



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, February 12, 2019

7:30 PM

De Pere City Hall Council Chambers

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

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the January 8, 2019 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment and announcements.
4. Fire Department Overtime and LifeQuest Services Billing Reports for January, 2019.
5. Approval of Police Overtime Report for January 2019
6. Consider Office Furniture Donation from St. Norbert College for the Fire Department.*
7. Consider Grant Award for Lucas 3 Chest Compression System to the Fire Department.*
8. Recommended Changes to Administrative Time for Sanitarian and Battalion Chief *
9. Recommend Separating the Duties of the Clerk/Treasurer Position *
10. Confirmation of Appointment to City Clerk and Confirmation of Appointment to Treasurer*
11. Recommendation to reclassify the Maintenance Technician position to Maintenance Specialist and increase pay grade *
12. Recommended changes to Seasonal/Part-time Employee Wages*
13. Recommendation to approve contract with Employee Resource Center for EAP services*
14. Consideration and possible action on a proposed Public Art Sculpture project, submitted by Definitely De Pere.*
15. Consideration of Claim for Tax Refund Filed by Dan Doro - Parcel WD-726-M-20 * (741 Morning Glory Lane)
16. Future agenda items.
17. Adjournment

***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
Tina Quigley
Dan Doro

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 12, 2019

DEPARTMENT: City Attorney

FROM: Angela Zills

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

ATTACHMENTS:

- January 8, 2019 DRAFT Minutes (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, January 8, 2019

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, January 8, 2019, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

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

Also Present: City Administrator Lawrence Delo, Finance Director Joe Zegers, Fire Chief Alan Matzke, and Police Chief Derek Beiderwieden.

2. Approval of the Minutes of the December 11, 2018 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment and announcements.

None.

4. Fire Department Overtime and LifeQuest Services Billing Report for December, 2018.

Alderman Jennings congratulated the Chief on being within two percent of the budgeted overtime amount.

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

5. Approval of December 2018 Police Overtime.

Chief Beiderwieden e-mailed a memo to the Committee detailing the reasons for the budget overage and explaining the higher allocation in certain categories due to staffing shortages, filling holes in scheduling and training. He further advised that some money has since been put back into the account for items such as reimbursed overtime, the OWI task force and Walmart security done over the holiday season. Administrator Delo added that overtime for police is at 134% and fire is at 98% and the Chief's memo explains the reasons for that. Staff did report earlier in the year that overtime for Police was predicted to be higher due to staffing for FMLA leave, retirements, comp time and other contributing factors.

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

6. Consider donation from De Pere Christian Outreach Corp to the Fire Department.*

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

7. Recommendation to Accept Donation from De Pere Christian Outreach.*

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

8. Recommendation to Approve an Agreement with and the Purchase of Software from Tyler Technologies for Police Scheduling.*

In response to Alderperson Crevier, Chief Beiderwieden explained that the overall benefit to the City for the software purchase is increased efficiency and accuracy by integrating the time entry system with payroll to eliminate necessary administrative time reviewing vouchers. Carbon form vouchers will be eliminated, with the exception of sick time reporting. This software has already been implemented by other police departments and is a module that works with City's Incode software. Administrator Delo added that Human Resources is looking at applying the software in other departments, and although some departments are already automated, Public Works still uses vouchers. Chief Matzke added that the Fire Department uses the City's Incode technology, but has some downtime for data entry due to the department's 24 hour shift structure. In response to Alderperson Crevier, Administrator Delo advised that if the software becomes more universal for other departments in the future, that could result in a budget shift for the expense to become part of Finance or Information Technology's yearly budget.

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

9. Consider Amendments to Special Assessment Deferral Ordinance (Section 13-10 De Pere Municipal Code).*

Alderperson Nelson thanked City staff for the work done to streamline the program, eliminate uncomfortableness and make the process better. Alderperson Jennings echoed Ald. Nelson's comments. Alderperson Crevier expressed concerns about notification when a hardship no longer exists and follow-up for changed circumstances. Administrator Delo advised that the City does not go back to verify if a situation changes,

but does hold a lien on the property that stays until the property is transferred. A discussion followed about cost of living adjustments and potential revisions to the ordinance for reporting changes in circumstances and yearly review submissions serving as confirmation of the accuracy of information provided, as well as a reminder of the obligation. Mayor Walsh shared his preference that since the extension is indefinite a follow-up be done every five years as he expects circumstances would not change within the first year or two of deferral and to reduce the amount of staff time needed for follow-up. Administrator Delo indicated that an annual review would probably be easier for staff, rather than having to maintain a different schedule for each individual deferral. Ald. Nelson made a motion to report on January 1st or 15th of even years to follow-up for review. Administrator Delo strongly encouraged the Committee to suggest review on an annual basis so that the review becomes part of the routine process. Ald. Nelson amended his Motion for annual reviews, which was seconded by Ald. Crevier. Upon further discussion, Ald. Jennings asked whether reported changes that result in an applicant rising above poverty level would come back before the Committee following staff review, to which Administrator Delo advised that under those circumstances, the assessment simply kicks in. Ald. Crevier expressed support for staff to come up with an appropriate schedule.

At this point, a unanimous vote was taken, but upon further discussion regarding the intention of that vote, the Mayor declared the vote rescinded, as it was determined that this item could be approved as presented, upon the Committee's recommendation to direct staff to make changes to the ordinance for annual reporting which would then be presented to the full Council. The Committee then voted unanimously in favor of the Mayor's initial Motion to Approve, which had been seconded by Alderperson Jennings.

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

10. Future agenda items.

None.

11. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Jennings, the Finance/Personnel Committee unanimously adjourned at 7:58 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 12, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

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

ATTACHMENTS:

- JAN 2019 FIRE DEPT OT REPORT (PDF)

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

REASON	Jan.*	Feb.**	Mar.***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	153.00	117.00	196.50	190.25	135.00	129.00	48.25	129.00	135.25	90.00	81.00	66.25	1,470.50
EMS TRAINING	79.50	31.50	98.00	67.00	61.50	17.75	0.00	0.00	98.50	117.50	121.50	99.00	791.75
FIRE TRAINING	21.75	31.50	24.00	18.00	94.25	16.00	18.50	15.75	0.00	55.00	66.50	34.50	395.75
RESCUE CALLS	17.00	6.75	16.50	10.50	4.00	10.75	4.50	0.00	0.00	24.25	13.00	9.75	117.00
FIRE CALLS	1.00	4.00	0.50	1.25	0.00	0.00	0.00	1.75	0.00	1.50	0.75	2.50	13.25
MEETINGS	30.25	41.25	10.50	12.75	3.75	5.50	4.25	31.50	17.25	5.25	0.00	14.50	176.75
STAFFING REP.	0.00	0.00	77.25	109.00	93.75	36.00	83.00	69.75	85.50	6.00	49.50	309.75	919.50
MAINTENANCE	26.50	6.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.25
PUB. ED.	13.50	0.00	17.75	0.75	14.25	6.00	6.00	19.50	29.25	48.00	1.50	0.00	156.50
SPECIAL EVENTS	58.75	0.00	0.00	0.00	211.50	0.00	0.00	32.50	0.00	23.50	6.00	21.00	353.25
# FIRE RUNS	39	35	31	47	38	39	46	48	50	30	38	36	477
# EMS RUNS	193	168	164	196	179	179	169	194	202	178	177	184	2,183
DISPATCH ERRORS	6	1	2	4	5	4	6	4	1	3	10	9	55
TOTAL HRS.	401.25	238.75	441.00	409.50	618.00	221.00	164.50	299.75	365.75	371.00	339.75	557.25	4,427.50

Special Events included in Overtime

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

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

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2019

REASON	Jan.*	Feb.**	Mar.***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	72.75												72.75
EMS TRAINING	40.75												40.75
FIRE TRAINING	3.50												3.50
RESCUE CALLS	13.00												13.00
FIRE CALLS	13.50												13.50
MEETINGS	3.00												3.00
STAFFING REP.	89.25												89.25
MAINTENANCE	0.00												0.00
PUB. ED.	2.25												2.25
SPECIAL EVENTS	0.00												0.00
# FIRE RUNS	56												56
# EMS RUNS	191												191
DISPATCH ERRORS	6												6
TOTAL HRS.	238.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	238.00

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through January 25, 2019, \$3,425, 4%

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

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

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
12/30/18	48	72
01/10/19	11.5	17.25
TOTAL	59.5	89.25

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

Pay Periods: 12/29/18-01/25/19

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



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
01/02/2019	1161 Cardinal Street	Carbon monoxide incident	E111	Investigate, replaced detector	N/A
01/02/2019	412 N. Good Hope Road	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
01/03/2019	431 Cottage Grove Ave. (Village of Ashwaubenon)	Smoke odor	C190, L111	Dispatched & canceled en route	N/A
01/03/2019	1271 Contract Drive (Village of Ashwaubenon)	Smoke scare, odor of smoke	C102, L111	Standby	N/A
01/04/2019	2601 Monroe Road (Village of Bellevue)	Building fire	C101, L111	Ventilate	N/A
01/04/2019	1751 East Matthew Drive	Hazmat release investigation, without hazmat	C102, E111	Investigate	N/A
01/05/2019	423 Wilcox Court	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
01/07/2019	1376 North Road (Village of Ashwaubenon)	Building fire	C190, L111	Dispatched & canceled en route	N/A
01/07/2019	2002 Lost Dauphin Road	Carbon monoxide detector activation, no CO	E122	Investigate	N/A
01/08/2019	2301 S. Oneida Street (Village of Ashwaubenon)	Fire alarm sounding	C190, L111	Dispatched & canceled en route	N/A
01/09/2019	960 Willard Drive (Village of Ashwaubenon)	Building fire	C190, L111	Dispatched & canceled en route	N/A
01/09/2019	200 S. Ninth Street	Alarm system activation, no fire - unintentional	E122	Investigate	N/A
01/11/2019	921 James Street	Smoke detector activation, due to malfunction	E111	Investigate, restore fire alarm system	N/A
01/11/2019	1845 Shelley Lane	Carbon monoxide detector activation, malfunction	E111	Investigate	N/A
01/11/2019	500 Grant Street	Unintentional transmission of alarm	E111	Investigate	N/A
01/13/2019	500 Fortune Avenue	Alarm system activation, no fire - unintentional	E111, E122	Investigate	N/A
01/14/2019	3600 W. Mason Street (Village of Hobart)	Building fire	C101, L111	Extinguishment by fire service personnel	N/A
01/15/2019	852 Centennial Centre Blvd (Village of Hobart)	Building fire	C101, L111	Ventilate	N/A
01/15/2019	3348 Pioneer Drive (Village of Hobart)	Building fire	C101, E122	Standby	N/A

Attachment: JAN 2019 FIRE DEPT OT REPORT (7877 : Fire Department Overtime and LifeQuest Services Billing Reports for January, 2019.)

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
01/15/2019	1746 Burgoyne Court	Alarm system activation, no fire - unintentional	E111, E122	Investigate, restore fire alarm system	N/A
01/17/2019	250 S. Ninth Street	Alarm system activation, no fire - unintentional	E122	Investigate, restore fire alarm system	N/A
01/19/2019	1386 O'Keefe Road (Town of Ledgeview)	Stove issue	C102, A121	Dispatched & canceled en route	N/A
01/20/2019	2223 Lime Kiln Road (Village of Bellevue)	Building fire	L111	Dispatched & canceled en route	N/A
01/21/2019	3413 Blackberry Lane (Village of Suamico)	Building fire	C101, L111	Extinguishment by fire service personnel, Incident Command	N/A
01/22/2019	1685 Windsor Drive (Village of Bellevue)	Building fire	C101, L111	Dispatched & canceled en route	N/A
01/22/2019	525 N. Tenth Street	Smoke or odor removal	C102, C190, E111, L111	Investigate	Dispatched canceled en route
01/23/2019	250 S. Ninth Street	Hazmat release investigation, without hazmat	A111, E111, E121	Investigate	N/A
01/23/2019	423 N. St. Bernard Drive	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
01/24/2019	2404 S. Oneida Street (Village of Ashwaubenon)	Building fire	C101, L111	Dispatched & canceled en route	N/A
01/25/2019	1975 Ridgeway Drive	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
01/27/2019	1296 N. Crown Court	Carbon monoxide incident	E121	Investigate	N/A
01/27/2019	960 Willard Drive (Village of Ashwaubenon)	Building fire	C102, L111	Dispatched & canceled en route	N/A
01/27/2019	2101 Yahara Circle	Smoke scare, odor of smoke	C102, E111, E121	Incident Command, Investigate	Dispatched canceled en route
01/28/2019	1380 Scheuring Road	Trash or rubbish fire, contained	E111, E121	Investigate	N/A
01/28/2019	119 Crestview Lane	Smoke detector activation, due to malfunction	E111	Investigate	N/A
01/30/2019	4600 Kamper Lane (Village of Ledgeview)	Building fire	C101, L111	Dispatched & canceled en route	N/A
01/31/2019	711 Pine Street	Smoke or odor removal	E121	Investigate	N/A
01/31/2019	Main Ave/Third Street	Smoke or odor removal	E121	Investigate	N/A

Attachment: JAN 2019 FIRE DEPT OT REPORT (7877 : Fire Department Overtime and LifeQuest Services Billing Reports for January, 2019.)

**LIFEQUEST MEDICAL BILLING - 2019
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	143,655					
PAYMENTS	55,433					
CREDIT ADJUSTMENTS	63,699					

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

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

**See attached details

**LIFEQUEST MEDICAL BILLING - 2018
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	163,001	141,019	158,773	158,639	108,551	146,882
PAYMENTS	52,987	64,975	69,435	71,073	84,800	53,162
CREDIT ADJUSTMENTS	56,314	62,390	63,653	60,363	70,069	59,250

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	121,266	133,260	137,712	131,823	120,641	142,189
PAYMENTS	67,954	45,566	62,667	65,610	54,498	57,599
CREDIT ADJUSTMENTS	53,160	49,190	45,971	51,556	58,576	50,008

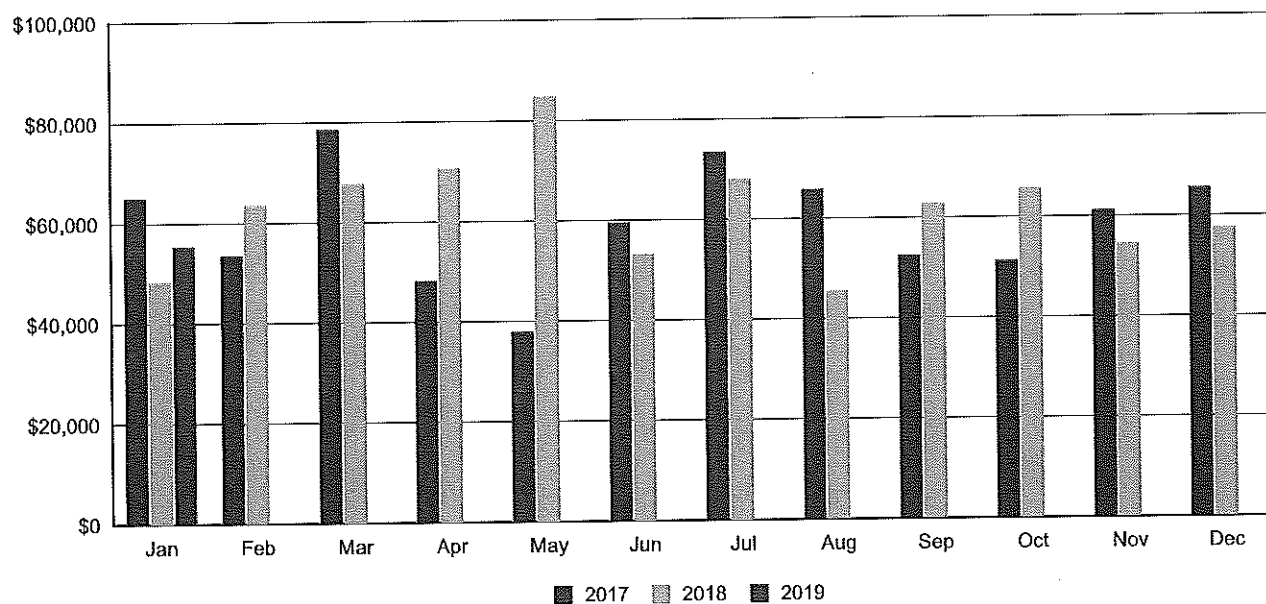
Payments to LifeQuest	
Jan. 2018	2,588
Feb. 2018	2,935
March 2018	3,449
April 2018	3,896
May 2018	4,199
June 2018	2,444
July 2018	3,409
Aug. 2018	2,162
Sept. 2018	3,165
Oct. 2018	2,979
Nov. 2018	3,012
Dec. 2018	3,231
Total Paid	\$37,469

City Of De Pere
Income and Expenditures
January 2019
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$103,376.60	\$40,278.36	\$143,654.96
Other	+	\$3.00	\$0.00	\$3.00
Subtotal of Charges		\$103,379.60	\$40,278.36	\$143,657.96
Account Transfers		\$20,663.45	\$19,614.91	\$40,278.36
Credit Summary				
Total Credits		\$115,933.31	\$3,303.01	\$119,236.32
Less Adjustments	-	\$63,699.09	\$0.00	\$63,699.09
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$103.99	\$103.99
Less Overpayments	-	\$(1,391.43)	\$0.00	\$(1,391.43)
Gross Payments Received		\$53,625.65	\$3,199.02	\$56,824.67
Plus Overpayment Returns	+	\$(128.03)	\$0.00	\$(128.03)
Net Payments Received		\$53,497.62	\$3,199.02	\$56,696.64
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$53,497.62	\$3,199.02	\$56,696.64
Summary of Disbursement				
Total Deposits & Payments Kept By		\$53,497.62	\$3,199.02	\$56,696.64
Plus Overpayment Refunds	+	\$(1,263.40)	\$0.00	\$(1,263.40)
Gross Revenue		\$52,234.22	\$3,199.02	\$55,433.24
LifeQuest Fee		\$2,350.54	\$703.78	\$3,054.32
Plus Probate Fees	+	\$3.00	\$0.00	\$3.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$2,353.54	\$703.78	\$3,057.32
Service Revenue		\$49,883.68	\$2,495.24	\$52,378.92
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$(3.00)	\$0.00	\$(3.00)
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$49,880.68	\$2,495.24	\$52,375.92

All Phases Gross Revenue

City of De Pere
January 2017 to January 2019



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

City Of De Pere

Billing Summary

January 2019

Phase 1

Charges

Billing Charges		\$103,376.60	
Other	+	\$3.00	
Subtotal of Charges			\$103,379.60

Account Transfers

Billing to Collections Transfer Total			\$20,663.45
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Credit Summary

Total Credits		\$115,933.31	
Less Adjustments	-	\$63,699.09	
Less Overpayments	-	\$(1,391.43)	
Gross Payments Received			\$53,625.65
Plus Overpayment Returns	-	\$(128.03)	
Net Payments Received			\$53,497.62
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$53,497.62

Summary of Disbursement

Total Deposits & Payments Kept By		\$53,497.62	
Plus Overpayment Refunds	+	\$(1,263.40)	
Gross Revenue			\$52,234.22
LifeQuest Fee		\$2,350.54	
Plus Probate Fees	+	\$3.00	
Total Due LifeQuest	Check # EFT		\$2,353.54
Service Revenue		\$49,883.68	
Less Payment Kept By Service	-	\$0.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$(3.00)	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$49,880.68

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 January 2019

Beginning Balance of Accounts Receivables			\$247,184.64
Total Charges entered for the Month		+	\$103,376.60
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$20,663.45		
Other	\$43,035.64		
Total Adjustments for the Month	\$63,699.09	-	\$63,699.09
Payments			
Cash	\$11,915.62		
Contract Payments	\$255.00		
Credit Card	\$0		
Direct Deposit	\$37,623.49		
Hospital	\$0		
Insurance	\$3,831.54		
Payment Kept By	\$0		
Other	\$0		
	\$53,625.65	-	\$53,625.65
Overpayment			
Recoupment	\$0		
Refunds	\$(1,263.40)		
Returns	\$(128.03)		
Service Payable	\$0		
Other	\$0		
	\$(1,391.43)	-	\$(1,391.43)
Total for Reconciliation Summary			\$234,627.93
Ending Balance of Accounts Receivables			\$234,627.93

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

<u>Charges</u>	<u>Feb 2018</u>	<u>Mar 2018</u>	<u>Apr 2018</u>	<u>May 2018</u>	<u>Jun 2018</u>	<u>Jul 2018</u>	<u>Aug 2018</u>	<u>Sep 2018</u>	<u>Oct 2018</u>	<u>Nov 2018</u>	<u>Dec 2018</u>	<u>Jan 2019</u>	<u>Total</u>
Feb 2018	3686	22577	13786	4931	4998	3485	-6	2534	68	68	73	193 \$	56
111110	3.3	20.3	12.4	4.4	4.5	3.1	0	2.3	0.1	0.1	0.1	0.2 %	
Mar 2018		4055	26786	17543	6347	5065	-6	419	170	10	10	0 \$	60
118582		3.4	22.6	14.8	5.4	4.3	0	0.4	0.1	0	0	0 %	
Apr 2018			3445	36786	11277	7499	2399	733	206	764	495	0 \$	60
125326			2.7	29.4	9	6	1.9	0.6	0.2	0.6	0.4	0 %	
May 2018				7957	24645	15251	4391	2068	2018	873	200	247 \$	57
113240				7	21.8	13.5	3.9	1.8	1.8	0.8	0.2	0.2 %	
Jun 2018					4207	25686	14433	8076	4116	900	350	790 \$	51
114068					3.7	22.5	12.7	7.1	3.6	0.8	0.3	0.7 %	
Jul 2018						5253	16866	18074	7409	3552	617	-605 \$	5
106754						4.9	15.8	16.9	6.9	3.3	0.6	-0.6 %	
Aug 2018							6334	25569	15117	8189	4149	712 \$	6
122254							5.2	20.9	12.4	6.7	3.4	0.6 %	
Sep 2018								1902	31023	13383	6534	5556 \$	5
121433								1.6	25.5	11	5.4	4.6 %	
Oct 2018									2562	26437	15902	6530 \$	5
114333									2.2	23.1	13.9	5.7 %	
Nov 2018										223	24640	14380 \$	3
106478										0.2	23.1	13.5 %	
Dec 2018											831	22268 \$	2
107646											0.8	20.7 %	
Jan 2019												0 \$	
61341												0 %	
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	3.1	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	3.1	22.5	12.9	5.7	3.4	1	0.2	0.8	0.2	0	0	0.2	

Attachment: JAN 2019 FIRE DEPT OT REPORT (7877 : Fire Department Overtime and LifeQuest Services Billing Reports for January, 2019.)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 12, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Police Overtime Report for January 2019

The January Non Reimbursable Miscellaneous OT of 8 total hours is comprised of 4.5 Patrol 1.5 fraction allotments, 3.5 hours for FTO DOR report writing.

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

Miscellaneous OT of 8 total hours is comprised of 4.5 hours of Patrol fraction allotments and 3.5 hours for Field Training (FTO) reporting.

Reimbursable Miscellaneous OT of 14.5 total hours is comprised of 4 hours for OWI Task Force deployments and 10.5 hours for the Drug Task Force officer.

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

ATTACHMENTS:

- January 2019 PD OT Report (PDF)
- 2018 PD OT Report Summary (PDF)
- 2017 PD OT Report Summary (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												20.50
OFFICER WORKED ON HOLIDAY	105.00												105.00
OFFICER FOR COURT	22.50												22.50
OFFICER TRAINING	29.50												29.50
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00												3.00
STAFFING LEVEL	39.00												39.00
INVESTIGATION	33.00												33.00
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	25.50												25.50
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED													0.00
MISCELLANEOUS	8.00												8.00
MISCELLANEOUS REIMBURSED	14.50												14.50
Gross OFFICER OVERTIME	300.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.50
SUBTOTAL REIMBURSED OVERTIME	(40.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(40.00)
NET OFFICER OVERTIME	260.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	260.50

Total Overtime Budget: **\$160,000.00**
Expenditures through 2/1/2019 **\$9,643.53**
Percent of Total Budget: **6.03%**

NOTES:

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

**Period

***Period

+Period

++Period

^Period

#Period

##Period

^^Period

^^^Period

*+Period

*+*Period

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

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

Total Overtime Budget: **\$150,000.00**
Expenditures through 1/03/2018 **\$201,025.68**
Percent of Total Budget: **134.02%**

NOTES:

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

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

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

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

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

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

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

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

^^Period 08/25/2018 - 09/21/2018

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

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

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

Attachment: 2018 PD OT Report Summary (7881 : Police January 2019 Overtime)

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

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

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

01/02/2018
Report Date

NOTES:

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

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

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

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

Attachment: 2017 PD OT Report Summary (7881 : Police January 2019 Overtime)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 12, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

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

ATTACHMENTS:

- OFFICE FURNITURE DONATION (PDF)

Memo



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

From: Alan Matzke, Fire Chief *AM*

Date: February 5, 2019

Re: Consider Office Furniture Donation from St. Norbert College

The Fire Department would like to respectfully request permission to retroactively accept used office furniture from St. Norbert College. In December 2018, St. Norbert College graciously donated an office desk, which is being utilized in the Assistant Chief's office, 12 folding style tables and approximately 30 stacking chairs, which are being utilized in our training room. The items are valued at approximately \$1,000.

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 12, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

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

ATTACHMENTS:

- GRANT AWARD FOR LUCAS 3 CHEST COMPRESSION SYSTEM (PDF)

Memo



To: Honorable Mayor Walsh

Members of the Finance and Personnel Committee

From: Alan Matzke, Fire Chief

Alan

Office of the Fire Chief

Date: February 6, 2019

Re: Consider Grant Award for Lucas 3 Chest Compression System

De Pere Fire Rescue would like to respectfully request permission to retroactively apply for and accept a grant from the Firehouse Subs Public Safety Foundation Board of Directors in the amount of \$15,619 for a Lucas 3 Chest Compression System.

The Lucas 3 Chest Compression System is an automatic cardio resuscitation device that replaced manual chest compressions delivered by a pre-hospital care provider. This device will be of great assistance to our emergency medical staff by preventing injury and fatigue. Much more importantly, the Lucas 3 Chest Compression System is the best and most consistent field applied resuscitation device for the patients that are in cardiac arrest by providing continuous uninterrupted compressions. The Lucas 3 Chest Compression System dramatically improves the delivery of blood to the brain and other vital life sustaining organs with each mechanical chest compression. This addition will greatly improve De Pere Fire Rescue's ability to deliver the most urgent cardiac care to our citizens and visitors in need.

Finally, the staff is already trained and is currently using two Lucas 3 Chest Compression Systems on both primary ambulances, which are housed at each respective fire station. No additional training or operational protocols will be necessary, once the device is placed aboard our ambulance. This device will be assigned to the third ambulance housed at the east side fire station.

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 12, 2019

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommended Changes to Administrative Time for Sanitarian and Battalion Chief *

ATTACHMENTS:

- 2019 Administrative time policy to finance (DOCX)
- 2019 Admin Time Hours (DOCX)

MEMO

CITY OF DE PERE

To: Members of Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Date: February 12, 2019
Re: Recommended Changes to Administrative Time for Sanitarian and Battalion Chief

The administrative time policy applies to management exempt (salaried) employees, whose attendance is required at meetings of the City Council, committee meetings, etc., and/or who work hours in excess of a 40-hour workweek as required by their job responsibilities. It provides a set number of hours be granted to a position based upon the duties of the position. The hours are reviewed annually to determine if the amount of hours allocated for each position are appropriate. The maximum number of hours granted to a position is 40 hours per year. There is no carryover nor is unused time paid out.

The Sanitarian has historically received 24 hours of administrative time per year. While this position is exempt and may need to occasionally attend evening meetings or work outside normal work hours for special events, the employee will be able to flex most additional hours worked. Therefore, we are recommending removing the administrative time for the Sanitarian position.

The Battalion Chief is a new position that was part of the Fire Department reorganization. Due to the responsibilities of this position, we are recommending 40 hours of administrative time for this position.

If you have any questions in advance of the meeting, please feel free to contact me at 339-4045.

Thank you.

Attachment

Administrative Time Policy
January 1, 2019

<u>Position</u>	<u>Administrative Time Per Calendar Year</u>
Assistant City Engineer	40 Hours
Assistant Fire Chief.....	40 Hours
<u>Battalion Chief</u>	<u>40 Hours</u>
City Administrator	40 Hours
City Attorney	40 Hours
City Engineer	40 Hours
Clerk-Treasurer	24 Hours
Director of Development Services.....	40 Hours
Director of Parks, Recreation and Forestry.....	40 Hours
Director of Public Works	40 Hours
Finance Director.....	40 Hours
Fire Chief	40 Hours
Health Officer/Director	40 Hours
Human Resources Director	40 Hours
Information Technology Administrator.....	40 Hours
Maintenance Supervisor	40 Hours
Park Superintendent/City Forester	40 Hours
Planner II.....	40 Hours
Police Business Manager	24 Hours
Police Captain.....	40 Hours
Police Chief	40 Hours
<u>Public Health Sanitarian</u>	<u>24 Hours</u>
Recreation Superintendent	40 Hours
Recreation Supervisor.....	40 Hours
Street Superintendent.....	40 Hours
Water Department Supervisor	40 Hours

Attachment: 2019 Admin Time Hours (7822 : Recommended Changes to Administrative Time for Sanitarian and Battalion Chief *)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 12, 2019

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommend Separating the Duties of the Clerk/Treasurer Position *

ATTACHMENTS:

- Recommend separating the duties of the Clerk/Treasurer position I (DOCX)
- C-T Charter Ordinance (PDF)

MEMO

CITY OF DE PERE

To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 Re: Recommend Separating the Duties of the Clerk/Treasurer Position
 Date: February 12, 2019

By City Charter Ordinance, the statutory duties for the Clerk/Treasurer position are combined into one position. We are looking to restructure the position to be more in line with other communities our size. We currently have a Clerk/Treasurer and Deputy Clerk. Going forward we are proposing to create a City Clerk and Deputy Treasurer/Clerk. The Treasurer title would be added to the Finance Director.

Due to the fact that the Clerk/Treasurer duties are defined by City Charter Ordinance, a Charter Ordinance must be adopted to repeal any of the requirements in the Charter Ordinance that the city no longer wants to require. A Charter Ordinance must pass the City Council by 2/3 vote, public notice (Class I) of the passage of the Ordinance must be published in the official newspaper and the effective date of the Ordinance must be a minimum 60 days from the date of publication in order for the public to be given time to challenge the Charter Ordinance by public initiative.

In working with the City's compensation consultant, the change in duties does not result in a wage change for the City Clerk position (former Clerk/Treasurer); however, it would increase the pay rate for the Deputy Treasurer/Clerk (former Deputy Clerk) position. The Deputy Clerk position currently requires an associate degree. The new position would require a bachelor's degree and prefer a Certified Municipal Treasurer and Certified Municipal Clerk. The recommended pay rate would increase as follows:

Current Grade: H (\$45,677-\$62,629)
 Proposed Grade: I (\$49,495-\$68,266)

This wage change would be able to be sustained in the Finance department budget.

If you have any questions before the meeting, please feel free to contact me at 339-4045.

Thank you.

CHARTER ORDINANCES

5.05

4.04. City clerk-treasurer.

(1) The City of De Pere hereby elects, pursuant to Wis. Stats. §§ 62.09(3)(c) and 66.01, that the Office of City Clerk and the Office of City Treasurer of the City of De Pere shall be consolidated and combined as one full-time office and such position shall be designated as the Office of Clerk-Treasurer.

(2) The Clerk-Treasurer shall be appointed by the Mayor subject to confirmation by the Common Council. After a probationary period of reasonable length, during which period the appointee shall be subject to "at will" dismissal, the appointee's term shall be of indefinite duration, subject to suspension or dismissal by the Common Council for cause. Wis. Stats. §§ 17.12 and 17.16 shall apply with respect to removal or suspension during the term after such probationary period.

(3) The Clerk-Treasurer shall perform all the duties required of both Offices as provided in Wis. Stats. §§ 62.09(9) and 62.09(11), and any other laws of the state, and such other duties as are required or requested to be executed by the Clerk-Treasurer by the Council from time to time.

(This is a Charter Ordinance amending the Charter of the City of De Pere and shall become effective 10/27/1992.)

(Code 1974, § 4.04)

5.05. Wisconsin Retirement Fund.

Pursuant to Wis. Stats. § 40.01, the City of De Pere hereby elects to include eligible City personnel under the provisions of the Wisconsin Retirement Fund in accordance with the terms thereof. (Charter Ordinance)

(Code 1974, § 5.05)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 12, 2019

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Confirmation of Appointment to City Clerk and Confirmation of Appointment to Treasurer*

ATTACHMENTS:

- Confirmation of appointment to City Clerk and Confirmation of appointment to Treasurer (DOCX)

Memo

City of De Pere

To: Members of the Common Council

From: Michael Walsh, Mayor

RE: Confirmation of Appointment to City Clerk and Confirmation of Appointment to Treasurer

Date: February 12, 2019

Contingent on the charter ordinance being adopted/revised, which will separate the duties of Clerk and Treasurer, I am recommending two appointments and asking for your confirmation.

1. I am appointing current Deputy Clerk, Carey Danen, to City Clerk. Ms. Danen has been the Deputy Clerk with the City since 2013 and has done a fantastic job in her role.
2. I am also appointing Finance Director, Joe Zegers, to the Treasurer role in which he will then be the Finance Director/Treasurer. Mr. Zegers has been performing most of the Treasurer duties previously. As noted in the earlier memo, it is common for the Finance Director to also be the Treasurer.

If you have any questions regarding this confirmation, I would ask that you contact me in advance of the meeting. I can be reached at 339-4040.

Thank you.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 12, 2019

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation to reclassify the Maintenance Technician position to Maintenance Specialist and increase pay grade *

ATTACHMENTS:

- memo to finance and Council adjustment Maintenance Specialist (DOCX)

MemoCity of De Pere

To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 RE: Recommendation to reclassify the Maintenance Technician position to
 Maintenance Specialist and increase pay grade
 Date: February 12, 2019

The City's Maintenance Technician retired this month. There are two positions in the maintenance department in Public Works. A Maintenance Specialist, which specializes as an electrician, and a Maintenance Technician. The department plans to increase the requirements of the Maintenance Technician position to include an HVAC certification. I have reviewed the new requirements with our compensation consult, Carlson Dettmann LLC, and am recommending the Maintenance Technician be changed to a Maintenance Specialist and increased to the same pay level as the other Maintenance Specialist.

The department's budget is able to sustain the increase.

- **Current** Pay Grade Level G \$19.99-\$22.84 (Control Point) \$27.41 (Max)
- **Proposed** Pay Grade Level J \$25.92-\$29.61 (Control Point) \$35.53 (Max)

If you have any questions in advance of the meeting, please contact me at 339-4045.
 Thank you.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 12, 2019

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommended changes to Seasonal/Part-time Employee Wages*

ATTACHMENTS:

- Memo to Finance and Council on 2019 Seasonal rates (DOC)
- Proposed 2019-2020 Seasonal Wage Changes (DOCX)

Memo

City of De Pere

To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 Re: Recommended changes to Seasonal/Part-time Employee Wages
 Date: February 12, 2019

Attached please find the 2019 and 2020 pay recommendations for part-time and seasonal employees working at the Parks and Public Works Departments, and other employee classifications.

Based on market data and/or difficulty filling positions, there are ten positions we are recommending moving to a higher level effective April 1, 2019. The departments have funds in their 2019 budget to cover the cost of the increases. The recommendations are as follows:

- Recreation Intern from Level 1 to Level 2, which is the same level as the Recreation Office Assistant as they perform similar duties.
- Playground Leader from Level 1 to Level 2.
- Park, Street & Water Maintenance Laborer and Sign Maintenance Aide positions from Level 2 to Level 4.
- Building Maintenance Assistant and Shop Assistant from Level 3 to Level 4.
- Park Maintenance Lead from Level 4 to Level 5.
- Flag Football Officials from Level 5, being paid hourly, to being paid per game at \$14.00 - \$14.75/game.
- Basketball Officials without WIAA certification increased to 22.00 – 22.75/game and Basketball Officials with WIAA certification increased to \$25.00-\$25.75/game.

The following four positions are also recommended to move to a higher level, with an effective date of January 1, 2020 to allow the department to budget for the increase.

- Softball Umpires increased from \$16.00- \$16.75/game to \$17.00-\$17.75/game.
- Kickball Officials increased from \$12.00-\$12.75/game to \$14.00 - \$14.75/game.
- Assistant Instructors from Level 1 to Level 2.
- Kidz Zone & Camp Counselors from Level 2 to Level 3.
- Lifeguard increased from Level 2 to Level 4, and remove the Lifeguard WSI Instructor classification.

There are two new positions will be added to the salary schedule for part-time/seasonal employees in 2019. The Board of Public Works approved the addition of a Rubbish Site Attendant. This position will work Wednesdays from 3:00 – 7:00 p.m. and Saturdays from 8:00 – 4:00 p.m. from April 1st – November 30th. We recommend that the Rubbish Site Attendant be placed in Level 10 which is \$17.00- \$17.75/hour. The Public Works

Department is also proposing to add a Seasonal Maintenance Worker position. This position will be required to hold a CDL and will perform work that requires driving CDL vehicles. We recommend that this position be placed in Level 11 which is \$20.00 – 20.75/hour.

We recommend discontinuing the \$20/month gas stipend for new regular assigned Crossing Guards effective April 1, 2019. Crossing Guards currently assigned as a regular Crossing Guard will continue to receive the gas stipend.

Please feel free to contact me at 339-4045 if you have questions prior to the meeting.

Thank you.

DRAFT

2019 Seasonal/Part Time (Non-Benefit Eligible) Employee Wage Scale

Wages Effective ~~January 1, 2018~~ April 1, 2019

Updated ~~9-2018~~ 01/28/2019

Position	Step 1	Step 2	Step 3	Step 4
Level 1 - Pool - Concession Staff - Pool - Basket/Maintenance - Playground Leader - Assistant Instructor <u>(move to level 2 in 2020)</u> - Recreation Intern	\$9.25	\$9.50	\$9.75	\$10.
Level 2 - Recreation Office Assistant - Community Center Facility Attendant - Recreation Intern - Kidz Zone & Camp Counselors <u>(move to level 3 in 2020)</u> - Playground Leader - Lifeguard*** <u>(Move to level 4 in 2020)</u> - Park, Street & Water Maintenance Laborer - Sign Maintenance Aide - Election Inspector	\$10.00	\$10.25	\$10.50	\$10.
Level 3 - Youth Recreation Supervisor - Building Maintenance Assistant - Shop Assistant	\$10.50	\$10.75	\$11.00	\$11.
Level 4 - Community Center Maintenance - Basketball Supervisor - Lifeguard/WSI Instructor*** <u>(remove this classification in 2020)</u> - Chief Election Inspector - Park Maintenance Lead - Community Services Officer - Park, Street & Water Maintenance Laborer - Sign Maintenance Aide	\$11.00	\$11.25	\$11.50	\$11.

Attachment: Proposed 2019-2020 Seasonal Wage Changes (7863 : Recommended changes to Seasonal/Part-time Employee Wages*)

- Building Maintenance Assistant - Shop Assistant				
Level 5 - Tennis Instructor - Flag Football Official - GIS Intern - Park Maintenance Lead	\$12.00	\$12.25	\$12.50	\$12.
Level 6 - Art/Theatre Instructor - Fitness Instructor - Tae Kwon Do Instructor/Tai Chi Instructor - Water Aerobics Instructor - Youth Activity Instructor - Election Specialist	\$13.00	\$13.25	\$13.50	\$13.
Level 7 - Dance, Pom, Twirling & Tumbling Instructor - Enrichment Instructor - Pool Manager - Engineering Aide	\$14.00	\$14.25	\$14.50	\$14.
Level 8 - Paid On Call Firefighter**** - Paid On Premise Firefighter**** / ***** - Training & Safety Officer (Fire)**** / ***** - Weed Commissioner	\$15.00	\$15.25	\$15.50	\$15.
Level 9 - Band Director - Yoga/Pilates/Zumba with basic certification * - Video Production Assistant^	\$16.50	\$16.75	\$17.00	\$17.
Level 10 - Crossing Guard***** - Rubbish Site Attendant	\$17.00	\$17.25	\$17.50	\$17.
Level 11 - Yoga/Pilates/Zumba with advance certification after 1 yr. employment unless approved by Mgr. (ACE, AFAA, E-RYT 500 hrs) * - Snow Plow Driver - Seasonal Maintenance Worker	\$20.00	\$20.25	\$20.50	\$20.

Attachment: Proposed 2019-2020 Seasonal Wage Changes (7863 : Recommended changes to Seasonal/Part-time Employee Wages*)

- Accountant				
Non-Classified Wage Rates				
- Scorekeeper	\$9.50/ga	\$9.75/ga	\$10.00/ga	\$10.25/
- Kickball Official** (change to same rate as Flag Football in 2020)	\$12.00/ga	\$12.25/ga	\$12.50/ga	\$12.75/
- Flag Football Official**	\$14.00/ga	\$14.25/ga	\$14.50/ga	\$14.75/
- Slow/Co-ed Softball Umpire**	\$1617.00/ga	\$1617.25/ga	\$1617.50/ga	\$1617.75/
- Basketball Official**	\$1922.00/ga	\$1922.25/ga	\$2219.50/ga	\$1922.75/
- WIAA Certified Basketball Official**	\$2225.00/ga	\$2225.25/ga	\$2225.50/ga	\$2225.75/

The step scale is designed to reward employees for good work performance and continual years of service. Employees are given a step increase with supervisor approval, for each year they return to same employment or each January 1st with satisfactory work performance. (New hires hired after June 30th will receive an increase the second January 1st after start date or when returning for a second season, whichever happens first)

-First year employees in any classified level shall start at Step 1, unless approved otherwise approved by the department head.

-All classified positions are not eligible for additional step increases past Step 4.

The City of De Pere has an incentive program established for seasonal Park and Recreation employees. The program includes: admission to one program per season (up to 3 per year). The incentive program is administered at the discretion of the supervisor of the department.

*Eligible to earn incentive pay based upon number of participants enrolled. Incentive pay ranges an additional .25 hours to 1.25 hours per class.

**Umpires or officials that are scheduled with a partner and work a game alone will be paid at 1.5 times the game rate.

*** The City will pay for lifeguard certification for new lifeguards, and WSI certified lifeguards, contingent on staff successfully completing one season of employment as a full time staff member. Substitute guards are not eligible for reimbursement of their lifeguard certification.

**** Receives \$50/month on-call pay if meet minimum response requirements for emergency incidents and duty crew. Responses will be reviewed annually by department.

***** Receives \$20/month gas stipend for regular assigned guards. [This benefit is discontinued for guards assigned to a regular position on or after April 1, 2019.](#)

***** Receives \$0.25/hour for each of the following certifications: Firefighter II, Fire Inspector, Driver Operator Pumper, Driver Operator Aerial, Emergency Services Instructor, Fire Officer I, Fire Officer II; Receives \$1.00/hour for EMT-P Licensure

^ Paid at least a minimum of 2 hours each day worked



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 12, 2019

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation to approve contract with Employee Resource Center for EAP services*

ATTACHMENTS:

- Memo to Finance to approve ERC Contract (DOCX)
- ERC Contractual Agreement - City of De Pere (PDF)

MEMOCITY OF DE PERE

To: Members of the Finance/Personnel Committee

From: Shannon Metzler, Human Resources Director

Date: February 12, 2019

Re: Recommendation to approve contract with Employee Resource Center for EAP services

The City of De Pere has utilized Employee Resource Center for EAP services for 20 + years. We continue to be very happy with the services they provide.

A full contract with ERC was last signed in 1993. A few years ago a new owner took over the company and they are now revising their contracts. There are some changes to the terms, but all are reasonable changes.

Therefore, I'm asking for your approval to approve the updated contract with ERC.

If you have any questions prior to the meeting, please contact me at 339-4045.

EAP CONTRACT

THIS AGREEMENT is being made and entered into this 1st day of January, 2019, by and between Employee Resource Center, Inc., a Wisconsin corporation (hereinafter referred to as "ERC"), and City of De Pere (hereinafter referred to as "Company").

WHEREAS, ERC assists business, industry and governmental organizations through occupational health programs; and

WHEREAS, ERC designs, implements and maintains comprehensive counseling and consulting programs, known as employee assistance programs ("EAP"), for the employees of such business, industry and governmental organizations; and

WHEREAS, Company desires to retain ERC to provide such a program for Company's employees, as well as be included in ERC's mental health benefits incentive plan to encourage employees to seek behavioral health services if needed by reducing the out-of-pocket expenses for obtaining such services; and

WHEREAS, ERC and Company have agreed upon the terms and conditions under which ERC would provide such a program for all qualified employees of Company.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. Retention of ERC. Pursuant to the terms of this Agreement, Company hereby retains ERC and ERC hereby agrees to be retained by Company for the purpose of setting up and maintaining an EAP for Qualified Employees, their dependents, and members of their immediate household. A Qualified Employee is defined as all full and part time employees covered under the Company sponsored health plan.

2. Services Provided by ERC. ERC agrees that the services to be provided to

Company under this Agreement shall be as follows:

- a. ERC shall designate an ERC employee to communicate with the Company.
- b. ERC shall consult with Company in developing EAP policy and procedures, supporting information for the program, promotion and training schedules, and specific Company objectives.
- c. ERC shall make available employee orientation sessions to present the EAP and its services to the Qualified Employees. Such sessions shall be conducted on Company premises on an agreed upon frequency and scheduled at mutually agreed upon times by ERC and Company.
- d. ERC shall provide problem assessment, treatment planning and counseling sessions (up to a total of eight sessions per issue identified) for all Qualified Employees, their dependents and members of their immediate household ("Clients"). Such sessions shall occur in response to supervisory, management, medical requests or self-referrals.
- e. When necessary, as determined in ERC's discretion, in addition to the services provided by ERC under this Agreement, ERC may provide referral services to Clients to third-party agencies and/or individuals for more specialized, adjunctive, or long-term interventions. ERC shall advise Clients that the Clients, and not Company, are responsible for the payment of all costs and fees associated with services rendered by such third parties.
- f. ERC shall provide case management services for Clients, to include personal, telephone and written communications with Clients, referral networks, and community resources that may be available for the purpose of continuity and coordination of care.

g. ERC shall consult with Company supervisors, management and medical personnel regarding referrals, or possible referrals, of Qualified Employees, subject to the limitations in Section 4 herein.

h. ERC shall make onsite training on "EAP as a Management Tool" to Company supervisors and management on an annual basis as may be mutually agreed upon the parties hereto.

i. ERC shall provide Company with reports on the utilization of EAP services rendered by ERC as may be reasonably requested by Company. Company understands that such reports shall be a statistical analysis as to the source of referrals, issue(s) being addressed within the Company and of its Qualified Employees and those services being provided to the Qualified Employees without the disclosure of confidential information concerning the Qualified Employees.

3. Duties of the Company. Company agrees that it shall be responsible for the following in connection with implementing the EAP:

a. Company shall designate a Company employee or representative of a Company committee to be the Company coordinator of the EAP and to communicate with ERC's designated employee referred to in Section 2(a) herein.

b. Company shall provide such meeting places and facilities as may be required for planning and implementation of the EAP, group orientation sessions, management and supervisory training sessions and individual conferences with supervisors, management and Qualified Employees, as necessary.

c. Company shall be responsible for all internal scheduling and to notify participants of meetings designated for the promotion of the EAP.

d. Company shall provide necessary communications to implement and maintain the EAP, including but not limited to, an EAP introduction letter to each Qualified Employee and periodic communication to supervisors, management and Qualified Employees which sets forth the policies and procedures of the EAP.

e. Company shall provide ERC with a list of Qualified Employees not less than quarterly.

4. Mental Health Benefits Incentive Plan. ERC shall provide to Company, and Company shall revise its health plan document to include, a mental health benefits incentive plan for Company employees seeking behavioral health services (the "Incentive Plan"). Under the Incentive Plan employees, and any dependents thereof, covered under Company's health plan shall have access to reduced copays or coinsurance costs for behavioral health services if said employee, or dependent thereof, first seeks behavioral health services through ERC and ERC refers said employee, or dependent thereof, to an in-network mental health service provider. Notwithstanding the foregoing, employees may access a treatment provider directly without first seeking behavioral health services with ERC but employee will then be responsible for all applicable copays and coinsurance costs applicable thereto under Company's health plan.

5. Incentive Plan Services Provided by ERC. ERC shall provide the following services pursuant to the Incentive Plan:

- a. Assessment and counseling services up to the limit included in the ERC benefit;
- b. Referral to in-patient and out-patient mental health/substance abuse treatment if necessary;
- c. Care management services with the mental health/substance abuse treatment provider; and

- d. Create a referral certification with Company's insurance administrator for accurate and efficient processing of claims.

6. Duty to Notify Employees. Company shall notify all employees covered under its health plan in writing of the benefits offered under the Incentive Plan and the process for accessing the services provided under the Incentive Plan.

7. Confidentiality. ERC must comply with all state and federal laws regarding the confidentiality of certain healthcare records of all Qualified Employees. To that end, Company recognizes and agrees that any information provided by Clients to ERC shall remain confidential and that in the absence of any appropriate written authorization of Clients, such information shall not be released to any third party, including Company. All EAP records, including all records relative to treatment and referrals of Clients, shall remain the property of ERC. ERC and Company agree to the protection of Qualified Employee confidential information as it pertains to the privacy regulations of the Health Insurance Portability and Accountability Act of 1996.

8. Compensation for EAP Services. As compensation for the EAP services being provided by ERC, Company shall pay ERC an annual fee of \$40.92 per employee, billed on a monthly basis during the term of this Agreement. Company agrees to pay such fee within thirty (30) days of receipt of each statement from ERC. Any amount which remains unpaid more than ten (10) days following its due date shall be subject to a finance charge of 1% per month, or 12% per annum. If Company makes payment by credit card, Company agrees that a 4% fee shall be added to each statement to offset those credit card and administrative costs incurred by ERC. The monthly fee covers all core EAP services set forth in Section 9(a) and all LifeCare services set forth in Section 9(b) regardless of the number of Qualified Employees who have

participated in the EAP. Said monthly fee does not include non-core services set forth in Section 9(c) which will be invoiced separately as those services are provided to Qualified Employees.

9. EAP Services. The EAP services to be provided by ERC and compensated by Company are as follows:

- a. Core EAP services include the following:
 - Face-to-face EAP counseling model, with supportive telephonic availability
 - Program planning and implementation
 - Promotional materials e.g. EAP brochures, posters, wallet cards
 - ERC website
 - EAP Newsletters
 - Frontline Supervisor Newsletter
 - Unlimited phone consultation with management on employee behavior issues
 - Employee Orientation Sessions and/or Orientation Guidance
 - One annual "EAP as a Management Tool" training for leaders
 - Two hours of on-site Critical Incident Response per year
 - Data collection, with QA/ROI reporting and program review meetings
- b. LifeCare services include the following:
 - Password restricted membership access to LifeCare website and all benefits inclusive of that membership.
- c. Non-Core Services relate to any additional services requested by Company and approved by ERC which are not included in the core services.

10. Changes in Compensation. Following the initial term of this agreement, ERC may modify its rates providing written notice of said increase is received by the Company on or before September 1st of the year proceeding the effective date of the increase.

11. Insurance. ERC shall provide professional liability coverage for its employees

while providing services under this Agreement at ERC's expense.

12. Term of Agreement. The initial term of this Agreement shall be twenty-four (24) months, commencing on the date this Agreement has been fully executed by ERC and Company. This Agreement shall continue thereafter unless terminated by either party upon at least one (1) month's written notice to the other of the former's intention to terminate this Agreement.

13. Effect of Termination. Upon either party providing notice of termination of this Agreement, ERC and Company shall mutually agree upon a termination plan as it relates to ERC's acceptance of new referrals prior to the termination date and any other planned or scheduled services relating to any Qualified Employee. Notwithstanding any termination of this Agreement, Company shall be responsible for payment of all ERC services accrued prior to termination and those services rendered by ERC following the termination date at ERC's then non-core services rate.

14. Assignment. This Agreement may not be assigned by Company without the express written consent of ERC, which shall not be unreasonably withheld. This Agreement may be assigned by ERC and shall be binding upon and inure to the benefit of ERC's successors and assigns.

15. Entire Agreement. All terms, covenants and conditions of this Agreement are contained herein and there are no other warranties, obligations, covenants or understandings between the parties other than those expressed herein.

16. Amendment. This Agreement may only be amended by a writing signed by the party(ies) to be bound.

17. Notices. All notices shall be in writing and sent by certified mail, return receipt

requested, to the following addresses:

Employee Resource Center, Inc.

1151 Main Avenue
De Pere, WI 54115

City of De Pere

335 S. Broadway
De Pere, WI 54115

18. Severability. In the event that any provision of this Agreement shall be held to be invalid or unenforceable for any reason whatsoever, it is agreed that such invalidity or unenforceability shall not affect any other provision of this Agreement and the remaining covenants, restrictions and provisions hereof shall remain in full force and effect.

19. Governing Law. This Agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day, month and year first above written.

Employee Resource Center, Inc.

By: _____ on ____/____/201__

Steven F. Baue, President

City of De Pere

By: _____ on ____/____/201__

Name: _____ Title: _____



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 12, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

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

ATTACHMENTS:

- Sculpture FP Memo 2-2019 (PDF)



CITY OF DE PERE

MEMO

To: Finance & Personnel Committee
 From: Kimberly Flom, Development Services Director
 Date: February 12, 2019

RE: **Public Art Sculpture Project proposed by Definitely De Pere (Excess Stadium Tax)**

Background

In 2016, the Common Council approved a proposal submitted by Definitely De Pere to allocate \$100,000 of excess stadium tax funds for public art in the Downtown. The Council also authorized the Finance/Personnel Committee to approve projects and authorize staff to review invoices and disburse payments directly to Definitely De Pere.

In fall of 2017, the Finance/Personnel Committee authorized up to \$49,000 of the funds to be used for a mural program that is still underway. Definitely De Pere requests \$20,000 for a Public Art Sculpture project has described below. If awarded, \$31,000 would remain for public art.

Similar to the mural program, Definitely De Pere would submit a summary report of the project to the provided to Council upon completion. This report may be provided in the Friday Memo or at a future Council meeting.

Proposed Public Art Sculpture Project (narrative submitted by Definitely De Pere)

Project Details

Definitely De Pere is proposing to commission the Fab Collab, a group of four professional artists who collaborate on the design and fabrication of large-scale sculptures, to create a permanent public art piece that will be installed downtown De Pere. The sculpture will be fabricated onsite providing the rare opportunity for public engagement during the creative process.

A Fab Collab sculpture project, also a performance piece, transpires over 5-7 days in a public setting. The public has the opportunity to learn about the creative process as they watch the artists work as though they are in their private studio. During this time viewers are encouraged to talk with the artists giving them a unique and personal experience with the work.

A dramatic unveiling of the finished piece will happen at the July 14 downtown De Pere Art Walk event.

Design Criteria

The site-specific piece will be custom designed to be interactive and engaging. Different materials may be used to create an abstract representational piece including steel, stainless steel, brass, hand blown glass,

and other mixed media. Selection criteria will be considered to ensure that the sculpture is relevant within the cultural, historical, social, and environment context of downtown De Pere.

Application and Review Process

The Fab Collab artists will submit sketches of three proposed designs. The Committee will review the designs and select a preferred concept. The Fab Collab will provide a detailed proposal including a model showing dimensions and placement, materials and methods of installation, process and timeline, and maintenance plan.

Locations

Definitely De Pere will work with appropriate City of De Pere staff to identify a West side location for the project and involve adjacent property and business owners in the final selection of the design.

Project Budget

\$20,000. The budget includes design development, artist labor, materials, and installation.

Timeline

Definitely De Pere will contract with the Fab Collab in early March. The initial submission deadline will be the end of March. The Public Art Committee will select the preferred design by mid-April and the final submission will be due early May. We anticipate fabrication dates to occur no later than July 10 – 14. This will be determined by the final design, artist schedule, and weather. The finished piece will be presented at the July 14 Downtown De Pere Art Walk event.

Artists

Kent Hutchinson is a multidisciplinary artist and designer with over 15 years of experience in welding, carpentry and multimedia fabrication. Kent blends his formal education as a craftsman with his broad experience as an artist in his non-traditional approach to fabrication methodology. Kent offers the full range of project development from conceptualization to fabrication in the creation of sculptures and public art.

Naomi Moes-Jenkins is a national award-winning sculptor of multiple mediums including bronze casting. She has been a presence in the local arts community for over 15 years and her work is enjoyed by clients across the country.

Jeff Benson is an accomplished blacksmith with over 20 years of experience. He combines different media into his custom work such as metal, stone, glass and wood. Jeff specializes in large scale sculpture as well as furniture, railings, and architectural elements.

Casey Early-Krueger has over 10 years of experience and is a graduate from UW-Green Bay fine arts program. He has collaborated with local arts including exhibitions at the Art Garage, and live art demonstrations at Catalyst and Art-Hop Collective.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 12, 2019

DEPARTMENT: City Clerk-Treasurer

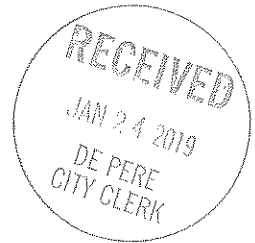
FROM: Shana Ledvina

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

ATTACHMENTS:

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

January 23, 2019



De Pere City Clerk

Shana Delvina

335 So. Broadway St.

De Pere, Wi. 54115

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

Parcel # WD 726-M-20

Shana:

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

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

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

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

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

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

A FRUSTRATED TAX PAYER!!!!

Dan Doro


920-421-5060

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

CITY OF DE PERE

MEMO

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

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

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

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

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

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

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

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

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

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

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

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

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

JSL:amz
Attachment

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² Wis. Stats. §74.35

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

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



To Whom it May Concern–

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

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

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

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