.46)
Gross Revenue		\$59,102.09	\$4,499.89	\$63,601.98
LifeQuest Fee		\$2,659.59	\$989.97	\$3,649.56
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$2,659.59	\$989.97	\$3,649.56
Service Revenue		\$56,442.50	\$3,509.92	\$59,952.42
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$56,442.50	\$3,509.92	\$59,952.42

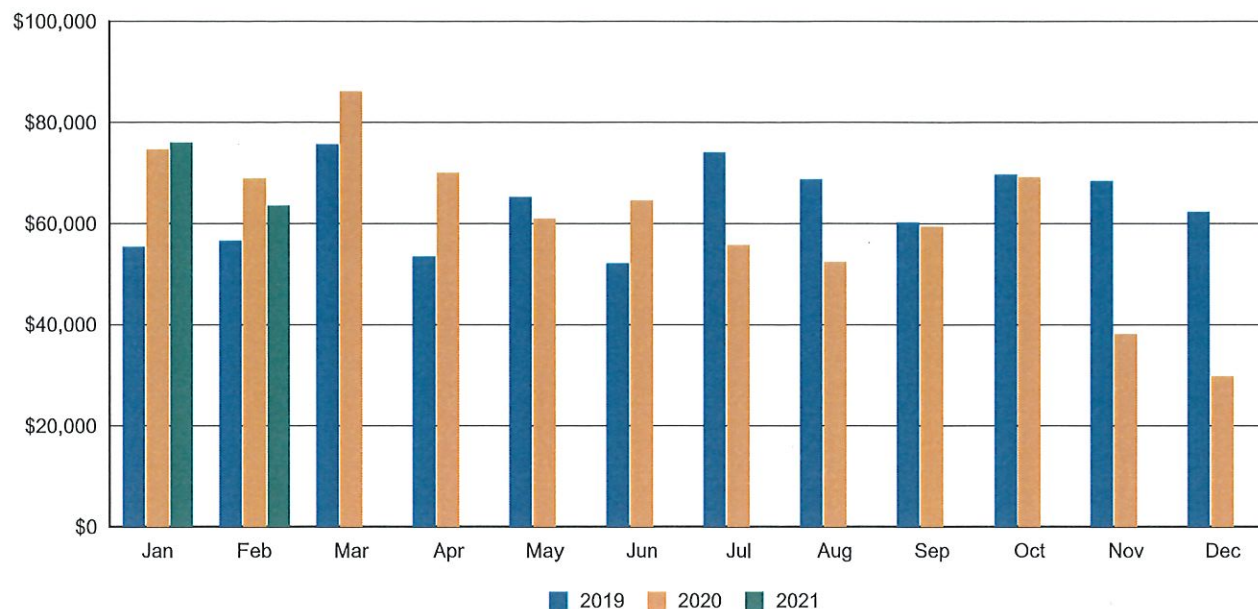
Messages:

RECEIVED RESPONSE FROM UNCASHED CHECK LETTER #1141 \$114.40 LOST REISSUE #1155. 2.15.21 BJ

Total Deposits EOM differ from bank statement by \$833.14 due to 1/21 \$86.13 VA, 1/25 \$98.44 VA and 1/27 \$648.57 UHC now posted eli 3.1.2021

All Phases Gross Revenue

City of De Pere
January 2019 to February 2021



	2019	2020	2021
January	\$55,433	\$74,735	\$76,068
February	\$56,668	\$68,980	\$63,602
March	\$75,702	\$86,226	\$0
April	\$53,535	\$70,107	\$0
May	\$65,318	\$61,059	\$0
June	\$52,157	\$64,610	\$0
July	\$74,156	\$55,803	\$0
August	\$68,797	\$52,414	\$0
September	\$60,290	\$59,470	\$0
October	\$69,765	\$69,260	\$0
November	\$68,470	\$38,169	\$0
December	\$62,371	\$29,842	\$0
Total Gross Revenue	\$762,663	\$730,674	\$139,670

City Of De Pere

Billing Summary

February 2021

Phase 1

Charges

Billing Charges		\$133,803.60	
Other	+	\$0.00	
Subtotal of Charges			\$133,803.60

Account Transfers

Billing to Collections Transfer Total			\$9,209.54
---------------------------------------	--	--	-------------------

Credit Summary

Total Credits		\$137,331.49	
Less Adjustments	-	\$78,229.40	
Less Overpayments	-	\$(2,724.25)	
Gross Payments Received			\$61,826.34
Plus Overpayment Returns	-	\$(801.79)	
Net Payments Received			\$61,024.55
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$61,024.55

Summary of Disbursement

Total Deposits & Payments Kept By		\$61,024.55	
Plus Overpayment Refunds	+	\$(1,922.46)	
Gross Revenue			\$59,102.09
LifeQuest Fee		\$2,659.59	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$2,659.59
Service Revenue		\$56,442.50	
Less Payment Kept By Service	-	\$0.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$56,442.50

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 2021

Beginning Balance of Accounts Receivables			\$237,229.65
Total Charges entered for the Month		+	\$133,803.60
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$9,209.54		
Other	\$69,019.86		
Total Adjustments for the Month	\$78,229.40	-	\$78,229.40
Payments			
Cash	\$8,414.59		
Contract Payments	\$0		
Credit Card	\$0		
Direct Deposit	\$50,939.08		
Hospital	\$0		
Insurance	\$2,472.67		
Payment Kept By	\$0		
Other	\$0		
	\$61,826.34	-	\$61,826.34
Overpayment			
Recoupment	\$0		
Refunds	\$(1,922.46)		
Returns	\$(801.79)		
Service Payable	\$0		
Other	\$0		
	\$(2,724.25)	-	\$(2,724.25)
Total for Reconciliation Summary			\$233,701.76
Ending Balance of Accounts Receivables			\$233,701.76

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

<u>Charges</u>	<u>Mar 2020</u>	<u>Apr 2020</u>	<u>May 2020</u>	<u>Jun 2020</u>	<u>Jul 2020</u>	<u>Aug 2020</u>	<u>Sep 2020</u>	<u>Oct 2020</u>	<u>Nov 2020</u>	<u>Dec 2020</u>	<u>Jan 2021</u>	<u>Feb 2021</u>	<u>Totals</u>
Mar 2020	7912	31664	11272	4764	2122	1195	90	0	0	0	0	0 \$	59019
123149	6.4	25.7	9.2	3.9	1.7	1	0.1	0	0	0	0	0 %	47.9
Apr 2020		2271	24717	13458	4075	2328	219	0	0	0	399	0 \$	47468
94023		2.4	26.3	14.3	4.3	2.5	0.2	0	0	0	0.4	0 %	50.5
May 2020			8335	27652	7784	2178	2583	98	0	0	0	0 \$	48630
95127			8.8	29.1	8.2	2.3	2.7	0.1	0	0	0	0 %	51.1
Jun 2020				4232	32353	11249	4482	2034	259	0	0	0 \$	54610
108184				3.9	29.9	10.4	4.1	1.9	0.2	0	0	0 %	50.5
Jul 2020					7922	28462	12738	2571	196	233	431	131 \$	52685
108952					7.3	26.1	11.7	2.4	0.2	0.2	0.4	0.1 %	48.4
Aug 2020						4845	28997	14703	3310	3766	1978	-1313 \$	56287
99450						4.9	29.2	14.8	3.3	3.8	2	-1.3 %	56.6
Sep 2020							6271	32367	11480	3794	526	-120 \$	54318
108058							5.8	30	10.6	3.5	0.5	-0.1 %	50.3
Oct 2020								12912	15780	12205	12667	4771 \$	58335
118220								10.9	13.3	10.3	10.7	4 %	49.3
Nov 2020									85	3120	14520	19943 \$	37668
124619									0.1	2.5	11.7	16 %	30.2
Dec 2020										6393	36250	6848 \$	49491
128680										5	28.2	5.3 %	38.5
Jan 2021											4985	26961 \$	31946
113169											4.4	23.8 %	28.2
Feb 2021												1050 \$	1050
84364												1.2 %	1.2
Averages	<u>1st Mo</u>	<u>2nd Mo</u>	<u>3rd Mo</u>	<u>4th Mo</u>	<u>5th Mo</u>	<u>6th Mo</u>	<u>7th Mo</u>	<u>8th Mo</u>	<u>9th Mo</u>	<u>10th Mo</u>	<u>11th Mo</u>	<u>12th Mo</u>	
Extended	5.1	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	5.1	23.6	10.5	5.9	2.1	0.5	-0.1	0	0	0.1	0	0	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 9, 2021

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration and Possible Action on Health Plan Budget Adjustments

ATTACHMENTS:

- Health Surplus Final (DOCX)



CITY OF DE PERE MEMO

To: Members of the Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
RE: Consideration of Health Plan Budget Adjustments
Date: March 9, 2021

We continue to monitor the benefit plans provided to the employees to maintain high value, financially stable design and costs. After diligent work finding cost-saving measures within the health plan, we find ourselves with a significant surplus in the health plan fund. We are recommending a limited number of premium holidays in 2021 to lower the fund balance and have also reviewed some comparative data amongst other public sector entities in the area and are recommending some changes to our premium and cost share formula for calendar year 2022.

HEALTH PLAN PERFORMANCE

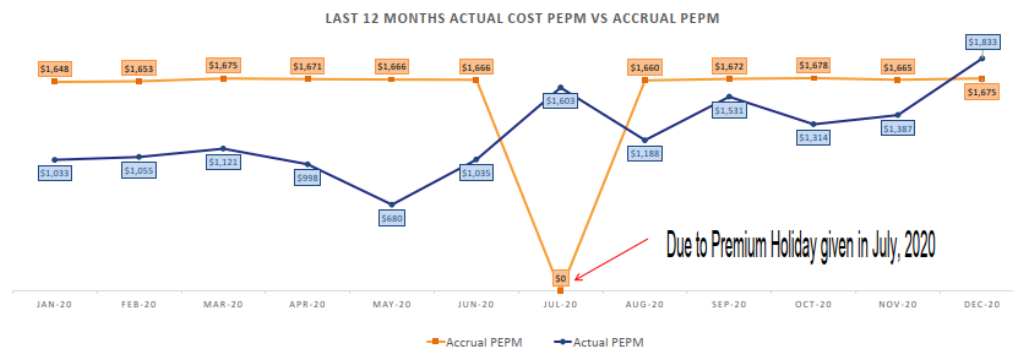
Current Plan Year: January, 2020 – December, 2020 | **Claims Paid Through:** December 31, 2020

Plan Year to Date Funding Ratio	
80.8%	
Prior Month YTD	77.9%
Prior Year YTD	69.4%

Plan Year to Date Funding Difference	
\$429,189	
Prior Month YTD	\$448,479
Prior Year YTD	\$744,446

Cost Per Employee Per Year	
\$14,783	
M3 Benchmark	\$13,559
Prior Year YTD	\$14,190

Total Plan Cost	
\$1,808,476	
PEPM	\$1,231.93



Net Medical Claims	
\$975,173	
PEPM	\$664.29

Prescription Drug Costs	
\$316,740	
PEPM	\$215.76

Fixed Costs	
\$516,564	
PEPM	\$351.88

Health Fund Reserve Balance (through 2020)	\$ 2,329,010
Recommended minimum Health Fund Reserve Balance (4 months of health spend)	\$ 745,888
Conservative minimum Health Fund Reserve Balance (6 months of health spend)	\$ 1,118,833
Difference between Projected Reserve Balance and Conservative Reserve Balance	\$ 1,210,177



CURRENT CONTRIBUTION STRATEGY

The information presented below is consistent with the approved budget and contribution levels for 2021. This was completed in August based on the performance of the health plan and has followed the 85%/15% cost share structure between the City and the employees. This represents an 8% decrease in premiums from 2020 levels.

Current State: 15% employee and 85% employer contribution

Enrollment Per Tier		2021 PREMIUM		
		Employer	Employee Total	Monthly Total
Single	32	\$574.29	\$101.35	\$675.64
Employee + 1	22	\$1,068.88	\$188.63	\$1,257.50
Family	65	\$1,753.12	\$309.37	\$2,062.49

MONTHLY TOTAL PER ENROLLMENT & ANNUAL TOTALS			
	Employer	Employee	Monthly Total
Single	\$18,377.41	\$3,243.07	\$21,620.48
Employee + 1	\$23,515.25	\$4,149.75	\$27,665.00
Family	\$113,952.57	\$20,109.28	\$134,061.85
Total Annual Contributions:	\$1,870,142.77	\$330,025.19	\$2,200,167.96

CURRENT YEAR (2021) RECOMMENDATION | PREMIUM HOLIDAY

PROPOSAL

We can eliminate the employee and employer contributions to the health fund for a number of months.

IMPACT

For each month we take a premium holiday, the total monthly premium is \$212,000, which would be the reduction from the reserve balance.

MONTHS	RESERVE BALANCES	
	REDUCTION	NEW
1	\$ 212,000	\$ 2,117,010
2	\$ 424,000	\$ 1,905,010
3	\$ 636,000	\$ 1,693,010

Our immediate recommendation would be to implement a three month premium holiday in 2021. This will result in a \$636,000 reduction of the health fund leaving the end of year projected reserve balance at \$1,693,010.



2022 BUDGET RECOMMENDATIONS | CONTRIBUTION STRATEGY CHANGE

The following recommendations to premiums and the cost share formula are intended to appropriately adjust the funding for the City's self-insured health plan in a manner that decreases costs for the City and participating employees and balances the cost share between the City and employees to more appropriately match what other municipalities in the region and State utilize. The following chart shows proposed changes based on the City's performance and comparison to other entities. The following recommended changes/outcomes are shown:

1. Change employee contribution from 15% to 10%.
 - For many years, City employees have paid 15% of the yearly premium. In comparing De Pere to other public sector entities, employees are paying a higher than the average premium contribution. We have known this for several years, but given the surplus, we feel this would be the appropriate time to appropriately adjust the cost share formula to more closely match other city and county self-insured plans. This would then increase the City's contribution from 85% to 90%.
2. A 15% across to board reduction in premiums in the 2022 budget to the health fund.

Both of the changes above include a 10% total reduction in total City contributions and a 43% reduction in total employee contributions.

Enrollment Per Tier		2022 PREMIUM PROPOSED 10% BUDGETED DECREASE		
		Employer	Employee Total	Monthly Total
Single	32	\$516.86	\$57.43	\$574.29
Employee + 1	22	\$961.99	\$106.89	\$1,068.88
Family	65	\$1,577.81	\$175.31	\$1,753.12

TOTAL PER ENROLLMENT				
		Employer	Employee	Monthly Total
		\$16,539.52	\$1,837.76	\$18,377.28
		\$21,163.78	\$2,351.58	\$23,515.36
		\$102,557.65	\$11,395.15	\$113,952.80
Total Annual Contributions:		\$1,683,131.40	\$187,013.88	\$1,870,145.28
\$ Difference From Current		\$187,011.37	\$143,011.31	\$330,022.68
% Difference From Current		-10.0%	-43%	-15%

****PLEASE NOTE:** These are preliminary budget based on current experience. They will be validated or updated based on updated information later in 2021**

The reduction of the current health plan surplus is an important aspect of the strategies that we are reviewing for the future. As part of our 2022 budget we are hopeful that the experience allows us to consider this contribution strategy change, as well as other strategies such as:

- Additional Premium Holidays
- Benefit enhancements (i.e. reduced deductible, reduced max out of pocket)
- Additional services that enhance the benefits package

If you have questions in advance of the meeting, please feel free to contact me at 339-4072 ext. 1245.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 9, 2021

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Consideration and possible approval of 2021 DPH Consolidated Contract No.47645*

The State of WI Department of Health Services has granted the De Pere Health Department \$182,168 in a 2021 DPH Consolidated Contract for the following programs: Childhood Lead Prevention, Immunization, Maternal Child Health and Enhancing Detection of COVID-19. The health department requests the approval of these grants and accept the funds. Thank you for your consideration and if you have any questions please contact Debbie Armbruster, health director.

ATTACHMENTS:

- 2021 DPH Consolidated Contract (PDF)

**Wisconsin Department of Health Services
Contract Centralization Legal Review**

Agreement Number: **47645**

Bureau of Procurement and Contracting (BPC) Review:

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

☐ This agreement uses intergovernmental cooperative purchasing.

OLC Review Required:

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

Description:

NA

Office of Legal Counsel (OLC) Review and Approval:

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

DocuSigned by:



Name: Cody Wagner

Title: Office of Legal Counsel

1/26/2021

Date Signed

Revision: 12/2/2020 (previous versions obsolete)



GRANT AGREEMENT
between the
State of Wisconsin Department of Health Services (DHS)
and
DEPERE DPH
for
2021 DPH Consolidated Contract

DPH Contract No.: 47645

Agreement Amount: \$182,168

Agreement Term Period: 10/1/2020 to 12/31/2022

CARS Pre-Packet No: 17181, 17974

DHS Division: **Division of Public Health**

DHS Grant Administrator: **Chuck Warzecha**

DHS Telephone: **608-266-9780**

DHS Email: **Charles.Warzecha@dhs.wisconsin.gov**

Grantee Grant Administrator: Ms Debbie Armbruster

Grantee Email: darmbruster@mail.de-pere.org

Grantee DUNS Name: De Pere Health Department

Grantee DUNS Number: 105745587

Grantee FEIN: 39-6005431

DHS and the Grantee acknowledge that they have read the Agreement and the attached documents, understand them and agree to be bound by their terms and conditions. Further, DHS and the Grantee agree that the Agreement and the exhibits and documents incorporated herein by reference are the complete and exclusive statement of agreement between the parties relating to the subject matter of the Agreement and supersede all proposals, letters of intent or prior agreements, oral or written and all other communications and representations between the parties relating to the subject matter of the Agreement. DHS reserves the rights to reject or cancel Agreements based on documents that have been altered. This Agreement becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services

Grantee
 Entity Name: City of De Pere

Authorized Representative

Authorized Representative

Name: Chuck Warzecha

Name: James Boyd

Title: Deputy Administrator

Title: Mayor

Signature: *Chuck Warzecha*
DocuSigned by:

Signature: *James Boyd*
DocuSigned by:

Date: 2/8/2021
AEDA9ED95A7E4A3...

Date: 2/8/2021
50C8D1E932AB49A...

39. CARS PAYMENT INFORMATION***DHS CARS STAFF INTERNAL USE ONLY***
CARS PAYMENT INFORMATION

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

Agency #:	Agency Name:	Agency Type:	CARS Contract Start Date:	CARS Contract End Date:	Program Total Contract:
472779	DEPERE DPH	160	1/1/2021	12/31/2021	\$18,268

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls ¹
155020	CONS CONTRACTS IMM		-	\$7,458	\$7,458	N/A
159320	CONS CONTRACTS MCH		-	\$8,933	\$8,933	N/A
157720	CONS CONTRACTS CHHD LD		-	\$1,877	\$1,877	6-month
					\$18,268	

¹ See "Funding Controls."

DHS CARS STAFF INTERNAL USE ONLY**CARS PAYMENT INFORMATION**

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

Agency #:	Agency Name:	Agency Type:	CARS Contract Start Date	CARS Contract End Date	Program Total Contract:
472779	DEPERE DPH	260	10/1/2020	10/31/2022	\$163,900

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155806	ENHANCING DETECTION-COVID		-	\$163,900	\$163,900	N/A
					\$163,900	

Contract Agreement Addendum: Exhibit II(A)**6.a****Contract #:** 47645**Agency:** De Pere Department of Public Health**Contract Year:** 2021

Contract Source of Funds		
Source	Program	Amount
De Pere	Childhood Lead - Consolidated	\$1,877
De Pere	Immunization - Consolidated IAP	\$7,458
De Pere	Maternal Child Health - Consolidated	\$8,933
Contract Amount		\$18,268

Contract Match Requirements	
Program	Amount
Childhood Lead - Con	\$0
Immunization	\$0
MCH	\$6,700

Program Sub-Contracts		
Program	Sub-Contractee	Sub-Contract Amount
Childhood Lead - Con	None Reported	\$0
Immunization	None Reported	\$0
MCH	None Reported	\$0

Contract Agreement Addendum: Exhibit II(A)**Contract #:** 47645**Agency:** De Pere Department of Public Health**Contract Year:** 2021**Childhood Lead - Con****Program Total Value \$1,877**

- 1 Template Objective 2 \$1,877
- Comprehensive Follow-up for Low Level Lead Exposure
- Throughout the 2021 contract period, residents from the jurisdiction of the De Pere Health Department will receive comprehensive follow-up services, including a nurse home visit and environmental lead hazard investigation, at a venous blood lead level greater than or equal to 10 micrograms per deciliter. Children with a venous BLL of 5 - 9.9 mcg./dl. will be contacted either by phone or letter indicating the elevated lead level and receive education regarding lead toxicity and appropriate follow-up.

Immunization**Program Total Value \$7,458**

- 1 Template Objective 1 \$7,458
- By December 31, 2021, 86% children residing in De Pere Health Department jurisdiction who turn 24 months of age during the contract year will complete 4 DTaP, 3 Polio, 1 MMR, 3 Hib, 3 Hepatitis B, 1 Varicella and 4 Pneumococcal Conjugate (PCV) vaccination by their second birthday.

MCH**Program Total Value \$8,933**

- 1 Objective 1: COVID-19 Response \$8,933
- By December 31, 2021, the De Pere Health Department will provide infrastructural and leadership support to improve the health of mothers, children, and families during the COVID-19 pandemic.

Total of Contract Objective Values \$0**Total of Contract Statement Of Work Values** \$18,268



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 9, 2021

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Consideration and possible approval of DPH Contract #43561-4 to the Health Department*

The State of WI Department of Health Services has granted the De Pere Health Department \$3,600 for Communicable Disease Control and Prevention. The health department requests the approval of the grant and accept the funds in the amount of \$3,600. Thank you for your consideration and if you have any questions please contact Debbie Armbruster, health director.

ATTACHMENTS:

- DPH Contract No.43561-4 (PDF)



GRANT AGREEMENT MODIFICATION
between the
STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES
And
DEPERE DPH
for
2020 DPH Consolidated Contract

DPH Contract No.: 43561-4
Agreement Amount: \$3,600
Agreement Term Period: 10/1/2019 to 9/30/2021
CARS Pre-Packet No: 16838

DHS Division: Division of Public Health
DHS Grant Administrator: Yvette Smith
DHS Telephone: 608-267-2491
DHS Email: Yvette.smith@dhs.wisconsin.gov

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

Modification Description: We are adding funding for Communicable Disease Control and Prevention (Profile 155800). Please see attached Scope of Work. Final reports are due 45 days from the end of the designated contract period for the included profiles. Please take note of the attached Exhibit I which includes changes to the CARES Act funding received by all agencies.

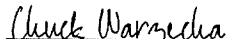
This is a Modification of an existing Agreement, as specified above. This Modification of Agreement encompasses both Amendments and Addendums to an existing Grant Agreement. This Modification is entered into by and between the State of Wisconsin Department of Health Services (DHS) and the Grantee listed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

State of Wisconsin
Department of Health Services

Authorized Representative

Name: Chuck Warzecha

Title: Deputy Administrator

Signature: 

Date: 11/10/2020

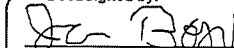
Grantee

Entity Name: City of De Pere Health Department

Authorized Representative

Name: James Boyd

Title: Mayor

Signature: 

Date: 11/10/2020

CARS PAYMENT INFORMATION***DHS CARS STAFF INTERNAL USE ONLY*****CARS PAYMENT INFORMATION**

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

Agency #:	Agency Name:	Agency Type:	CARS Contract Start Date	CARS Contract End Date	Program Total Contract:
472779	DEPERE DPH	160	7/1/2020	6/30/2021	\$3,600

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155800	COMM DISEASE CTRL & PREV		-	\$3,600	\$3,600	N/A
					\$3,600	

Scope of Work
Communicable Disease Control and Prevention (LPHD and Tribal HD)
Funding Period July 1, 2020-June 30, 2021

Overview

The Communicable Diseases Funding passed in the 2017-2019 Biennial Budget allocated \$500,000 in GPR per year as a continuing appropriation to local and tribal health agencies for communicable disease control and prevention (page 79).

The budget language as passed (page 329) states:

“252.185 Communicable disease control and prevention.

(1) From the appropriation under s. 20.435 (1)(cf), the department shall distribute moneys to local health departments to use for disease surveillance, contact tracing, staff development and training, improving communication among health care professionals, public education and outreach, and other infection control measures as required under this chapter. The department shall consider the following factors to establish an equitable allocation formula for the distribution of moneys under this section:

- (a) Base allocation, including at least some base amount for each local health department.*
- (b) General population.*
- (c) Target populations.*
- (d) Risk factors.*
- (e) Geographic area, including consideration of the size of the service area or the density of population, or both.*

(2) By January 1, 2019, and biennially thereafter, each local health department shall submit to the division of the department that addresses public health issues a financial statement of its use of funds under this section.”

Eligible Uses

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

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

Prohibited uses include:

- Meals for trainings or conferences;

- Uses not intended for infectious disease prevention or follow up.

Reporting Requirement

The local agency is expected to submit its financial statement to the Director of the Bureau of Communicable Diseases of its use of funds for this fiscal year **no later than January 1, 2020**. Please submit your report using an online form titled: "Financial Reporting by Local and Tribal Health Agencies for Communicable Disease Funds."



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 9, 2021

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Consideration and possible action to accept DPH Contract No.43561-5 to the Health Department*

The State of WI Department of Health Services has granted the De Pere Health Department \$258,632 in CARES Act funding for COVID-19 Response efforts. The description of the grant is attached. The health department requests the approval of the grant and accept the funds in the amount of \$258,632.

ATTACHMENTS:

- DPH Contract No.43561-5 (PDF)

Isolation/Quarantine: Profile 105000 Scope of Work

SFY21

Background

Pursuant to §252.06 (10) (c), Wis. Stats., all expenses incurred by a local or tribal health department (LTHD) in quarantining a person outside his or her home during a public health emergency declared by the governor under §323.10 are reimbursed by state funds appropriated under §20.435 (1) (c).

Executive Order #72 declared a public health emergency on March 12, 2020, in response to the COVID-19 pandemic. CARS Profile 105000 was created for LTHD reporting and reimbursement of quarantine expenses for the duration of the public health emergency, which expired May 11, 2020 (60 days after declaration, per statute). As the funding appropriation is sum sufficient – that is, amounts are those which are necessary to accomplish the purpose specified – there was no budget associated with Profile 105000.

Executive Orders declaring public health emergencies were subsequently issued on July 30 (EO #82), September 22 (EO #90) and November 20 (EO #95). The current public health emergency expires January 19, 2021.

Scope of Work

All activities and associated costs which are necessary and reasonable to isolate or quarantine individuals outside their homes are encompassed in this scope of work. All expenses incurred by a local health department which have not been reimbursed by federal funds are eligible for reimbursement.

Period of Performance

August 1, 2020 thru January 19, 2021 (effective periods of public health emergencies). Future declarations of public health emergency may extend this period and a revised scope of work may be issued.

Reporting Requirements

CARS Profile 105000 has been re-activated for expense reporting for the period. Each CARS expense report shall include expenses only from a **single month**, shall clearly indicate the name of the month, and shall not include expenses from multiple months. Expense reports shall also **include the related Executive Order #** in the comments column of the report. This will allow DHS to associate reported expenses with the corresponding declared emergency period.

EO #82 – August 1, 2020 –September 28, 2020 - If there are expenses for Sept 29 – Sept 30, please submit an additional report for September and reference EO#90 in the comments.

EO #90 – October 1, 2020 – November 21, 2020 - If there are expenses for Nov 22 – Nov 30, please submit an additional report for November and reference EO#95 in the comments. See examples 1 and 2 below.

EO #95 – November 20, 2020 – January 19, 2021

12/10/2020

Example 1: Expenses for Nov 1 – Nov 21:

DEPARTMENT OF HEALTH SERVICES Division of Enterprise Services F-00642 (06/2016)		COMMUNITY AIDS REPORTING SYSTEM (CARS) EXPENDITURE REPORT		STATE OF WISCONSIN	
		☒ Original Report	☐ Additional Report	☐ Final Report	Office Use Only
INSTRUCTIONS: 1. Report expenses in whole dollar amounts. No formulas. 2. See Contract for current Agency Number and Agency Type. 3. Complete one line per profile.	Agency Number	Agency Name		Date entered in CARS	
	Example	Example			
	Agency Type	Agency Contact Person	DHS Contract Administrator	Operator Initials	
	Example	Example	Donna Moore		
	Report Period (mm/yy)	Agency Contact Phone Number	Agency Contact Email Address		
	11/20	Example	Example		
Profile Name	Profile Number	Current Net Expense	CTD (Contract to Date) Expense	Comments	
PH Emergency Quarantine	105000	100	100	EO# 90	

Example 2: Expenses for Nov 22 – Nov 30:

DEPARTMENT OF HEALTH SERVICES Division of Enterprise Services F-00642 (06/2016)		COMMUNITY AIDS REPORTING SYSTEM (CARS) EXPENDITURE REPORT		STATE OF WISCONSIN	
		☐ Original Report	☒ Additional Report	☐ Final Report	Office Use Only
INSTRUCTIONS: 1. Report expenses in whole dollar amounts. No formulas. 2. See Contract for current Agency Number and Agency Type. 3. Complete one line per profile.	Agency Number	Agency Name		Date entered in CARS	
	Example	Example			
	Agency Type	Agency Contact Person	DHS Contract Administrator	Operator Initials	
	Example	Example	Donna Moore		
	Report Period (mm/yy)	Agency Contact Phone Number	Agency Contact Email Address		
	11/20	Example	Example		
Profile Name	Profile Number	Current Net Expense	CTD (Contract to Date) Expense	Comments	
PH Emergency Quarantine	105000	101	201	EO# 95 - 11/22-11/30	

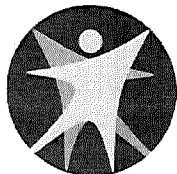
Final Reports

Final CARS reports are due 45 days after the end date of the last Executive Order or the end of the CARS profile period (06/30/21), whichever comes first.

Please contact any of the following staff at the Division of Public Health, Bureau of Operations if you have any questions on reporting for profile 105000.

Donna Moore at DonnaJ.Moore@dhs.wisconsin.gov
 Kären Drogsvold at Karen.Drogsvold@dhs.wisconsin.gov
 Chris Gjestson at Christopher.Gjestson@dhs.wisconsin.gov

12/10/2020



GRANT AGREEMENT MODIFICATION
between the
STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES
And
DEPERE DPH
for
2020 DPH Consolidated Contract

DPH Contract No.: 43561-5

Agreement Amount: \$258,632

Agreement Term Period: 10/1/2019 to 9/30/2021

CARS Pre-Packet No: 17663

DHS Division: **Division of Public Health**

DHS Grant Administrator: **Chuck Warzecha**

DHS Telephone: **608-266-9780**

DHS Email: Charles.Warzecha@dhs.wisconsin.gov

Grantee Grant Administrator: Ms Debbie Armbruster

Grantee Address: 335 S BROADWAY, DE PERE, WI,
54115

Grantee Email: darmbruster@mail.de-pere.org

Modification Description: This contract modification is **reallocating CARES Act funding** based on spending plans submitted by Local Public Health Departments. This contract modification may include funding changes for only one or up to all three of the CARES Act profiles including 155803, 155804, and 155805. This contract must be fully executed by both parties by 12/30/20 in order to be effective. In order to accomplish this, we request your agency sign the contract modification and return by close of business **12/15/20**. Failure to sign by this date may result in DHS not being able to complete the requested funding change(s). Final CARS reports are due 1/31/2021.

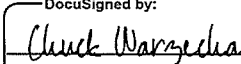
We are also adding funding for Public Health Emergency Quarantine (Sum- sufficient Profile 105000) costs being borne by Local and Tribal Health Departments. Please note special circumstances regarding funding termination. Per statute, funding through this appropriation is available for quarantine related expenses only while there is a declared public health emergency. Specific reporting information can be found in the attached scope of work. Final CARS reports are due 45 days after the end date of the last Executive Order or the end of the CARS profile period (06/30/21), whichever comes first.

Any questions on this contract modification can be directed to Kären Drogsvold at Karen.Drogsvold@dhs.wisconsin.gov or Donna Moore at DonnaJ.Moore@dhs.wisconsin.gov.

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

State of Wisconsin
Department of Health Services

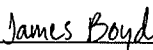
Authorized Representative

Name: Chuck Warzecha
Title: Deputy Administrator
Signature: 
Date: 12/14/2020

Grantee

Entity Name: City of De Pere

Authorized Representative

Name: James Boyd
Title: Mayor
Signature: 
Date: 12/14/2020

CARS PAYMENT INFORMATION***DHS CARS STAFF INTERNAL USE ONLY*****CARS PAYMENT INFORMATION**

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

Agency #:	Agency Name:	Agency Type:	CARS Contract Start Date	CARS Contract End Date	Program Total Contract:
472779	DEPERE DPH	060	3/1/2020	12/31/2020	\$258,632

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155803	CARES COVID19 TEST COORD	CARES Act funding ends 12/30/20 - Final report due 1/31/21	\$59,200	\$-36,418	\$22,782	N/A
					\$258,632	

DHS CARS STAFF INTERNAL USE ONLY**CARS PAYMENT INFORMATION**

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

Agency #:	Agency Name:	Agency Type:	CARS Contract Start Date	CARS Contract End Date	Program Total Contract:
472779	DEPERE DPH	160	8/1/2020	6/30/2021	Sum Sufficient

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
105000	PH EMERGEN CY QUARANTI NE		-	\$0	\$0	N/A
					\$0	

CARS FEDERAL AWARD INFORMATION

DHS Profile Number	155803
FAIN	N/A
Federal Award Date	N/A
Sub-award period of Performance Start Date	3/1/2020
Sub-award period of Performance End Date	12/30/2020
Amount of Federal Funds obligated (committed) by this action	\$-36,418
Total Amount of Federal Funds obligated (committed)	\$22,782
Federal Award Project Description	Coronavirus Relief Fund
Federal Awarding Agency Name (Department)	Department of Treasury
DHS Awarding Official Name	Julie A. Willems Van Dijk
DHS Awarding Official Contact Information	608-266-9622
CFDA Number	21.019
CFDA Name	Coronavirus Relief Fund
Total made available under each Federal award at the time of disbursement	\$1,997,294,785
R&D?	No
Indirect Cost Rate	N/A



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 9, 2021

DEPARTMENT: Health Department

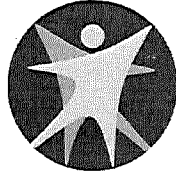
FROM: Deborah Armbruster

SUBJECT: Consideration and possible action to accept DPH Contract No.43561-6*

This is a grant from the State of WI Department of Health Services for Prevention funding through 9/30/2021. Description of grant attached. The health department requests the approval of the grant and accept the funds in the amount of \$4,294. Thank you for your consideration and if you have any questions please contact Debbie Armbruster, health director.

ATTACHMENTS:

- DPH Contract No. 43561-6 (PDF)



GRANT AGREEMENT MODIFICATION
between the
STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES
And
DEPERE DPH
for
2020 DPH Consolidated Contract

DPH Contract No.: 43561-6

Agreement Amount: \$4,294

Agreement Term Period: 10/1/2019 to 9/30/2021

CARS Pre-Packet No: 18106

DHS Division: **Division of Public Health**

DHS Grant Administrator: **Chuck Warzecha**

DHS Telephone: **608-266-9780**

DHS Email: **Charles.Warzecha@dhs.wisconsin.gov**

Grantee Grant Administrator: Ms Debbie Armbruster

Grantee Address: 335 S BROADWAY, DE PERE, WI,
54115

Grantee Email: darmbruster@mail.de-pere.org

Modification Description: We are adding funding for Prevention (Profile 159220). Please see attached Scope of Work. Final reports are due 45 days from the end of the designated contract period for the included profiles.

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

State of Wisconsin
Department of Health Services

Authorized Representative

Name: Chuck Warzecha

Title: Deputy Administrator

DocuSigned by:

Signature: Chuck Warzecha

AEDA9ED95A7E4A3...

Date: 2/25/2021

Grantee

Entity Name: City of De Pere DPH

Authorized Representative

Name: James Boyd

Title: Mayor

DocuSigned by:

Signature: James Boyd

50C8D1E932AB49A...

Date: 2/25/2021

CARS PAYMENT INFORMATION***DHS CARS STAFF INTERNAL USE ONLY*****CARS PAYMENT INFORMATION**

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

Agency #:	Agency Name:	Agency Type:	CARS Contract Start Date	CARS Contract End Date	Program Total Contract:
472779	DEPERE DPH	160	See Below	See Below	\$4,294

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
159220	CONS CONTRAC TS PHHS	10/1/19- 9/30/21	-	\$4,294	\$4,294	N/A
					\$4,294	

CARS FEDERAL AWARD INFORMATION

DHS Profile Number	159220
FAIN	NB01OT009342
Federal Award Date	9/10/2020
Sub-award period of Performance Start Date	10/1/2019
Sub-award period of Performance End Date	9/30/2021
Amount of Federal Funds obligated (committed) by this action	\$4,294
Total Amount of Federal Funds obligated (committed)	\$4,294
Federal Award Project Description	Preventive Health and Health Services Block Grant 2020
Federal Awarding Agency Name (Department)	Centers for Disease Control and Prevention
DHS Awarding Official Name	Julie A. Willems Van Dijk
DHS Awarding Official Contact Information	608-266-9622
Assistance Listing (formerly CFDA) Number	93.991
Assistance Listing (formerly CFDA) Name	Preventive Health and Health Services Block Grant
Total made available under each Federal award at the time of disbursement	\$3,090,044
R&D?	No
Indirect Cost Rate	0.065

Federal Fiscal Year 2020 (FFY20)
Preventive Health and Health Services (PHHS) Block Grant
Consolidated Contract Scope of Work

Data was obtained through the Local and Tribal Health Department COVID-19 Impact Survey sent to all local and tribal health departments on October 23, 2020.

Health Department Name: De Pere Health Department
Name of Staff Completing Survey: Deborah Armbruster
2020 Consolidated Contract Number: 43561
FFY20 PHHS Block Grant Allocation: \$4294

FFY2020 PHHS Block Grant Activities:

- Template Objective #11 - National Public Health Performance Standards, Redirect Option for Pandemic Response
 - Template Objective #11 - National Public Health Performance Standards (standard, non-pandemic response)
-

All agencies have agreed to the following as indicated in their survey results:

- Agency has read the PHHS Block Grant Boundary Statement and Quality Criteria and agrees to implement evidence-based intervention(s) with FFY20 PHHS Block Grant funds.
- Agency agrees to complete the Local and Tribal Health Department COVID-19 Impact Survey again in 2021.
- If allocated more than \$7,500 of FFY20 PHHS Block Grant funds, agency agrees to submit a brief success story related to their response efforts, implementation of *Healthy Wisconsin* strategy(ies), or related story of success.

2019-2021 (FY2020) Template Objectives for Preventive Health and Health Services Block Grant

Introduction: This document provides the template objective statement and information for items listed in the table below. Information specific to a health department, such as context for selecting an objective, description of the intervention, and evidence-based sources, are contained in the agency's **Preventive Health and Health Services (PHHS) Block Grant Data Collection Form**, which is completed in SharePoint. That form serves as the Scope of Work Agreement for this program and is attached to the contract.

The following sections correlate to fields in the Grants and Contracts (GAC) system:

- | | | |
|-------------------------------|---------------------------------------|--------------------------------|
| A. Objective Statement | D. Input Activities | G. For Your Information |
| B. Deliverable | E. Baseline for Measurement | |
| C. Context | F. Data Source for Measurement | |

A. Template Objective: By September 30, 2020, the health department will implement an evidence-based intervention to address the selected Template Objective(s) described in the Scope of Work.

B. A report that briefly describes:

1. The source of the evidence-based intervention and the intervention that was implemented from that source.
2. Outcomes of the PHHS contract funded work including the number of individuals served and number of organizations reached when appropriate.
3. How funds were used to implement the evidence-based intervention such as initiate a new effort; maintain an existing effort; enhance/expand an effort; or sustain/restore an effort.
4. Any barriers or challenges to success.
5. Strategies to overcome barriers or challenges.
6. Any additional funding or resources received as a result of the PHHS contract funded activities.

C. Agencies will describe their efforts on meeting the National and State Health objectives. These are described in detail in the full Template Objectives document. Context for why this objective was chosen and the expected outcome measure(s) are found in the Scope of Work.

D. CDC requires PHHS Block Grant funds to be used on evidence-based interventions, best practices or promising practices. A list of evidence-based and best practice interventions is included in the Boundary Statement. Information on the evidence-based intervention to be implemented is found in the Scope of Work.

E. Baseline data is described in the Scope of Work.

F. Agency report to the WI Division of Public Health.

G. N/A

Information Specific to Template Objective 10 – Community Health Improvement Processes and Plans

B. As a deliverable agencies must provide the priority areas identified in the assessment, a list of key partners involved, and provide a copy of the community health assessment to the regional contract administrator. When utilizing this objective for a community health improvement plan, as a deliverable agencies must describe the objectives and interventions completed during the time period and provide a copy of the community health improvement plan to the regional contract administrator.

Information Specific to Template Objective 11 – National Public Health Standards (not redirected)

B. A report that briefly describes:

1. Outcomes of the PHHS contract funded work.
 - a. If developing or implementing a strategic plan include the strategic priorities identified, the involvement of staff and governing body/board, implementation plan and provide the strategic plan to

- your contract monitor.
- b. If developing a performance management plan, include a description of the areas identified in the performance management plan and provide the plan to your contract monitor.
 - c. If developing or implementing a quality improvement plan, include a description of the quality improvement structure, implementation plan and provide the plan to your contract monitor.
 - d. If conducting a quality improvement project include the title of the operation, program or service addressed and the type of improvement.
 - i. **Efficiency improvement:** Time saved, reduced number of steps, costs saved, costs avoided, revenue generated due to billable service, or other (please specify).
 - ii. **Effectiveness improvement:** Increased staff satisfaction, organizational design improvements, quality enhancements of operations, programs, or services, or other (please specify).
 - e. If developing or implementing a Workforce Development (WFD) Plan, include a description of the areas identified, implementation plan, and provide the WFD plan to your contract monitor.
 - f. If developing a database, and/or record-keeping systems to meet public health accreditation documentation standards, include a description of the database, and/or record-keeping systems
 - g. If an agency accreditation self-analysis against PHAB standards and measures was completed, include a brief description agency's strengths, opportunities for improvement, and plans for addressing gaps.
 - h. If developing or updating policies and procedures, include description of the processes of development or revision, of adopting agency's policies and procedures and a list of the policies and procedures adopted by the agency.
 - i. If conducting other activities related to National Public Health Performance Standards and accreditation readiness or reaccreditation include a description of the activity/ies and the impact in meeting or sustaining National Public Health Performance Standards, and other information as requested

Information Specific to Template Objective 11 – National Public Health Standards – Redirected Funds for COVID-19 Response

Any activities funded with FY2020 PHHS Block Grant funds for the purpose of community pandemic response must:

- Be unduplicated efforts by the health department and shall not displace any local, state, or other federal funds,
- Be allowable per the Boundary Statement, and
- Be connected to the Public Health Accreditation Board Standards and Measures.

Information Specific to Template Objective 13 - Tobacco Control: By September 30, 2021, the health department will implement two interventions to develop public health policy on Other Tobacco Products (OTP) and E-Cigarettes.

B. A report that briefly describes:

1. The outreach and education conducted to local and state leaders and media advocacy conducted.
2. Outcomes of the PHHS contract funded work including the number of individuals and number of organizations reached when appropriate
3. How funds were used to implement the evidence-based intervention such as initiate a new effort; maintain an existing effort; enhance/expand an effort; or sustain/restore an effort.
4. Any barriers or challenges to success.
5. Strategies to overcome barriers or challenges.
6. Any additional funding or resources received as a result of the PHHS contract funded activities.

2019-2021 (FY2020) Preventive Health and Health Services Block Grant Program Boundary Statement

For each consolidated contract program, the Division of Public Health has identified a boundary statement. The boundary statement sets the parameters of the program within which the local and tribal public health agency will need to set its objectives. The boundaries are intentionally as broad as federal and state law permit to provide maximum flexibility, however if there are objectives or program directions that the program is not willing to consider or specific programmatic parameters, those are included in the boundary statement. Agencies are encouraged to leverage resources across categorical funding to achieve common program goals.

Boundary Statement

The Preventive Health and Health Services (PHHS) Block Grant is a federal program to allocate funds to states to improve the health of the general population.

Acceptable Uses of Funding

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

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

Success is achieved by:

- Using evidence-based methods and interventions.
- Reducing risk factors.
- Establishing policy, social, and environmental changes.
- Leveraging other funds.
- Continuing to monitor progress towards selected outcomes and re-evaluate funded activities.
- Reflecting Healthy People 2020, Healthiest Wisconsin 2020, and Healthy Wisconsin objectives in project objectives.

Unacceptable Uses of Funding

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

- Providing financial assistance to any entity other than a public or non-profit private entity.
- Providing inpatient services. Offering cash payment to recipients of health services.
- Purchasing or improving land; purchasing, constructing, or permanently improving a building or facility; or purchasing major medical equipment.
- Using as a match requirement for Federal funds.
- Advocating for or promoting gun control.
- Distributing sterile needles or syringes for the hypodermic injection of any illegal drug.
- Paying the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II.
- Paying indirect or administrative costs in excess of 10%.
- Preparing, distributing, or using any media or material designed to support or defeat the enactment of legislation at the federal, state, or local legislature or legislative body, or for the salary or expenses of any grant or contract recipient or agent related to any lobbying activity.
- Maintaining or establishing a computer network unless it blocks the viewing, downloading, and exchanging of pornography.
- Supplanting grantee funds by replacing or releasing available local grantee funds for alternative uses.

References

- Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion: <http://www.cdc.gov/phhsblockgrant/index.htm> and <https://www.cdc.gov/chronicdisease/index.htm>
- Healthy People 2020: <http://www.healthypeople.gov/2020/>
- Healthiest Wisconsin 2020: <http://www.dhs.wisconsin.gov/hw2020/>
- Healthy Wisconsin: <https://healthy.wisconsin.gov/>
- 10 Essential Public Health Services: <http://www.cdc.gov/nphpsp/essentialServices.html>

2019-2021 Preventive Health and Health Services (PHHS) Block Grant Program Quality Criteria

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

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

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

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

- a) There is no separate sub-criterion to this Quality Criteria Category.

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

- a) There is no separate sub-criterion to this Quality Criteria Category.

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

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

- a) Provision of public information and education and/or outreach activities should utilize strategies that have a scientific basis (best-practices) for delivery methods to assure maximum impact on the selected population.
- b) All materials produced with PHHS Block Grant funds must include the following statement: **"This publication (journal article, etc.) was supported by the Grant or Cooperative Agreement Number, NB01 OT009342, funded by the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention or the Department of Health and Human Services."**
- c) If a conference/meeting/seminar is funded, materials, including promotional materials, agenda, and internet sites must include the following statement: **"Funding for this conference was made possible (in part) by the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services, nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government."**

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

- a) There is no separate sub-criterion to this Quality Criteria Category.

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

- a) There is no separate sub-criterion to this Quality Criteria Category.

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

- a) Provision of written policy and program information about the current guidelines, standards, and recommendations for community and/or clinical preventive care.

Financial management practices sufficient to assure accurate eligibility determination, appropriate use of state and federal funds, prompt and accurate billing and payment for services provided and purchased, accurate expenditure reporting, and, when required, pursuit of third party insurance and Medical Assistance Program coverage of services provided.

- a) Program-specific data collection, analysis, and reporting to assure program outcome goals are met or to identify program management problems that need to be addressed.

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

- a) There is no separate sub-criterion to this Quality Criteria Category.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 9, 2021

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and Possible Action on Revised Purchase, Sale, and Development Agreement Terms with Howard Immel, Inc. for a proposed development located on Parcels, ED-2382, ED-D43-1, ED-F0083 and Portions of ED-2381, ED-F0080, ED-F0082, and in the East Business Park.*

ATTACHMENTS:

- LOI - City of De Pere 1.8.21 (PDF)
- Immel Construction Sale and Development Term 03092021 (PDF)
- Ex A - Sale Map (PDF)
- Ex B - Site Plan Map Annotated (PDF)



1820 Radisson St.
Green Bay, WI 54302
O: 920.468.8208
F: 920.468.7160
www.immelconstruction.com

January 8, 2021

LETTER OF INTENT

Business Name Immel Construction
Project Location Profit Place and Future Commerce Drive, De Pere, WI

Project Summary

- The proposed project is a consolidation of two locations plus an expansion that includes a corporate headquarters.
- Industrial manufacturing facility with no noise or odor issues.
- Existing jobs: 43 / New jobs created: 35
- Guaranteed minimum assessed value: \$10 million

Property Use

- The proposed project size is ±350,000 square feet and includes corporate headquarters, production space, and warehouse space for input materials and finished goods, and a future addition area.
- The clear height on the interior of the building is anticipated to be between 33' and 36'.
- It is anticipated that approximately 40 trucks per day will be coming and going between formal business hours. A few acres of space for trailer storage outside is anticipated.
- Building construction is anticipated to be steel super structure with precast exterior walls, flat EDPM roof and glass and aluminum office front.

Project Schedule

- | | |
|-----------------------------|--|
| ▪ Site Acquisition | 1 st quarter 2021* |
| ▪ Building Design | 1 st quarter 2021 |
| ▪ Construction Commencement | Spring 2021 (target date of May 1, 2021) |
| ▪ Construction Period | 10 months** |
| ▪ Occupancy | 1 st quarter 2022 |

*Anticipated closing late February/early March

**Building assessed value dates 85% complete January 1, 2022 / full value by January 1, 2023

Tax Incremental Financing

- Creation of new Tax Increment District by April 6, 2021 (Common Council approval date) with a TID base valuation date of January 1, 2021.
- TIF incentive in the form of land grant and milestone cash grant are requested as proposed by the City in an email dated 12/23/2020, at 17%.



1820 Radisson St.
Green Bay, WI 54302
O: 920.468.8208
F: 920.468.7160
www.immelconstruction.com

Site Requirements

- 30-acre site comprising multiple parcels, as depicted in *Proposed parcel 01.8.2021* attachment. Final acreage plus or minus based on fully developed site plan concept.
- Land cost at \$30,000/acre.
- City to vacate the northerly 126' of Profit Place and work with the developer to discuss transfer or abandonment of utilities necessary to accommodate the site development.
- Proposed project to drain to the City's regional storm water pond adjacent to site.

Commerce Drive Extension

- To be extended per the Commerce Drive extension map as attached or similar.
- To be completed by December 2021.
- No costs associated with the extension will be assigned to the project.
- The City to extend laterals to the property line for connection in coordination with the property project. (Minimum 6" water main, 12" storm sewer, 8" sanitary sewer.)
- Proposed project to have Commerce Drive address.

Zoning/Code Requirements

- According to City landscape requirements, 131 trees would be required to be planted. Given that the proposed building occupies a substantial footprint of the acreage and future expansion is desired, the Project requests an exception to this rule to reduce the number of trees required to 70 or that shrubs such as Boxwood be considered an offset in the formula.
- Commerce Drive shall be considered the front facing and Profit Place the rear facing side of the building for zoning and code purposes.

Miscellaneous

- Access to the proposed property is requested to survey and conduct geotechnical analysis including soil borings beginning as early as late January 2021.
- City to complete a Certified Survey Map (CSM) and ALTA survey for the subject parcel (comprised of parcels ED-2381, ED-2382, portions of ED-F0083, ED-F0082, ED-F0080, and ED-D43-1 if necessary)

Attachments

- Preliminary East De Pere site concept
- Proposed parcel 01.8.2021
- Commerce Drive extension

Contact

Carol Karls
Director of Strategic Growth
Immel Construction
920-406-0159
carolka@immelconstruction.com

CITY OF DE PERE MEMO



To: De Pere Finance and Personnel Committee
 From: Daniel Lindstrom, Development Services Director
 Date: January 12, 2021 (Updated March 9, 2021)

RE: **Consideration and possible action on proposed Purchase, Sale, and Development Agreement Terms with Howard Immel, Inc. for a proposed development located on Parcels, ED-2382, ED-D43-1, ED-F0083, and Portions of ED-2381, ED-F0080, ED-F0082, and in the East Business Park.***

In January, the Finance and Personnel Committee heard from City staff regarding a proposed purchase, sale, and development agreement terms with Howard Immel, Inc. for a proposed development located on Parcels, ED-2382, ED-D43-1, ED-F0083 and Portions of ED-2381, ED-F0080, ED-F0082, and in the East Business Park. City staff continues to work with the developer to complete the Development Agreement to present to the Common Council in April. To date, the City is working to complete the creation of TID No. 17 and is expected to approve the TID at the March 16' 2021 Common Council meeting. Moreover, Engineering staff, in coordination with Robert E Lee & Associates Inc. have begun the wetland permitting and road design for the extension of Commerce Drive and reconfiguration of Profit Place.

Immel Construction ("Developer") continues to work with their client to prepare a site plan that meets their needs and is sensitive to the future positioning of the business park. The conceptual layout went through several iterations and the proposed site plan impacts several of the proposed terms presented in January; therefore, City Staff deemed it was necessary to present the revised preliminary site plan to the Finance and Personnel Committee for additional direction.

The memo below is from the January 12, 2021 Finance and Personnel Committee meeting with the proposed amendments or updates highlighted in gray.

PROJECT SUMMARY

Immel Construction presented the City of De Pere with a Letter of Intent to acquire and develop parcels ED-2381, ED-2382, portions of ED-F0083, ED-F0082, and ED-F0080 ("subject area") in the east business park. Specifically, Carol Karls, Director of Strategic Growth of Immel Construction approached the City with a manufacturing client with the desire to acquire approximately 30 acres 29.4 acres of industrial land to develop a 350,000 to 400,000 square foot manufacturing, warehousing, and office/headquarters facility. The Developer expressed interest to initiate construction later this spring, open in 2022, and be fully assessed by January 1, 2023. Concept plans have not been presented at this time. See Figure 1 for the proposed development site.

Figure 1: Site Map



DEVELOPMENT ITEMS TO CONSIDER

Commerce Drive Extension and New TID

The City planned to extend Commerce Drive to Rockland Road as part of the TID No. 10 project plan. Continued and unfortunate delays in the Southern Bridge Connector Project made the East De Pere Business Park less attractive to development than those in the West Business Park immediately adjacent to US-41. Consequently, the bridge delay resulted in not having enough increment revenue to implement a large infrastructure project. The recently renewed energy by Brown County and WisDOT has encouraged more businesses to look at the East Business Park. The proposed development project is a large enough project to trigger the road extension. The map to the Right, from the TID project plan, outlines the proposed TID No. 17 boundary. The project plan would also include allowable expenditures within one-half mile of the district boundary. Figure 1 outlines the planned road alignment.

TIF Incentive and Analysis

The Developer proposes a \$10,000,000 guaranteed property value for the project.

In 2013 the State of Wisconsin amended how technical colleges were funded. The State increased state funding and consequently lowered local mill rates. The change negatively impacted TID funding. Therefore, to guard against uncertain future changes, the City proposed to also include a minimum threshold of annual taxes paid to the City. The amount shall be no less than \$219,000 a year. After many discussions, the Developer and City staff proposes the following financial incentive package to facilitate the development.

Land Grant: Land Grant: ~~\$847,500~~ 882,000 (calculated for 29.4 acres including vacated ROW).

TIF Grant: A ~~\$852,500~~ 818,000 milestone cash grant received at three different stages of the project (1) footings and foundations, (2) building enclosure, and (3) after receiving Certificate of Occupancy and completing all approved site plan improvements. Any reduction or expansion of the desired acreage shall be accompanied by an equal increase or decrease in TIF Grant.

The total value of the incentives compared to the guaranteed value is approximately 17%.

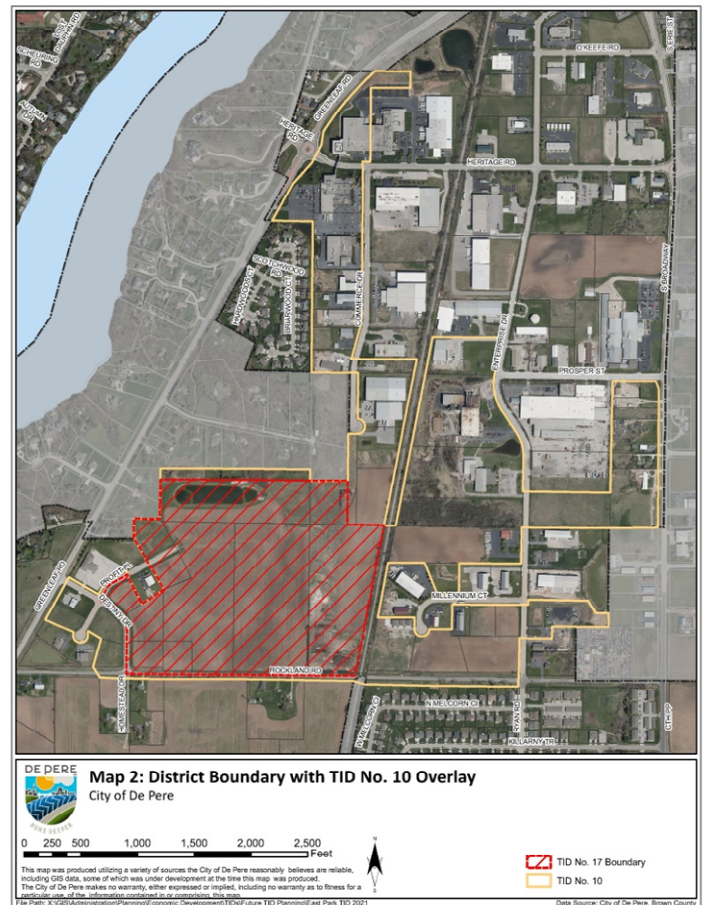
PROPOSED TERMS

General Information

Staff outlines the proposed terms for a proposed sale and development agreement:

Parcel IDs:	ED-2382, ED-D43-1, ED-F0083 and Portions of ED-2381, ED-F0080, ED-F0082
Acres:	Approximately 28.25 29.4 acres (including vacated ROW).
Size:	350,000 to 400,000 square foot manufacturing and office/headquarters facility
Purpose Use:	Manufacturing, warehousing, and office

Draft Future TID Boundary



Construction Style:	Exterior load-bearing precast panels with interior conventional steel framing with flat EDPM roof with a glass and aluminum office front.
Anticipated Construction Value:	\$19,000,000
Anticipated Assessed Value:	\$10,000,000
Retain/Relocated Jobs:	43
New Jobs:	35
Property List Price:	\$30,000/acre (\$847,500 \$882,000 total)

Developer Obligations:

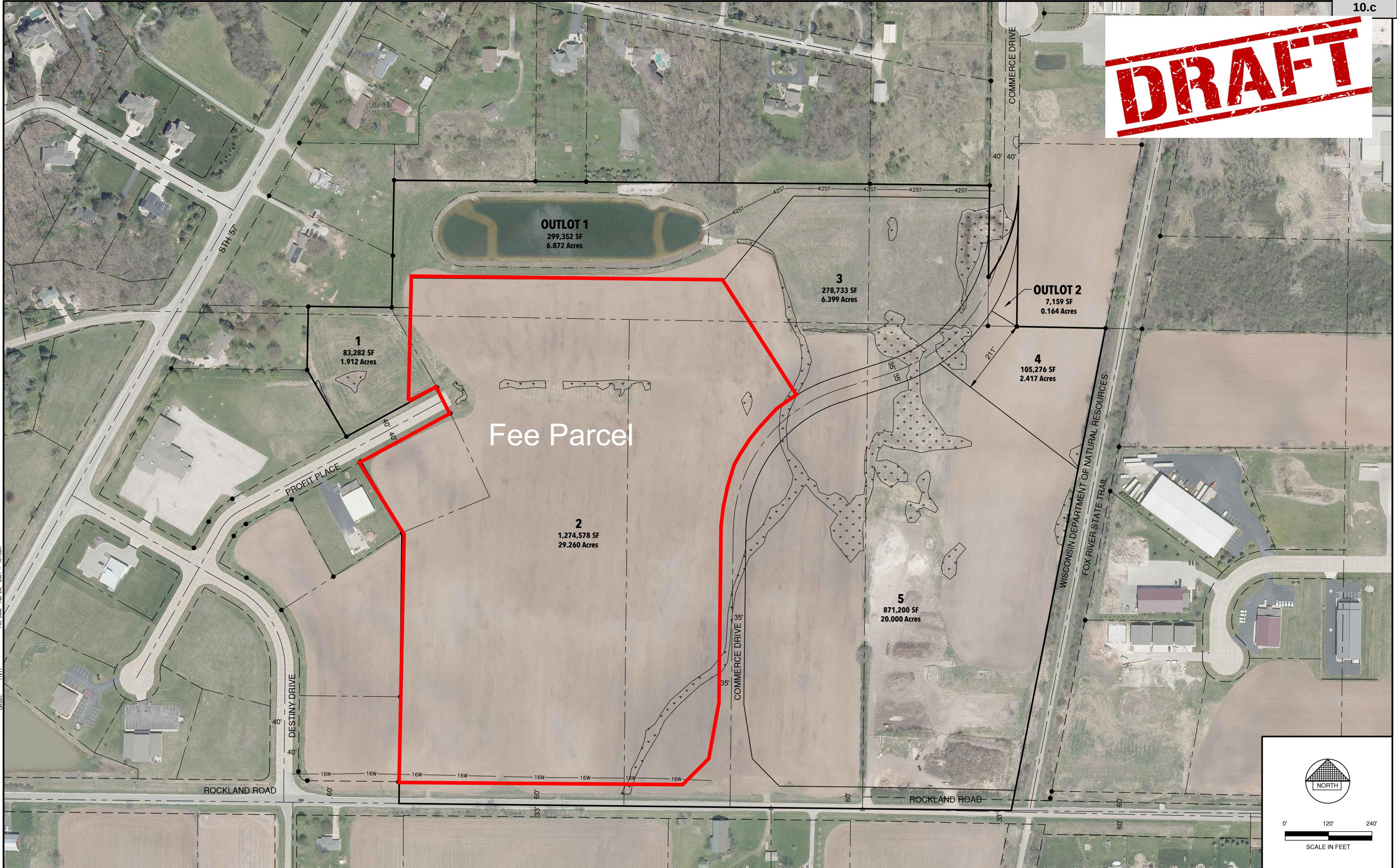
1. Construction of 350,000 ~~to 400,000~~ square foot manufacturing, warehousing, and office facility.
2. Said facility shall maintain a minimum assessed value of \$10,000,000 throughout the life of the new TID; however, the total value on annual taxes received shall be no less than \$219,000 a year throughout the life of the district. The agreement shall include a PILOT agreement to ensure a minimum project value.
3. Construction shall commence by June 2021 and be fully assessed by January 1, 2023.
4. Construction of the proposed facility shall be positioned on the ~~northern~~ southern portion of the lot to preserve future development of the TID.
5. Developer shall submit a development plan to the City within ten years for the development of the ~~southerly~~ Northerly portion of the subject parcel as identified in Exhibit B. If development does not occur ~~on the southerly 240 feet on the~~ northern portion of the subject parcel, as depicted in Exhibit B, within this period then the City may work with Developer to repurchase the property.
6. Developer shall provide the City a first right of refusal to repurchase the northern portion of the subject parcel as identified if Exhibit A.
7. Developer shall continue to work the unimproved lands to ensure no additional wetlands form over the ten years.

City Obligations:

1. The City would, at its own expense, have a ~~Certified Survey Map Plat~~ of the subject parcel prepared to illustrate the boundary changes. Parcels or portions of parcels include ED-2381, ED-2382, ED-D43-1, ED-F0083, ED-F0082, and ED-F0080 as identified in Exhibit A.
2. The City would, at its own expense, have an Alta Survey Map of the proposed parcel prepared to illustrate any site encumbrances.
3. The City would, at its own expense, create a new Tax Increment District by April 6, 2021 (Common Council approval date) with a TID base valuation date of January 1, 2021.
4. The City to construct the extension of Commerce Drive.
5. The City would, at its own expense vacate the northerly 100' of Profit Place (less a future planned roundabout) and work with the Developer to discuss transfer, cap, or abandon utilities necessary to accommodate the site development.
6. City to Provide the following TIF incentive:
 - a. Land grant*: \$882,000 (29.4 acres)
 - b. TIF Cash Grant*: NPV \$818,000 in the form of a cash grant at three different stages of the project (1) footings and foundations, (2) building enclosure, and (3) after receiving Certificate of Occupancy and completing all approved site plan improvements.

* Any reduction or expansion of the desired acreage shall be accompanied by an equal increase or decrease in TIF Grant.

DRAFT



File: R:\0400\0404\040446\1\veg\basemapping.dwg
Plot Date: Feb 24, 2021 10:01 am
LW027: 11X17

NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	DRAWN TEH
								CHECKED
								DESIGNED

EAST DE PERE INDUSTRIAL PARK
CITY OF DE PERE
BROWN COUNTY, WISCONSIN

Exhibit A:

DATE 02/20/21
FILE BASEMAPPING
JOB NO. 404361



Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD, HO
920-662-9641 www.releeinc.com



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 9, 2021

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and Possible Action Regarding a Third Amendment to the Development Agreement with Irwin School Development, LLC for the Redevelopment of the Former Irwin School Property.*

ATTACHMENTS:

- 3rd Amendment to Irwin School Terms FP03092021 (PDF)

CITY OF DE PERE MEMO



To: Finance & Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: March 9, 2021

RE: Consideration and Possible Action Regarding a Third Amendment to the Development Agreement with Irwin School Development, LLC for the Redevelopment of the Former Irwin School Property.

In December of 2018, the Common Council approved a Development Agreement with Milwaukee View, LLC for the redevelopment of 428 N. Superior Street (former Irwin School). Per the agreement, the City subsequently assembled the land and transferred it to the Developer in early 2019. The City and the Developer amended the agreement in 2019 and 2020 to update project timelines that resulted from delays and construction cost increases. Now, due to additional changes in the market the developer requested a third amendment to the agreement. The focus of the amendments are to (1) better position the properties for sale and (2) extend the construction timelines for the remaining phases of the development.

Timelines

Previously, the guaranteed total assessed value of the project (\$5,074,200) was planned for delivery in two phases: \$1,782,000 as of January 1, 2020 (later amended to 2021) and the remainder as of January 1, 2021 (later amended to 2022). The developer delivered the six-unit townhomes of \$1,782,000 Phase 1 by January 1 of 2021, but will not be able to secure the second round of financing until they sell several of the townhome units. Therefore, the developer requests to extend the deadlines for the remaining six-unit townhomes and Irwin School Condominiums until 2023. This assumes construction in 2021 and 2022, full property valuation in 2023, and tax revenue payments in 2024.

Assessed Value vs Tax Revenue

Additionally, the current agreement requires the Condominium Plat to state the guaranteed assessed value on each unit in the restrictive covenants. The three-bedroom townhomes have a \$285,000 guaranteed value and the two-bedroom units have a \$246,300 guaranteed value. The Developer expressed concerns regarding the optics of the values and the potential that could alarm potential buyers. Therefore, the developer requests an amendment to the agreement to include guaranteed annual tax payments to replace the guaranteed assessed value. Calculating values with the 2019 reported mill rate of \$0.020074107 (\$20.074107 per \$1,000 of assessed value), the three-bedroom units would have a \$5,721.12 minimum annual payment and the two-bedroom units would have a \$4,944.25 minimum annual payment.

City staff agrees this is likely the better approach as it would protect the TIDs against mill rate reductions from the other overlying taxing jurisdictions. In the three years since the City created TID No.14, the east side of the City experienced an 18.8% reduction in the mill rate.

Percent of Mill Rate by Jurisdiction (East)				
Taxing Organization	2018 Total Reported Tax (payable 2019)	2019 Total Reported Tax (payable 2020)	2020 Total Reported Tax (payable 2021)	Percent
School District	\$0.009544357	\$0.008304871	\$0.006520496	43.70%
Tech. College	\$0.000824430	\$0.000810903	\$0.000795339	3.77%
County	\$0.004528818	\$0.004264088	\$0.004049804	20.73%
Local	\$0.006944896	\$0.006694245	\$0.006370219	31.80%
Other*				0.00%
Total	\$0.021842501	\$0.020074107	\$0.017735858	100.00%

The City reviewed the project cash flow proforma to analyze the impact of the new timeline on the performance of the TID (table below). The cash flow proforma has been updated to reflect the current and anticipated borrowing for TID No. 14 and moderate increases in mill rates (1.25% annually).

The analysis illustrates that, with the guaranteed annual tax revenue payment, the TID would hypothetically clear a cumulative end-of-life balance of \$688,000, a reduction of \$160,000 from the previous amendment. However, if we assume a zero percent mill rate increase from the current rate the TID would hypothetically clear a cumulative end-of-life balance of \$540,000.

Without the change to guaranteed annual tax revenue and an assumed zero percent mill rate increase from the current rate the TID would hypothetically clear a cumulative end-of-life balance of \$267,000.

Tax Increment Cash Flow																	
City of De Pere																	
TID No. 14																	
8/27/2020																	
Year	Beginning Balance	Revenues							Expenses							Annual Surplus (Deficit)	Balance After Surplus to Principal
		Capital Interest & Debt Reserve	Tax Increment Revenue	Tax Increment Revenue Make Up	Bond Proceeds	Cap Interest	Interest Income	General Fund Advance	Existing Debt Service (2019)	Proposed Debt Service	Irwin Park Townhomes Disburse-ments	General Fund Payback (1% interest)	Debt Issuance	Professional Services, Grants, Annual Admin			
2018	0	0	0		0	0	0	0	0	0	0	0	0	6,750	(6,750)	(6,750)	
2019	(6,750)	0	0		880,000	0	0	0	0	0	420,000	0	18,074	1,000	440,926	434,176	
2020	434,176	0	0		0	0	0	0	19,020	0	436,000	0	0	0	(455,020)	(20,844)	
2021	(20,844)	0	0		0	0	0	0	22,088	0	0	0	0	0	(22,088)	(42,932)	
2022	(42,932)	0	28,956	3,817	730,000	60,000	0	0	82,088	0	654,000	0	20,000	0	66,685	23,754	
2023	23,754	0	29,318	3,455	0	0	0	51,000	85,738	14,600	0	0	0	0	(16,565)	7,189	
2024	7,189	0	91,768	9,550	0	0	0	81,000	84,243	89,436	0	0	0	0	8,639	15,829	
2025	15,829	0	92,915	8,403	0	0	0	77,000	82,715	89,436	0	0	0	0	6,167	21,995	
2026	21,995	0	94,077	7,241	0	0	0	79,000	86,155	89,436	0	0	0	0	4,727	26,722	
2027	26,722	0	95,253	6,065	0	0	0	185,000	194,440	89,436	0	0	0	0	2,442	29,164	
2028	29,164	0	96,443	4,875	0	0	0	185,000	194,940	89,436	0	0	0	0	1,942	31,106	
2029	31,106	0	97,649	3,669	0	0	0	180,000	195,130	89,436	0	0	0	0	(3,248)	27,857	
2030	27,857	0	98,870	2,448	0	0	0	0	0	89,436	0	0	0	0	11,882	39,739	
2031	39,739	0	100,106	1,213	0	0	0	0	0	89,436	0	0	0	0	11,882	51,621	
2032	51,621	0	101,357	0	0	0	0	0	0	89,436	0	0	0	0	11,921	63,541	
2033	63,541	0	102,624	0	0	0	0	0	0	0	0	85,000	0	0	17,624	81,165	
2034	81,165	0	103,907	0	0	0	0	0	0	0	0	85,000	0	0	18,906	100,071	
2035	100,071	0	105,205	0	0	0	0	0	0	0	0	85,000	0	0	20,205	120,277	
2036	120,277	0	106,520	0	0	0	0	0	0	0	0	85,000	0	0	21,520	141,797	
2037	141,797	0	107,852	0	0	0	0	0	0	0	0	85,000	0	0	22,852	164,649	
2038	164,649	0	109,200	0	0	0	0	0	0	0	0	85,000	0	0	24,200	188,849	
2039	188,849	0	110,565	0	0	0	0	0	0	0	0	85,000	0	0	25,565	214,414	
2040	214,414	0	111,947	0	0	0	0	0	0	0	0	85,000	0	0	26,947	241,361	
2041	241,361	0	113,347	0	0	0	0	0	0	0	0	85,000	0	0	28,346	269,707	
2042	269,707	0	114,763	0	0	0	0	0	0	0	0	85,000	0	0	29,763	299,471	
2043	299,471	0	116,198	0	0	0	0	0	0	0	0	85,000	0	0	31,198	330,669	
2044	330,669	0	117,650	0	0	0	0	0	0	0	0	0	0	0	117,650	448,319	
2045	448,319	0	119,121	0	0	0	0	0	0	0	0	0	0	0	119,121	567,440	
2046	567,440	0	120,610	0	0	0	0	0	0	0	0	0	0	0	120,610	688,050	
Total		0	2,486,221		1,610,000	60,000	0	838,000	1,046,555	819,526	1,510,000	935,001	38,074	7,750			
Other																	
		Bond proceeds for Site Assemble Incentive, 1st and 2nd Disbursements															
		Anticipated bond proceeds for 3rd, 4th, and 5th Disbursements															
		Site Assembly Incentives (2019), 1st and 2nd Disbursements (2020), 3rd, 4th, and 5th Disbursements (2021- 2022?)															
		Staff anticipates refinancing to extend payments															

Proposed Development Agreement Amendments:

- (1) Amend subject definitions to reflect the change from Guaranteed Assessed Value to Guaranteed Tax Revenue Payment. Revisions may include, but not limited to:
 - Assessed Value
 - Assessed Unit Value
 - Deficit Payment
 - Guaranteed Tax Revenue Payment Aggregate
 - Tax Revenue Payment
 - Guaranteed Unit Tax Revenue Payment
 - Other definitions deemed necessary by the City Attorney
- (2) Updat necessary sections to reflect proposed construction timeframes, completion dates, and the start date of revenue payments.
- (3) Updat Exhibit 4 to replace Guaranteed Assessed Values with Guaranteed Unit Tax Revenue Payments.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: March 9, 2021

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Review and possible action on City of De Pere Investments and Cash Detail for January 2021.

ATTACHMENTS:

- January 2021 Cash and Investments Memo 3.16.2021 (PDF)
- January 2021 Cash and Investments Report 3.16.2021 (PDF)
- Cash and Inv. Yearly Summary 2020 3.16.2021 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: March 3rd, 2021
Subject: Cash and Investments Report for January 31st, 2021

I have attached a summary of the City's Cash and Investments for your information and review as of January 31st, 2021. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2020 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments decreased \$8,939 for the month of January 2021. I have arranged for the Schwab investment advisors to attend the April 2021 Finance meeting to discuss our account and expectations for the coming year. I am also working on getting the same review for our Associated account but have not yet firmed that up. For your information, our budgeted annual amount for general fund investment income for 2021 is \$525,000. The LGIP investment account increased by \$6.25 million in **January** of 2021 due to net tax collection deposits of \$8.3 million and \$350,000 of transportation aid offset by payments for accounts payable and payroll of \$2.4 million. The LGIP investment account will increase by \$925,000 in **February** of 2021 due to net tax collection deposits. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

JANUARY 31, 2021

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 2,331,022.04
HEALTH CHECKING	\$ 2,381,833.73
DENTAL CHECKING	\$ 61,720.12
SUBTOTAL	\$ 4,774,575.89
RESTRICTED	BALANCE
WATER BOND MM	\$ 212,746.68
SUBTOTAL	\$ 212,746.68
TOTAL CASH	\$ 4,987,322.57

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 14,005,155.49	\$ 1,089.35	0.09%
ASSOCIATED BANK TRUST	\$ 5,090,384.50	\$ (7,521.96)	-1.77%
CHARLES SCHWAB INVESTMENTS	\$ 6,376,185.39	\$ (2,509.66)	-0.47%
MONEY MARKET	\$ 27,440.86	\$ 3.50	0.15%
TOTAL INVESTMENTS	\$ 25,499,166.24	\$ (8,938.77)	
TOTAL CASH AND INVESTMENTS	\$ 30,486,488.81		

NOTE: The City budgeted \$525,000 for general fund revenues in the 2021 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
JANUARY 31, 2021

	31-Jan-2021	28-Feb-2021	31-Mar-2021	30-Apr-2021	31-May-2021	30-Jun-2021
CHECKING ACCOUNTS						
CITY CHECKING	2,331,022.04	-	-	-	-	-
HEALTH CHECKING	2,381,833.73	-	-	-	-	-
DENTAL CHECKING	61,720.12	-	-	-	-	-
SUBTOTAL	\$ 4,774,575.89	\$ -	\$ -	\$ -	\$ -	\$ -
RESTRICTED						
WATER BOND MM	212,746.68	-	-	-	-	-
SUBTOTAL	\$ 212,746.68	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH	\$ 4,987,322.57	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	14,005,155.49	-	-	-	-	-
ASSOCIATED BANK TRUST	5,090,384.50	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	6,376,185.39	-	-	-	-	-
MONEY MARKET	27,440.86	-	-	-	-	-
TOTAL INVESTMENTS	\$ 25,499,166.24	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 30,486,488.81	\$ -	\$ -	\$ -	\$ -	\$ -

	31-Jul-2021	31-Aug-2021	30-Sep-2021	31-Oct-2021	30-Nov-2021	31-Dec-2021
CHECKING ACCOUNTS						
CITY CHECKING	-	-	-	-	-	-
HEALTH CHECKING	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESTRICTED						
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, 2020

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

	31-Jul-2020	31-Aug-2020	30-Sep-2020	31-Oct-2020	30-Nov-2020	31-Dec-2020
CHECKING ACCOUNTS						
CITY CHECKING	1,041,192.27	234,572.92	764,065.93	752,746.69	571,087.85	931,872.64
HEALTH CHECKING	2,426,825.16	2,310,352.31	2,320,754.91	2,361,875.07	2,441,075.60	2,391,017.42
DENTAL CHECKING	52,498.10	53,078.30	54,250.48	57,501.05	60,370.46	60,030.06
SUBTOTAL	\$ 3,520,515.53	\$ 2,598,003.53	\$ 3,139,071.32	\$ 3,172,122.81	\$ 3,072,533.91	\$ 3,382,920.12
RESTRICTED						
WATER BOND MM	212,586.27	212,613.28	212,639.42	212,666.43	212,692.58	212,719.60
SUBTOTAL	\$ 212,586.27	\$ 212,613.28	\$ 212,639.42	\$ 212,666.43	\$ 212,692.58	\$ 212,719.60
TOTAL CASH	\$ 3,733,101.80	\$ 2,810,616.81	\$ 3,351,710.74	\$ 3,384,789.24	\$ 3,285,226.49	\$ 3,595,639.72
INVESTMENTS						
LGIP	\$ 11,059,044.57	\$ 5,946,902.22	\$ 3,484,285.98	\$ 11,153,519.47	\$ 6,767,601.25	\$ 7,773,984.43
ASSOCIATED BANK TRUST	\$ 5,071,822.75	\$ 5,086,606.76	\$ 5,089,865.05	\$ 5,089,746.85	\$ 5,096,804.16	\$ 5,097,906.46
CHARLES SCHWAB INVESTMENTS	\$ 6,356,910.15	\$ 6,361,200.65	\$ 6,369,589.86	\$ 6,379,040.35	\$ 6,377,371.88	\$ 6,378,695.05
MONEY MARKET	\$ 1,027,293.14	\$ 1,027,423.65	\$ 27,427.02	\$ 27,430.50	\$ 27,433.87	\$ 27,437.36
TOTAL INVESTMENTS	\$ 23,515,070.61	\$ 18,422,133.28	\$ 14,971,167.91	\$ 22,649,737.17	\$ 18,269,211.16	\$ 19,278,023.30
TOTAL CASH AND INVESTMENTS	\$ 27,248,172.41	\$ 21,232,750.09	\$ 18,322,878.65	\$ 26,034,526.41	\$ 21,554,437.65	\$ 22,873,663.02