



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Tuesday, February 10, 2015

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 10, 2015** 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 13, 2015 regular meeting of the Finance/Personnel Committee.
3. Consideration of Police Overtime January 2015
4. Fire Department Overtime, EMS Billing and Collections Report for the Month of January
5. Consideration of a New Special Event Permit Ordinance and Permit Fee*
6. Review and Approve the Creation of Section 106-4 (b), De Pere Municipal Code, to allow for Health Department licensing under the Department of Health Services and Department of Agriculture, Trade and Consumer Protection. *
7. Review and approve the revised health department fee schedule. *
8. Review and approve revisions to De Pere Municipal Code regarding Weights and Measures Regulations. *
9. Approval of emergency repair to Community Center Hot Water Heater.
10. Recommendation to Switch to M3 Insurance for Risk/Liability Broker Services. *
11. Approval to enhance wellness program (i.e. purchasing exercise equipment and hiring exercise instructor
12. Public comment and announcements.
13. Future agenda items.
14. Discuss EMS Delinquency Collections.

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(e), the Council may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Council may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(g), the

Council may convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The Council may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

15. Adjournment.

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject(s) over which they have decision-making responsibility.

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.

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: February 10, 2015

DEPARTMENT: City Attorney

FROM: Jeni Dupont

SUBJECT: Approval of the minutes of the January 13, 2015 regular meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- January 13, 2015 DRAFT Minutes (DOC)



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Tuesday, January 13, 2015
7:30 PM
De Pere City Hall Council Chambers

Call to order.

Mayor Michael J. Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on January 13, 2015 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Michael Donovan	Aldersperson	Present	
Larry Lueck	Aldersperson	Present	
Lisa Rafferty	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Police Chief Derek Beiderwieden, Fire Chief Dennis Rubin, Director of Planning & Economic Development Ken Pabich, Director of Parks, Recreation & Forestry Marty Kosobucki, Clerk-Treasurer Shana Defnet and members of public.

- Approval of the minutes of the December 9, 2014 regular meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Michael Donovan, Aldersperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

- Police Overtime Report for December 2014

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Aldersperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

- Fire Department Overtime and EMS Billing Report for the month of December.

Discussion followed motion regarding EMS billing collections. Fire Chief Rubin explained the collection process is still being worked out. More discussion followed. The committee requested a timeframe/milestone for when this issue will be resolved.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Aldersperson
SECONDER:	Scott Crevier, Aldersperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

- Consideration of Audit Firm Proposals*

Clerk-Treasurer Defnet provided an overview of the proposal process and responded to committee member questions regarding the rankings. Upon discussion, Mayor Walsh moved, seconded by Aldersperson Crevier to accept the proposal from Schenck SC.

Attachment: January 13, 2015 DRAFT Minutes (3072 : Approval of minutes)

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

6. Review Facade Grant receipts for 125 S Broadway (ED-824). Applicant: Beilke LLC. *
Mayor Walsh congratulated Beilke on the finished product.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

7. Discussion on Department of Agriculture Drug Disposal Grant Terms and Alternatives. *
- The City was awarded a \$3,000 grant and City Attorney Schmidt-Lehman's review of the grant contract determined the City is required to indemnify the State as a condition of accepting the grant. Other obligations included affirmative action, record keeping and compliance audits. Police Chief Beiderwieden explained the decisions that needed to be made: 1) accept the grant; 2) continue the program; and 3) alternative funding options if grant is rejected. The Chief does not recommend ending the program and provided suggestions for alternative funding such as asking local pharmacies, applying for mini grants, budgeting for it in the future and community donations. Discussion followed. Upon discussion, Mayor Walsh moved, seconded by Alderperson Crevier to not accept the grant and to look for alternative funding in order to continue the drug disposal program.

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

8. Review recommendation on Request for Proposals for a new City sign off HWY 41. *
- Director of Planning & Economic Development Pabich provided an overview of the proposals received and recommended Jones Sign based on the details and specifics provided in their proposal. Discussion followed. Upon discussion, Mayor Walsh moved, seconded by Alderperson Lueck to accept the proposal from Jones Sign.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

9. Review recommendation on Request for Proposals for an Area Development Plan for the City future growth area. *
- Planning & Economic Development Pabich provided an overview of the proposal process. Eight companies were solicited and six proposals were received. Discussion followed. Upon discussion, Alderperson Donovan moved, seconded by Alderperson Rafferty to accept the proposal from Robert E. Lee & Associates.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

10. Approve funding for emergency repair to heating unit for MSC Water Room. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lisa Rafferty, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

11. Approve bid from B.A.T.I for installation of digital control system for City Hall HVAC.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

12. Public comment and announcements.

None.

13. Future agenda items.

None.

14. Consider disposition of tax foreclosed properties.

Mayor Walsh moved, seconded by Alderperson Rafferty to go into closed session at 8:29 p.m. Upon roll call vote, motion carried unanimously.

Mayor Walsh moved, seconded by Alderperson Donovan to reconvene in open session at 8:54 p.m. Upon roll call vote, motion carried unanimously.

Mayor Walsh moved, seconded by Alderperson Crevier to approve the amendment, assignment and consent to assignment for Trailside Development and approve the promissory note for Keith Garot's repayment of residential infrastructure for Parcel ED-2688. Interest for the note will accrue as of the date of the transfer of property and payments will be made at six months and twelve months.. Upon vote, motion was approved unanimously.

15. Adjournment.

Upon motion by Mayor Walsh, seconded by Alderperson Crevier the Finance/Personnel Committee unanimously adjourned at 8:55 p.m.

Respectfully submitted,
Jennifer Dupont

Attachment: January 13, 2015 DRAFT Minutes (3072 : Approval of minutes)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: February 10, 2015

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration of Police Overtime January 2015

I would like to take a moment to point a significant change in the way overtime is being reported on the police overtime reports starting on January 1, 2015. Due to a change in the way the police is now inputting overtime in the city payroll system, the numbers on the overtime report had to change. In all years past, ending December 31, 2014, police department overtime reports to the council showed the overtime hours calculated out at time and one half, the way it was then inputted into the payroll system. With a change in a scheduling software system the police department used to become more efficient, the numbers of hours are actual hours and the payroll system now calculates the appropriate rate of pay (straight time, 1.5 or 2 times pay depending on circumstances). The change is highly accurate on the number of hours an employee has actually worked, and not the contractual number of hours an employee is paid, two completely different numbers. We have always reported the number of hours paid.

With that being said, the reported hours are the actual number of hours an employee worked during overtime, since that is the way the numbers can be taken from the payroll system for this report. It would otherwise be highly inefficient to go back and attempt to calculate the overtime rates of pay for every overtime and every employee in a given time period. The amount paid out is also still being reported as the dollar amount at the bottom of the page for the given time period (4 or 6 week periods). All reports forthcoming will be at the actual hours worked. Comparisons from years past may be a little difficult for the next year or two as the old overtime reports were at hours paid. However, I will continue to attach them for some reference.

If you have questions or input on this method of reporting please contact me at your convenience.

Also, January's Reimbursed Miscellaneous OT of 59.50 total hours is comprised of 26 Drug Task Force Investigation Hours and 33.5 OWI Task Force Hours.

ATTACHMENTS:

- 2013 PD OT Report Summary (PDF)
- 2014 PD OT Report Summary (PDF)
- January 2015 PD OT Report (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2013**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	102.00	75.00	69.75	106.50	178.00	26.25	90.00	25.50	77.25	53.25	22.50	65.25	891.25
OFFICER WORKED ON HOLIDAY	178.00	12.00	34.25	13.50	10.50	65.00	65.00	4.00	118.50	12.00	4.00	244.00	760.75
OFFICER FOR COURT	15.00	15.00	21.00	3.00	15.00	12.00	28.50	10.50	45.50	18.00	12.00	18.00	213.50
OFFICER TRAINING	10.00	62.50	36.00	75.75	221.00	63.25	111.50	3.00	77.50	175.25	156.75	14.75	1007.25
OFFICER RELIEF FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			27.75		27.75
OFFICER ATTEND MEETING	1.50	6.25	0.00	0.00	0.00	7.50	16.50	3.00	15.00	22.50	15.00	14.00	101.25
STAFFING LEVEL	166.50	57.75	157.50	118.50	210.00	186.00	400.75	375.25	215.75	136.50	106.50	195.75	2326.75
INVESTIGATION	50.25	54.00	51.75	27.75	123.50	59.75	87.00	51.75	105.25	41.75	54.25	58.00	765.00
HONOR GUARD FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SCHOOL LIAISON REIMBURSED	26.25	74.25	40.50	22.50	47.00	25.50	0.00	18.75	58.50	48.00	18.00	33.00	412.25
COMMUNITY RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT REIMBURSED	0.00	15.25	0.00	10.50	9.00	299.75	6.00	20.25	15.75	11.50		69.50	457.50
MISCELLANEOUS	41.25	23.00	87.00	21.75	16.00	29.25	31.75	39.75	30.75	25.50	25.25	36.75	408.00
MISCELLANEOUS REIMBURSED	156.00	98.25	113.25	117.25	183.75	168.00	68.25	67.50	55.50	94.50	72.75	105.75	1300.75
Gross OFFICER OVERTIME	746.75	493.25	611.00	517.00	1013.75	942.25	905.25	619.25	815.25	638.75	514.75	854.75	8672.00
SUBTOTAL REIMBURSED OVERTIME	(182.25)	(187.75)	(153.75)	(150.25)	(239.75)	(493.25)	(74.25)	(106.50)	(129.75)	(154.00)	(90.75)	(208.25)	(2170.50)
NET OFFICER OVERTIME	564.50	305.50	457.25	366.75	774.00	449.00	831.00	512.75	685.50	484.75	424.00	646.50	6501.50
Community Service Officer	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

Total Overtime Budget: \$130,000.00
Expenditures through 09/27/2013 \$167,529.00
Percent of Total Budget: 128.87%

NOTES:

* Period 12/22/2012 - 02/01/2013
**Period 2/2/2013 - 3/1/2013
***Period 3/2/2013 - 3/29/2013

+Period 3/30/2013 - 4/26/2013
++Period 4/27/2013 - 5/24/2013
^Period 5/25/2013 - 6/21/2013

#Period 6/22/2013 - 8/2/2013
##Period 8/3/2013 - 8/30/2013
^^Period 8/31/2013 - 9/27/2013

^^^Period 9/28/2013 - 10/25/2013
*+Period 10/26/2013 - 11/22/2013
**+Period 11/23/2013 - 1/3/2014

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2014**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	35.25	82.50	83.25	53.25	62.25	52.50	63.75	54.75	62.25	159.00	39.75	51.75	800.25
OFFICER WORKED ON HOLIDAY	4.00	4.00	8.00	41.25	18.50	54.25	60.50	16.00	116.00	22.00	8.00	227.00	579.50
OFFICER FOR COURT	36.00	12.00	15.00	9.00	18.50	21.00	27.00	18.75	3.00	9.00	14.25	6.00	189.50
OFFICER TRAINING		13.00	32.25	90.50	19.75	59.75	42.25	12.50	59.00	64.75	141.50	29.50	564.75
OFFICER RELIEF FOR FUNERAL							29.25		16.50		30.00		75.75
OFFICER ATTEND MEETING	40.50		6.00	9.75	11.25			17.25		2.25	38.75		125.75
STAFFING LEVEL	27.75	16.50	35.50	51.75	142.00	221.25	341.50	199.50	208.50	211.50	255.50	319.00	2030.25
INVESTIGATION	34.75	22.25	8.25	37.50	64.75	18.75	85.25	56.00	53.25	22.75	34.25	87.75	525.50
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	24.00	49.50	21.75	34.50	24.75	32.25		18.75	48.00	79.50	22.50	27.75	383.25
COMMUNITY RELATIONS									3.00	8.25			11.25
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		15.00			34.00	255.25	6.75		36.75	9.00		55.50	412.25
MISCELLANEOUS	14.00	25.25	28.50	5.50	26.50	62.75	25.75	17.25	26.25	34.50	17.75	31.75	315.75
MISCELLANEOUS REIMBURSED	107.25	102.00	119.25	107.00	93.00	141.75	203.25	96.00	110.25	97.50	66.75	104.25	1348.25
Gross OFFICER OVERTIME	323.50	342.00	357.75	440.00	515.25	919.50	885.25	506.75	742.75	720.00	669.00	940.25	7362.00
SUBTOTAL REIMBURSED OVERTIME	(131.25)	(166.50)	(141.00)	(141.50)	(151.75)	(429.25)	(210.00)	(114.75)	(195.00)	(186.00)	(89.25)	(187.50)	(2143.75)
NET OFFICER OVERTIME	192.25	175.50	216.75	298.50	363.50	490.25	675.25	392.00	547.75	534.00	579.75	752.75	5218.25
SECRETARY OVERTIME													0.00
Community Service Officer	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

Total Overtime Budget: \$133,357.00

Expenditures through 1/02/2015 \$145,016.00

Percent of Total Budget: 108.74%

NOTES:

* Period 1/4/2014 - 1/31/2014

+Period 3/29/2014 - 4/25/2014

#Period 6/21/2014 - 08/01/2014

^^Period 9/27/2014 - 10/24/2014

Period 2/1/2014 - 2/28/2014

++Period 4/26/2014 - 5/23/2014

##Period 8/2/2014 - 8/29/2014

*+Period 10/25/2014 - 11/21/2014

Period 03/01/2014 - 03/28/2014

^Period 5/24/2014 - 6/20/2014

^^Period 8/30/2014 - 9/26/2014

*+*Period 11/22/2014 - 1/2/2015 (6 weeks)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2015**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	32.00												32.00
OFFICER WORKED ON HOLIDAY	8.00												8.00
OFFICER FOR COURT	14.00												14.00
OFFICER TRAINING	19.00												19.00
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	12.00												12.00
STAFFING LEVEL	45.00												45.00
INVESTIGATION	20.25												20.25
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	17.00												17.00
COMMUNITY RELATIONS	1.00												1.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED													0.00
MISCELLANEOUS	6.00												6.00
MISCELLANEOUS REIMBURSED	59.50												59.50
Gross OFFICER OVERTIME	233.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	233.75
SUBTOTAL REIMBURSED OVERTIME	(76.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(76.50)
NET OFFICER OVERTIME	157.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	157.25
SECRETARY OVERTIME													0.00
Community Service Officer	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

Total Overtime Budget: \$150,000.00

Est. Expenditures through 2/04/2015 \$5,411.48

Percent of Total Budget: 3.61%

NOTES:

* Period 1/3/2015 - 1/30/2015

+Period

#Period

^^Period

**Period

++Period

##Period

*+Period

***Period

^Period

^^Period

*+*Period

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: February 10, 2015

DEPARTMENT: Fire Department

FROM: Diane Yashinsky

SUBJECT: Fire Department Overtime, EMS Billing and Collections Report for the Month of January

ATTACHMENTS:

- jan (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2014

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
DUTY CREW	73.5	147	98.75	48	112.5	85.25	59.75	39	83	56.25	143	48	994
EMS TRAINING	70.5	83	81	53.5	35.5	3	12	18.5	12	168.25	76.5	67.5	681.2
FIRE TRAINING	11	5.5	6	48.75	0	8	2.25	0	0	35.25	46	216.75	379.5
RESCUE CALLS	15.5	17	3.5	8.5	15.5	0	11.25	1	5.25	16	22.5	5.5	121.5
FIRE CALLS	0	0	0	0	0	0	5.25	0	0	39.75	19	0	64
MEETINGS	15	16.5	18	26.25	21	11.25	15	20.25	18.5	21.25	27.25	36.75	247
STAFFING REP.	0	41.25	3	0	6.75	51	288	45.75	17	40.5	219.75	108	821
MAINTENANCE	0	3.5	0	0	31	23	0	24	29.5	0	0	0	111
PUB. ED.	0	0	5.25	0	0	3	0	0	18.75	12.75	71.75	12	123.5
SPECIAL EVENTS	0	20	0	21	36	119.5	0	21	7.5	0	0	0	225
# FIRE RUNS	30	31	22	25	30	25	27	27	27	41	27	167	479
# of EMS RUNS	147	145	136	139	160	174	142	161	154	164	144	30	1696
DISPATCH ERRORS	6	1	3	3	9	1	4	1	5	0	1	2	36
TOTAL HRS.	185.5	333.75	215.5	206	258.25	304	393.5	169.5	191.5	390	625.75	661.5	3767.7

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2015

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
DUTY CREW	120												120
EMS TRAINING	63												63
FIRE TRAINING	0												0
RESCUE CALLS	11.5												11.5
FIRE CALLS	0												0
MEETINGS	141.5												141.5
STAFFING REP.	216												216
MAINTENANCE	4.5												4.5
PUB. ED.	0												0
SPECIAL EVENTS	0												0
# FIRE RUNS	28												28
# of EMS RUNS	170												170
DISPATCH ERRORS	4												4
TOTAL HRS.	556.5	0	0	0	0	0	0	0	0	0	0	0	556.5

Special Events included in Overtime - None

Total Overtime Budget \$80,000 Expenditures through January 16 \$3,856 4.5%

Attachment: jan (3064 : Fire Department Overtime Report for the Month of January)

Incident Type Report (Summary)
From 01/01/15 To 01/31/15
Report Printed On: 02/03/2015

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Outside rubbish, trash or waste fire (151)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
Emergency medical service, other (320)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	147	72.77%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	5	2.48%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	2	0.99%	\$0.00	\$0.00	\$0.00	0.00%
	155	76.74%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Hazardous condition, other (400)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
Gas leak (natural gas or LPG) (412)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	3	1.49%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
Overheated motor (442)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
	7	3.49%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Lock-out (511)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
Assist police or other governmental agency (551)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
Assist invalid (554)	15	7.43%	\$0.00	\$0.00	\$0.00	0.00%
	17	8.43%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Dispatched and cancelled en route (611)	5	2.48%	\$0.00	\$0.00	\$0.00	0.00%
Wrong location (621)	4	1.98%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
HazMat release investigation w/no HazMat (671)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
	11	5.46%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
False alarm or false call, other (700)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation due to malfunction (731)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	2	0.99%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	2	0.99%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
Detector activation, no fire - unintentional (744)	2	0.99%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	1	0.50%	\$0.00	\$0.00	\$0.00	0.00%
	11	5.47%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	202			Total Est. Loss:	\$0.00	

Attachment: jan (3064 : Fire Department Overtime Report for the Month of January)

DE PERE FIRE RESCUE
MUTUAL AID REPORT
JANUARY, 2015

MUTUAL AID GIVEN

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
63	ASHWAUBENON	FIRE
80	GREEN BAY	EMS
201	ASHWAUBENON	EMS

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
29	ASHWAUBENON	EMS
72	ASHWAUBENON	EMS
122	ASHWAUBENON	EMS
196	ASHWAUBENON	EMS

JANUARY, 2015

*OVERTIME CAUSED BY SICK LEAVE

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
12/20	48	72
12/22	24	36
12/27	24	36
12/29	24	36
31-Dec	24	36
TOTAL	144	216

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

DE PERE AMBULANCE VS. EMS BILLING

	DE PERE	EMS BILLING	DE PERE	EMS BILLING	DE PERE	EMS BILLING	DE PERE	EMS BILLING
	SEPT. '12	SEPT. '13	OCT. '12	OCT. '13	NOV. '12	NOV. '13	DEC. '12	DEC. '13
CHARGES	101,994	92,267	103,599	91,014	84,739	70,395	104,816	102,557
PAYMENTS	36,054	0	40,424	19,889	80,362	47,269	58,582	75,414
ADJUSTMENTS	15,987	26,098	23,906	29,586	46,990	24,018	30,474	31,739
WRITE OFFS	5,461	0	3,279	160	1,797	5	3,476	33
	JAN. '13	JAN. '14	FEB. '13	FEB. '14	MAR. '13	MAR. '14	APR. '13	APR. '14
CHARGES	94,084	88,627	106,987	75,043	117,304	100,284	89,582	87,748
PAYMENTS	63,285	77,461	57,432	50,484	84,596	44,840	88,305	53,295
ADJUSTMENTS	30,496	31,499	26,136	23,106	45,632	32,787	50,304	29,914
WRITE OFFS	8,441	373	2,568	0	3,278	11	616	9
	MAY '13	MAY '14	JUNE '13	JUNE '14	JULY '13	JULY '14	AUG. '13	AUG. '14
CHARGES	92,696	108,198	81,726	54,770	0	143,280	0	86,331
PAYMENTS	47,440	52,628	52,844	53,816	37,237	42,347	55,541	55,228
ADJUSTMENTS	19,605	35,437	30,071	16,149	24,703	34,597	20,565	34,546
WRITE OFFS	5,983	4	2,371	280	6,130	0	4,473	0
	SEPT. '13	SEPT. '14	OCT. '13	OCT. '14	NOV. '13	NOV. '14	DEC. '13	DEC. '14
CHARGES	0	94,738	0	135,983	0	70,303	0	129,160
PAYMENTS	20,786	42,864	6,602	81,766	2,496	61,724	1,367	66,523
ADJUSTMENTS	5,666	38,836	1,771	46,894	541	26,748	225	43,676
WRITE OFFS	4,431	860	3,506	84	1,939	400	1,200	1,007

Payments to EMS	
Jan. 2014	5,422
Feb. 2014	3,534
March 2014	3,139
April 2014	3,731
May 2014	3,684
June 2014	3,767
Jul-14	2,964
Aug. 2014	4,036
Sept. 2014	3090
Oct. 2014	5867
Nov. 2014	4495
Dec. 2014	4868
Total Paid	\$48,596

	DP Collections 2013	EMS Collections 2014
Jan.	63,285	77,461
Feb.	57,432	50,484
Mar.	84,596	44,840
April	88,305	53,295
May	47,440	52,628
June	52,844	53,816
July	37,237	42,347
Aug.	55,541	55,228
Sept.	20,786	42,864
Oct.	6,602	81,766
Nov.	2,496	61,724
Dec.	1,367	66,523
TOTAL	\$517,931	\$682,975

	DP Charges 2013	EMS Charges 2014
Jan.	94,084	88,627
Feb.	106,987	75,043
Mar.	101,015	100,284
Apr.	89,582	87,748
May	92,696	108,198
June	81,726	54,770
July	***	143,280
Aug.	***	86331
Sept.	***	94738
Oct.	***	135983
Nov.	***	70303
Dec.	***	129160
TOTAL	\$566,089	\$1,174,466

Attachment: jan (3064 : Fire Department Overtime Report for the Month of January)

***Effective July 1, 2013 De Pere no longer did their own billing for EMS services.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE:	February 10, 2015
DEPARTMENT:	Police
FROM:	Derek Beiderwieden
SUBJECT:	Consideration of a New Special Event Permit Ordinance and Permit Fee*

Historically, the police department was the coordinator of special events, road closures, parades, runs or other events involving city right-of way or property other than a city park. The coordination and involvement originally may have worked when there were only a few events a year. However, today, with the popularity of running events, fundraiser's, regional marathons, and other special events in De Pere, there emerged a need to diversify the various components of special event planning to the departments and units of the city that could provide appropriate expert advice.

The process used to entail an application submitted to the police department, a review and usually some meetings, a request by police personnel to get additional information, requests for maps, insurance certificates, and answering questions for alcohol sales, food delivery, sanitary services, and fire, ambulance and security services. The process became almost a full-time job for police management staff in the spring and summer of each year.

A committee was formed consisting of (volunteer) key players that were tasked to look at the scope of the problem and to develop diversification solutions. Through a series of meetings the committee developed a new comprehensive Special Event ordinance, a pre-planning packet for event planners and coordinators, a contemporary application, and a good start on the development of an electronic version of the entire package, the committee's ultimate goal.

The new process for an event begins with an event planner's review of the new Special Event pre-planning packet that spells out the various components of the new ordinance, requirements by state law or identifies special situations or hazardous situations that may require additional planning and coordination with a specific city department or public safety staffing. After reviewing the pre-planning packet, an event planner will be more cognizant of city requirements and be fully prepared when submitting an application. Then, at least 60 days prior to the event, the event planner submits a comprehensive application to the City Clerk's office where the city clerk assesses the event using established criterion and ensures a proper deposit fee is submitted,

depending on the type of event. The application is forwarded to various city departments or units if those departments or units are required to approve an application part, or are involved in city coordination for the event. Once each department or unit approves its part, the application parts are returned to the city clerk, the clerk approves the application and the event planner is notified.

A schedule of fees for all special events is being proposed to help offset administrative costs associated with review of the application, coordination of services with event planner, assistance with additional city permits, etc. The fee schedule is in line with other Brown County jurisdictions.

The fees schedule (set by resolution) is proposed as follows:

Low Hazard and First Amendment expressive activities in a traditional public forum	\$25
Medium Hazard	\$50
High Hazard	\$250

The fee is collected at the time the application is submitted. The fee is considered a deposit at first as the fee may need to change after reviews by various departments, historic data, or other factors. Any changes will be communicated with the event planner. Also, any fee collected will be considered when the event planner is required to submit an application for an additional license or permit from the city. The highest dollar amount or the difference will be collected. For instance, if an event is originally charged a \$50 fee at application, but needs an additional permit to sell beer at say \$45, the event is not charged the additional fee for the beer sales. However, if the same event at \$50 needed to get a \$100 permit for something, the event would be charged an additional \$50 for the difference in the other permit fee.

The special event committee and the police department encourage the adoption of the ordinance and the fee schedule. Attached to this agenda item are the application and the ordinance. The pre-application packet is still a work in progress with some last minute changes still being completed. It should be available for the common council meeting.

If there are any questions please contact me at you convenience.

ATTACHMENTS:

- Ord15-special events (DOCX)
- Application - Special Events (PDF)
- SpecialEventPlanning Packet with Pictures 3 (PDF)

ORDINANCE #15-

AMENDING CHAPTER 106 DE PERE MUNICIPAL CODE
REGARDING SPECIAL EVENTS AND PENALTIES

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN

AS FOLLOWS:

SECTION 1: Section 106-6(a), *Special Events*, is hereby created to read as follows:

(a) *Special Events*. This section applies to any public event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, athletic event, show or other similar display which interferes with the usual flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the usual use of parks or other public grounds.

(1) *Definitions*.

- A. *Low Hazard Event*. Special events involving no physical activity by participants, no severe exposure of spectators to hazards, and no alcoholic beverages. Low hazard events shall include, but not be limited to, indoor and outdoor meetings, small theatrical performances, estate sales and auctions.
- B. *Medium Hazard Event*. Special events involving limited physical activity by participants, no severe exposure of spectators to hazards, and crowd sizes of less than 10,000 persons. Medium hazard events shall include, but not be limited to, dances, animal shows, political rallies, flea markets, and parades with no floats.
- C. *High Hazard Event*. Special events involving major physical activity by participants, moderate to severe exposure of spectators to hazards, and/or crowd sizes of over 10,000 persons. High hazard events shall include, but not be limited to, events with more than ____units of propane, and/or liquid petroleum (LP), and/or deep fryers per _____, circuses and carnivals with rides, parades with floats, marathons or similar races, vehicle races and fireworks displays.
- D. *Person*. Any person, firm, partnership, association, corporation, company, or organization of any kind.

- (2) *Permit Required*. No person, organization or entity shall conduct, manage, engage in, or participate in a special event unless a permit has been obtained from the City Clerk-Treasurer. The special event permit shall be in addition to any underlying permit requirement (i.e. parade permit; park use agreement); however only one permit fee shall be charged, which shall be the higher of the various permit fees.

(3) *Exceptions.* This section shall not apply to funeral processions or to neighborhood block parties in compliance with §22-8 of this Code. Any event sponsored by a governmental agency or entity shall be required to obtain all necessary permits required for the activity sponsored, but no permit fee shall be required.

(4) *Application.*

A. *Filing and Contents.* An application for a special event permit shall be filed with the Clerk-Treasurer not less than 60 days before the proposed date of the event on a form to be provided by the Clerk-Treasurer unless the permit request is for 1st Amendment expression purposes, in which case the application shall be filed within 7 calendar days of the event. The application shall set forth the following information:

1. The name, addresses, and contact information of the person seeking to conduct such event.
2. The name, addresses, and contact information of the event coordinator and the on-site contact.
3. The date when the event is to be conducted.
4. The hours such event will start and terminate, including set-up and take-down times.
5. The event location or route to be traveled, the starting point, and the termination point, if applicable.
6. The approximate number of persons who, and animals and vehicles which, will constitute such event; the type of animals; and description of the vehicles, if applicable.
7. A statement as to whether the event will occupy all or a portion of the width of any streets, including the names of the streets so affected.
8. Whether any alcoholic beverages and/or food will be served and/or consumed in conjunction with the event, the locations of such activities, and whether the necessary licenses have been obtained.
9. Any additional information which the Clerk-Treasurer finds reasonably necessary to a fair determination as to whether a permit should be issued.

B. *Late Applications.* The Clerk-Treasurer, where good cause is shown, may consider any application which is filed less than 60 days before the date such event is proposed to be conducted. Permit fees for processing late applications shall be doubled.

C. *Fees.*

1. A non-refundable application fee to cover the administrative costs of processing the permit shall be paid to the City by the applicant when the application is filed according to the schedule of fees adopted by resolution of the common council.

2. The application fee may be refunded by the Common Council for events sponsored by charitable organizations located in the City which have IRS section 501(c) (3) status.
 3. Fees for services provided by the City for the event will be assessed to the permit applicant and paid prior to the start of the event.
- D. *Insurance and Indemnification.* No proof of insurance or indemnification is required for low hazard events. For medium and high hazard events, the applicant shall furnish a certificate of insurance in an amount of Two Million Dollars per occurrence, Two Million Dollars aggregate, naming the City of De Pere as an additional insured. Higher insurance limits may be required for high hazard events as determined necessary by the City Attorney.
- (5) *Additional City Services.* If the special event will require more than the minimal use of any City equipment or services, the applicant shall pay the actual costs for the use of such equipment or services. This may include, but is not limited to, police services, fire/rescue services, barricades and the like. As a condition of the approval of any application, the applicant shall agree to pay, within 30 days of billing, the costs of any additional City services.

To ensure public safety for the event and the City, the City reserves the right to require special events to maintain minimum levels of dedicated fire/EMS services and police/security services throughout the duration of the event. Estimated minimum services will be determined prior to the event (see guidelines), but may reasonably increase or decrease as actual event conditions change to ensure public safety. Actual public safety services shall be determined in the sole discretion of the police/fire chief or their respective designee. Outside vendors may be retained for such services; however, City approval of such vendors and services shall be obtained prior to the event.

City of De Pere Fire Rescue Department Emergency Fire/Medical Resource Guidelines for Special Events

Emergency Fire/Medical Resources Matrix for Special Events is a guideline used to determine appropriate emergency medical resources for Special Events in the City of De Pere. The need for multiple or additional resources based on Special Risk Considerations will be determined by the Fire Chief or his/her designee and will be communicated to event organizer/sponsor. Costs associated with these resources are the responsibility of the event organizer/sponsor.

- Required resource. Multiple resources may be considered dependent on Special Risk Considerations.
- ✓ Recommended resource intended to ensure safety of participants.

Event Type	Anticipated Maximum Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse		ALS 2 Ambulances	Firefighting Team(s) 4 Firefighters 1 Supervisor
Any Event Requiring a Special Event Permit	Less than 4,000	●	✓				
	4,000 to 10,000	●	✓	✓		✓	✓
	10,000 to 50,000	●	●	✓		●	●
	Over 50,000	●	●	✓		●	●

Special Risk Considerations which may affect the required fire/medical resources needed include but are not limited to:

- | | |
|---|--|
| ☐ Night vs. Daytime | ☐ Location/Geography/Multiple Locations |
| ☐ Alcohol availability/use | ☐ Weather/Time of Year |
| ☐ Length of Event | ☐ Problems encountered with Event in past |
| ☐ Type of Event | ☐ Fireworks/Pyrotechnics |
| ☐ Audience Demographics | ☐ General Admission/Reserved Seating |

* Special Events organizers can utilize private providers in lieu of City services. If a private provider is used, a medical plan must be submitted to and authorized by the Fire Department at the time of application.

City of De Pere Police Department Public Safety and Security Resource Guidelines for Special Events

Security Matrix for Special Events is a guideline used to determine appropriate resources for Special Events in the City of De Pere. The need for multiple or additional resources based on Special Risk Considerations will be determined by the Police Chief or his/her designee and will be communicated to event organizer/sponsor. Costs associated with these resources are the responsibility of the event organizer/sponsor.

- Required resource. Multiple resources may be considered dependent on Special Risk Considerations.
- ✓ Recommended resource intended to ensure safety of participants.

Event Type	Anticipated Maximum Crowd Size	4-9 Officers Plus 0-1 Supervisors	9-14 Officers Plus 1-2 Supervisors	14-21 Officers Plus 2-3 Supervisors	21-30 Officers Plus 3-6 Supervisors
Any Event Requiring a Special Event Permit	Less than 4,000	●	✓		
	4,000 to 10,000	N/A	●	✓	
	10,000 to 50,000	N/A	N/A	●	✓
	Over 50,000	N/A	N/A	N/A	●

Special Risk Considerations which may affect the required police resources needed include but are not limited to:

- | | |
|---|--|
| ☐ Night vs. Daytime | ☐ Location/Geography/Multiple Locations |
| ☐ Alcohol availability/use | ☐ Weather/Time of Year |
| ☐ Length of Event | ☐ Problems encountered with Event in past |
| ☐ Type of Event | ☐ Fireworks/Pyrotechnics |
| ☐ Audience Demographics | ☐ General Admission/Reserved Seating |

- (6) *Standards for Issuance.* The Clerk-Treasurer shall issue the permit when, from a consideration of the application, consultation with other City departments as necessary, and from such other information as may otherwise be obtained, it appears that:
- A. The applicant has complied with all of the application requirements of subsection (4).
 - B. The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic in the vicinity of its location.
 - C. The conduct of the event will not require the diversion of so great a number of police officers as to prevent normal police protection to the City.
 - D. The concentration of persons, animals, and vehicles at the event will not unduly interfere with proper fire and police protection of or ambulance service to areas in the vicinity of the event.
 - E. The conduct of the event will not unduly interfere with the operation of hospitals, schools, or other public institutions.
 - F. The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.
 - G. The special event will not conflict or interfere with another special event for which a permit has already been granted.
 - H. There are a sufficient number of parking spaces within a reasonable distance to accommodate the number of vehicles expected.
 - I. Adequate sanitation or other necessary health facilities will be available at the event.
 - J. The conduct of the event is not reasonably likely to cause injury to persons or property.
 - K. The applicant has no history of non-compliance with any City or State regulation pertaining to the activities covered by this section.
- (7) *Action upon Application.* The Clerk-Treasurer shall provide written notice of the issuance or denial of the permit within 30 days of receipt of an application, unless the permit request is for 1st Amendment expression purposes within a public forum, in which case the written notification shall be provided within three (3) days of application. If the application is denied, the notice shall state the reasons for the denial.
- (8) *Appeal Procedure.* Any person aggrieved may appeal the denial of a special event permit as provided in §106-2(g) of this Code.
- (9) *Notice to City and Other Officials.* Immediately upon the issuance of a special event permit, the Clerk-Treasurer shall send a copy thereof to the Mayor, Common Council members, and city departments involved in the permitting process.
- (10) *Duties of Permittee.* A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.

SECTION 2: All subsequent sections of §106-6 shall be renumbered accordingly.

SECTION 3: **Section 106-7, Penalties for non-compliance with this Chapter**, is hereby created to read as follows:

Any person who violates this chapter shall be subject to such forfeiture as determined by resolution of the common council. Each act of violation and each day upon which a violation occurs or continues constitutes a separate offense.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This ordinance shall take effect on and after passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this ____ day of _____, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____
Nays: _____
Publication Date: _____
Effective Date: _____

CITY OF DE PERE - Special Event Permit Application

Special Event: Any public event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, show or other similar display which interferes with the usual flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the usual use of parks or other public grounds. **Exceptions:** this permit shall not apply to funeral processions or to neighborhood block parties.

Part A - APPLICATION INSTRUCTIONS: File this completed application **not less than 60 days before the proposed date of the event** and the required fee with the Clerk-Treasurer, 335 S. Broadway, De Pere, WI 54115. Answer all questions completely. Use an additional sheet of paper if you cannot answer a question within the space provided.

Part B - TO BE COMPLETED BY APPLICANT

1.	Name of Company or Organization: _____ Address of Company or Organization: _____ Phone Number: _____ Type of Event: _____ Event Name: _____ Event Date/Times: _____
2.	Contact information for the Event Coordinator : First: _____ Middle: _____ Last: _____ Phone Number: _____ Address: _____ Email: _____
3.	Contact information for the Onsite Event Contact (please list an alternative contact if the Event Coordinator will be onsite for the event) : First: _____ Middle: _____ Last: _____ Phone Number: _____ Address: _____ Email: _____
4.	Description of Event: Please explain the event location or route to be traveled, the starting point, and the termination point (Please provide a map of the route/event location with your application): If the event is taking place in city streets, please describe where: How much of the street will be used (all of the width, a portion of the width, sidewalks, etc.)? If there is a route, how is it being marked?
5.	Approximate Number of Persons attending the event (including volunteers, monitors, and spectators): What information are you using to estimate this number?
6.	Please explain your event plan for event attendee parking:

Attachment: Application - Special Events (3013 : Special Event Permitting)

7.	Please explain the time at which units of the event will begin to assemble at any such assembly area or areas:
8.	Will there be fireworks? ☐ No ☐ Yes (if so, please contact the De Pere Fire Department at 339-2467)
9.	Will there be tents or booths? ☐ No ☐ Yes (if so, please contact the Building Inspection Department at 339-4052)
10.	Will alcohol be served? ☐ No ☐ Yes (if so, please contact the City of De Pere Clerk – Treasurer’s Office at 339-4050)
11.	Will food be served? ☐ No ☐ Yes Will there be amplified sound? ☐ No ☐ Yes (if you answer yes to either question, please contact the City of De Pere Health Department at 339-4054)
12.	Will garbage pick-up and clean-up be needed? ☐ No ☐ Yes Will barricading/fencing be needed? ☐ No ☐ Yes Will street sweeping be needed? ☐ No ☐ Yes (if you answer yes to any of these questions, please contact the Public Works Department at 339-339-4060)
13.	A certificate of insurance naming the City of De Pere as an additional insured is required for any event held in the City of De Pere. Have you acquired insurance for this event? ☐ No ☐ Yes (if so, please provide a copy to the Clerk’s office upon application for the Special Event Permit. If not, you must submit a certificate of insurance for the event as soon as possible.)
14.	Please provide us with any additional information that you feel is necessary in order for the City of De Pere to process this application:

Part C - TO BE COMPLETED AT THE CITY CLERK'S OFFICE

READ CAREFULLY BEFORE SIGNING. The undersigned states that each of the above questions has been truthfully answered to the best of my knowledge. I understand that any activity engaged in is limited to the time, date, location and inventory representations made on this application and by the provisions of Chapter 106 De Pere Municipal Code. I hereby designate the City Clerk-Treasurer for the City of De Pere as my agent for the purposes of accepting service in any civil action arising out of or in conjunction with the use of this permit.

Applicant Signature: _____ **Date:** _____

Part D - FOR CITY USE ONLY

Hazard Designation:_____ **Permit Fee:** _____ **Date collected:** _____ **Receipt #:** _____

Certificate of Insurance provided: _____ **Approved by the City Attorney:** _____

Low Hazard and First Amendment expressive activities in a traditional public forum \$25

Medium Hazard \$50

High Hazard \$250

Low Hazard Event. Special events involving no physical activity by participants, no severe exposure of spectators to hazards, and no alcoholic beverages. Low hazard events shall include, but not be limited to, indoor and outdoor meetings, small theatrical performances, estate sales and auctions.

Medium Hazard Event. Special events involving limited physical activity by participants, no severe exposure of spectators to hazards, and crowd sizes of less than 10,000 persons. Medium hazard events shall include, but not be limited to, dances, animal shows, political rallies, flea markets, and parades with no floats.

High Hazard Event. Special events involving major physical activity by participants, moderate to severe exposure of spectators to hazards, and/or crowd sizes of over 10,000 persons. High hazard events shall include, but not be limited to, events with more than _____units of propane, and/or liquid petroleum (LP), and/or deep fryers per _____, team or individual sporting events, circuses and carnivals with rides, parades with floats, marathons or similar races, vehicle races and fireworks displays.

Routing:

Parks Department

Public Works Department

Fire Department

Police Department

Building Inspection

Health Department

Legal Department

Attachment: Application - Special Events (3013 : Special Event Permitting)



City of De Pere

Planning a Special Event?

Contents

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Does your event meet the definition of a special event?	Page 2
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Blank Special Event Permit Application	

What is a Special Event?

The City of De Pere defines a "*Special Event*" as:

"Any public event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, show or other similar display which interferes with the usual flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the usual use of parks or other public grounds."



Notes/Comments:

What is a Special Event?

If yes, a *Special Event Application Form* must be completed and submitted to the address below. If you are not sure if your event meets the definition of special event, complete and submit a permit application and we will assist you in making a determination.

Note: Blank form attached or download on website at:

www.de-pere.org

Click on "*Planning a Special Event?*"

The completed application must be received at least **60 days** prior to your event date(s). If the permit request is for 1st Amendment expression purposes, the application must be submitted at least **7 calendar days** prior to your event.

Applications submitted late may not be approved.

☐ Please Contact (all other permits):

**Clerk Treasurer Office
(920) 339-4050**

☐ Please Contact (Block Party Permits):

**Department of Public Works
(920) 339-4060**

or

**City of De Pere Police Department
920-339-4078**

Notes/Comments:

Will your event be held in a City of De Pere park?

If yes, have you reserved your facility and obtained your reservation agreement? Have you received the Park Rules and Regulations?

☐ Please Contact: _____

**De Pere Parks and Recreation Department
(920) 339-4065**



Notes/Comments:

Will your event be held on private property?

If your event will be held solely on **private property**, the event is likely not a "Special Event." However, other regulations may apply.

If your event is expected to have in excess of 100 people and will be held in a building not approved for public assembly in accordance with the Wisconsin Administrative Code, or involves the use of temporary seating other rules may apply. For more information:

☐ Please Contact for special public assembly event requirements:

De Pere Fire Department
(920) 339-2467



Have you designated an Event Coordinator?

It is critical to designate **ONE** main contact to help coordinate city services (attend meetings and communicate needs with city departments as applicable) for your event. It is likely city officials will need to meet and/or speak to the Event Coordinator to help ensure needs of the event are met and that specific details about the event are discussed.

Please don't assume after completing and submitting an application permit for a Special Event that your obligation has ended and services will be provided without making appropriate contacts to applicable city departments.

Please Note: The Clerk-Treasurer will not approve the event until all applicable departments involved approve the application.

The contact person designated will generally be sent the approved permit unless otherwise requested.



Notes/Comments:

Will alcoholic beverages be served at your Special Event?

If yes, a separate Temporary Class “B”/”Class B” License will be required if you wish to sell beer or wine. Distilled alcoholic beverages cannot be sold or served at special events.

This Special license is only approved for:

1. Bona Fide Clubs that have been in existence for at least 6 months prior to the date of the application;
2. State, county, or local fair associations, or agricultural societies;
3. Church, lodge, or society that has been in existence for at least 6 months prior to the date of application;
4. Posts now or hereafter established of ex-servicemen’s organizations.

Proof of status may be required.

This license application must be obtained from the Office of the City Clerk and must be completed and returned at least **14 days** before your event. It is recommended that you submit this application at the same time you submit your Special Event Application.

You are required to have a least one licensed bartender to sell alcohol at your event. The City Clerk will also be able to provide you information on how to obtain an Operator’s (Bartender) license.

Keep in mind alcohol is allowed in certain parks only with a permit from the Park Director. Contact the De Pere Parks and Recreation Department at 339-4065 for details.

Please Contact:

Clerk-Treasurer’s Office at 920-339-4050.

Will you be selling or serving food?

If yes, please contact the City of De Pere Health Department for rules, regulations and the necessary application form to sell and/or serve food.

☐ Please Contact:

**De Pere Health Department
335 S. Broadway
De Pere, WI 54115
(920) 339-4054**



Notes/Comments:

Will you be erecting a tent or other temporary structure?

If yes, please contact the De Pere Fire Department and also the De Pere Parks and Recreation Department.

NOTE: Any tents over **200 square feet**, and/or any canopy over **400 square feet** requires a building permit from the De Pere Building Inspection Department.

☐ Please Contact:

**De Pere Fire Department
(920) 339-2467**

☐ Please Contact:

**De Pere Parks and Recreation Department
(920) 339-4065**

☐ Please Contact:

**De Pere Building Inspection Department
(920) 339-4052**

PLEASE NOTE THAT TENT STAKES WILL NOT BE ALLOWED TO BE DRIVEN INTO ASPHALT (public roadway or parking lot).

DIGGERS HOTLINE may also need to be contacted for tent stakes at 800-242-8511.

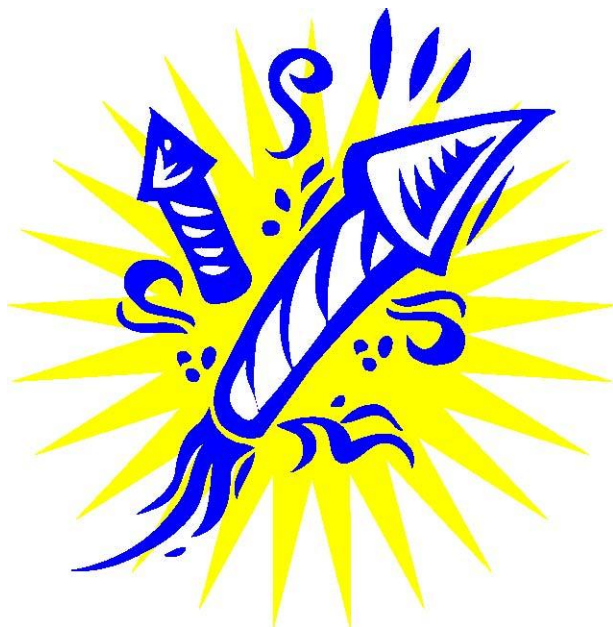
Notes/Comments:

Will any fireworks, open fire, or pyrotechnic devices be used?

If yes, please contact the De Pere Fire Department for the necessary permits and regulations.

☐ Please Contact:

**De Pere Fire Department
(920) 339-2467**



Will your event require ANY streets to be closed?

If yes, the Department of Public Works and the De Pere Police Department will need to review your request to ensure that all safety measures are met and the street closure(s) will not adversely affect traffic flow. **The City must authorize all street closures regardless of duration.**

A legible detailed map of your event **must** be attached to your Special Event Application form. Your map should indicate all the streets, including number of lanes to be used, all turns, and the direction of the route, if applicable.

☐ Please Contact:

**Department of Public Works
(920) 339-4060**

☐ Please Contact:

**De Pere Police Department
(920) 339-4078**



Will your event require special parking arrangements?

If yes, please indicate what type, when and where the parking arrangements will be needed. Also, please indicate if you anticipate event parking to overflow onto public streets.

☐ Please Contact:

**Department of Public Works
(920) 339-4060**



Will you require special power/utility requirements?

If yes, Public Works and/or Parks and Recreation (if applicable) will need to review your request to ensure adequate power and electrical facilities and distribution are available.

☐ Please Contact:

**Department of Public Works
(920) 339-4060**

☐ Please Contact:

**De Pere Parks and Recreation Department
(920) 339-4065**

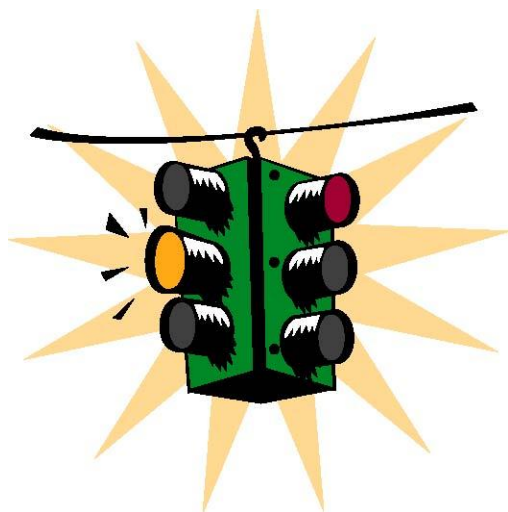


Will your event include pedi-cabs or other public vehicles?

If yes, a **Public Vehicle License** may be required for the vehicles used. Please contact the Clerk-Treasurer Office for a license application.

☐ Please Contact:

Clerk-Treasurer Office
(920) 339-4050



How to determine if the event needs fire, emergency medical and/or police services?

Emergency service resource matrices for Special Events are guidelines used to determine appropriate emergency fire, medical or policing resources for Special Events in the City of De Pere. The need for multiple or additional resources based on Special Risk Considerations will be determined by the Fire and Police Chief's or his/her designee's and will be communicated to the event organizer/sponsor. Costs associated with these resources are the responsibility of the event organizer/sponsor.

* Outside vendors may be retained for such services; however, City approval of such vendors and services shall be obtained prior to the event, and if medical services are provided by an outside source a medical plan must be approved by the fire chief.

- Required resource. Multiple resources may be considered dependent on Special Risk Considerations.
- ✓ Recommended resource intended to ensure safety of participants.

FIRE

Event Type	Anticipated Maximum Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	First Aid Station(s) Including Physician	ALS Ambulance(s)	Mobile Team(s)
Any Event Requiring a Special Event Permit	Less than 4,000	●	✓				
	4,000 to 10,000	●	✓	✓		✓	✓
	10,000 to 50,000	●	●	✓	✓	●	●
	Over 50,000	●	●	✓	●	●	●

POLICE

Event Type	Anticipated Maximum Crowd Size	4-9 Officers Plus 0-1 Supervisors	9-14 Officers Plus 1-2 Supervisors	14-21 Officers Plus 2-3 Supervisors	21-30 Officers Plus 3-6 Supervisors
Any Event Requiring a Special Event Permit	Less than 4,000	●	✓		
	4,000 to 10,000	N/A	●	✓	
	10,000 to 50,000	N/A	N/A	●	✓
	Over 50,000	N/A	N/A	N/A	●

Special Risk Considerations which may affect the required fire/medical or police resources needed include but are not limited to:

- | | |
|---|--|
| ☐ Night vs. Daytime | ☐ Location/Geography/Multiple Locations |
| ☐ Alcohol availability/use | ☐ Weather/Time of Year |
| ☐ Length of Event | ☐ Problems encountered with Event in past |
| ☐ Type of Event | ☐ Fireworks/Pyrotechnics |
| ☐ Audience Demographics | ☐ General Admission/Reserved Seating |

The contact information for the Fire and Police Departments is as follows:

Fire Department
400 Lewis Street
De Pere, WI 54115
920-339-4087

Police Department
325 S. Broadway Street
De Pere, WI 54115
920-339-4078

Will you need any other City Services?

If yes, will you require dumpsters, street sweeping, water disposal, or any other type of cleanup?

The De Pere Parks and Recreation Department can supply extra tables, benches, and garbage cans.

☐ Please Contact:

**Department of Public Works
(920) 339-4060**

☐ Please Contact:

**De Pere Parks and Recreation Department
(920) 339-4065**



Will you be providing Toilet Facilities?

If yes, please indicate the number of toilet you will be making available (please refer to guidance below).

If you will not be providing toilet facilities, please describe the facilities available on the premises.

Portable Toilet Guidance

People Attending	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	Units Needed									
1-50	1	1	1	1	2	2	2	2	2	2
50-100	2	2	2	2	2	3	3	3	3	3
100-250	3	3	3	3	4	4	4	4	4	6
250-500	4	4	4	4	6	6	8	8	8	8
500-1000	4	5	6	7	7	8	8	8	9	9
2,000	6	10	12	13	14	14	14	15	15	15
3,000	9	14	17	19	20	21	21	21	21	22
4,000	12	19	23	25	28	28	28	30	30	30
5,000	15	23	32	32	34	36	36	36	36	36
6,000	17	28	34	38	40	42	42	42	42	42
7,000	20	32	40	44	46	48	50	50	50	50
8,000	23	38	46	50	54	57	57	57	57	57
10,000	30	46	57	63	66	69	69	72	72	72

Fees & Other Information

Sponsors of special events must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.

FEES for park facilities, permits, and other city services (fire/EMS, public works, police/security), if applicable, are **IN ADDITION** to the Special Event Application fee.

Per De Pere City Ordinance, vendors participating in your event may be required to obtain a Direct Seller's Permit. All other vendors/sellers should not interfere with your event.

Most special events DO require insurance. Prior to approval of your event, the Clerk-Treasurer will require a certificate of insurance to be provided with appropriate coverages, limits, and endorsements. For more information contact the Clerk-Treasurer at 339-4050.



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: February 10, 2015

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Review and Approve the Creation of Section 106-4 (b), De Pere Municipal Code, to allow for Health Department licensing under the Department of Health Services and Department of Agriculture, Trade and Consumer Protection. *

The attached ordinance gives authority for the Health Department (specifically the Sanitarian) to license, charge fees and inspect Department of Health Services establishments which includes restaurants, hotels/motels, bed/breakfasts, swimming pools, tattoo parlors, campgrounds, and recreation/education camps. This ordinance also covers the authority to license, charge fees and inspect the Department of Agriculture Trade and Consumer Protection establishments which includes any retail food establishments. This program was last implemented through the health department in 2012, but due to staff vacancies, needed to be implemented at the state level utilizing State Sanitarians. This license year begins locally on July 1st, 2015; however, the program needs to be in place by April 1st to accommodate any local business for 15 month licenses. Lastly, this ordinance allows for the revision of any unnecessary repetition in Chapter 74 (General Public Health) to align more appropriately with current statute and the content of this ordinance.

ATTACHMENTS:

- Ord15-health dept licensing (DOCX)

ORDINANCE #15-

CREATING SECTION 106-4(b) DE PERE MUNICIPAL CODE
REGARDING HEALTH DEPARTMENT LICENSING UNDER
DEPARTMENT OF HEALTH SERVICES AND DEPARTMENT OF AGRICULTURE,
TRADE AND CONSUMER PROTECTION AND RELATED MATTERS

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN
AS FOLLOWS:

SECTION 1: **Section 106-4, Licenses required under this Chapter**, is hereby created.

SECTION 2: Section 106-4(b), *Health Department licensing under Department of Health Services and Department of Agriculture, Trade and Consumer Protection*, is hereby created to read as follows:

(1) *Definitions.*

The following words, terms and phrases shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. Health Officer means the person appointed under §74-2 of this Code, or that person's designee.
- B. License/permit means licenses/permits authorized through agent status with the State of Wisconsin under Wis. Stats. §§97.41 and/or 254.69.

(2) *License/permit required.*

No person shall operate or open for public use, such business or use as set forth in (3) and (4) of this section without the proper license/permit. All license/permit fees shall be as determined by resolution of the common council, which may also include but are not limited to re-inspection fees, late fees, penalties and fees for expedited process.

(3) *Agent Status.*

The Health Department, as agent of the state, shall collect fees, issue licenses and permits, inspect and enforce all provisions of the following state administrative codes and all amendments thereto, which are incorporated by reference:

- A. Retail food establishments, Wis. Admin. Code ATCP Chapter 75 and Chapter 75 Appendix.
- B. Swimming pools, Wis. Admin Code DHS Chapter 172.

- C. Tattoo and body piercing, Wis. Admin. Code DHS Chapter 173, except practitioner's license, which is issued by the State of Wisconsin.
 - D. Recreational and educational camps, Wis. Admin. Code DHS Chapter 175.
 - E. Campgrounds, Wis. Admin. Code DHS Chapter 178.
 - F. Hotels, motels and tourist rooming housing, Wis. Admin. Code DHS Chapter 195.
 - G. Restaurants, Wis. Admin Code DHS Chapter 196 and Chapter 196 Appendix, except certified food manager license, which is issued by the State of Wisconsin.
 - H. Bed and breakfast establishments, Wis. Admin. Code DHS Chapter 197.
 - I. Vending of food, Wis. Admin. Code DHS 198, inspections only (State of Wisconsin issues license).
- (4) *Local regulations adopted*, is hereby created to read as follows:
- A. *Taverns*. All premises issued a Class B or Class C liquor, fermented malt beverage, or wine license under Chapter 125 Wis. Stats. and chapter 122 of this code shall also obtain a tavern license from the Health Department.
- (5) *Inspections*.
The Health Officer shall inspect all business operations subject to this section as provided in the administrative codes referenced herein.
- (6) *Penalty Provisions*.
Any person who violates any provision of this section shall, in addition to any corrective actions required by the Health Officer and in addition to any suspension or revocation of the license or permit, be subject to such forfeiture as is established by resolution of the council. Each day the violation is allowed to continue shall constitute a separate violation.
- (6) *Suspension, Revocation or Non-renewal of License*.
- A. *Emergency powers of Health Officer*. Whenever the Health Officer has reasonable cause to believe that any food, sanitary condition, equipment, premises or method of operation thereof creates a danger to the public health, the Health Officer may pursuant to Wis. Stats. §§196.06(3)(a) and 254.85, issue a temporary order prohibiting the sale or movement of food for any purpose, or an order prohibiting the continued operation of the premises or any part thereof which creates the immediate danger to health. The Health Officer may suspend any license without notice whenever the licensed premises constitutes an immediate health hazard.

B. Suspension, revocation or non-renewal of license.

- i. Except as otherwise provided by state law or city ordinance, any license issued under this ordinance may be revoked or suspended for a violation by the licensee of any ordinance, rule, regulation adopted by the city or any state law violation whenever such violation is substantially related to the licensed activity.
- ii. The Health Officer may request that the Board of Health suspend, revoke or not renew any license issued hereunder. The Health Officer shall provide written notice of the request for suspension, revocation or non-renewal to the licensee, including the reasons therefore.
- iii. The hearing on whether to suspend or revoke any license shall be held before the Board of Health and the hearing shall substantially comply with the provisions of Wis. Stats. §68.11. The determination of the Board of Health shall be considered a final decision. Appeal of the decision of the Board of Health shall be governed by Wis. Stats. §68.13.
- iv. A license suspension shall be for not less than 10 days and not more than 90 days. A license revocation shall be for twelve months during which time the licensee shall be ineligible to apply for reinstatement of a license that has been revoked.

SECTION 3: Section 74-2(b), *Duties*, is hereby amended to read as follows:

- (b) *Duties.* The duties and powers of the Health Officer shall be as set forth in Wis. Stats. §251.06(1)(a)3, Chapter 254 Wis. Stats. and Wis. Admin. Code DHS ch. 139, as may be amended from time to time, together with such duties as may be required by the Board of Health.

SECTION 4: Section 74-6, **Sale of unwholesome food**, is hereby repealed in its entirety.

SECTION 5: Section 74-9, **Safety, maintenance and operation of public swimming pools**, is hereby repealed in its entirety.

SECTION 6: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 7: This ordinance shall take effect on and after April 1, 2015.

Adopted by the Common Council of the City of De Pere, Wisconsin, this _____ day of _____, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____
Nays: _____
Publication Date: _____
Effective Date: _____

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: February 10, 2015

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Review and approve the revised health department fee schedule. *

The Board of Health meets quarterly and in November of 2014 has reviewed/approved the proposed fee schedule to incorporate Department of Health Services and Department of Agriculture, Trade and Consumer Protection Program license/permit and associated fees. The fees were established by utilizing what was charged in the 2011-2012 license year plus the 10% increase as was directed to be imposed across the board on all city fees/charges. Since November 2014, the health department has reviewed the fee schedule with the State of Wisconsin, Environmental Section Chief as well as the City Sanitarian. This review took into account what was charged previously including the 10% increase and projected staff time. Changes to the fee schedule were recommended based on this review.

ATTACHMENTS:

- Health Department Fee Listing 2015-2016 (PDF)
- BOH Approved 11.2014 Fee Schedule 2015-16 (PDF)

**City of DePere Health Department
Fee Schedule
2015/2016 License Year**

Type of Licensing	2015/2016 Total Fee
Department of Health Services (DHS)	
RESTAURANT/MOBILE RESTAURANT	
See full schedule for specific types	
Prepackaged	\$115.00
Low Complexity	\$411.00
Moderate Complexity	\$531.00
High Complexity	\$655.00
Additional area	\$75.00
Tavern	\$104.00
Temporary Restaurant Permit	\$155.00
LODGING	
Hotel / Motel 5-30 Rooms	\$279.00
Hotel / Motel 31-99 Rooms	\$398.00
Hotel / Motel 100-199 Rooms	\$492.00
Hotel / Motel 200+ Rooms	\$576.00
Bed & Breakfast	\$129.00
Tourist Rooming House	\$106.00
SWIMMING POOLS	
Pool	\$345.00
Additional Pool	\$169.00
Water Attraction with up to 2 slides per basin	\$169.00
Additional Pool Slide or Water Slide	\$85.00
CAMPGROUNDS/SPECIAL EVENT CAMPGROUNDS	
1-25 Sites	\$177.00
26-50 Sites	\$218.00
51-99 Sites	\$249.00
100-199 Sites	\$287.00
Over 200 Sites	\$321.00
Recreational / Educational Camp	\$200.00
TATTOO / BODY PIERCING	
Tattoo Establishment	\$176.00
Body-Piercing Establishment	\$176.00
Combined Tattoo & Body Piercing Establishment	\$260.00
Temporary Tattoo Establishment	\$115.00
Temporary Body Piercing Establishment	\$115.00
Temporary Combined Tattoo /Body -Piercing Establishment	\$166.00
SCHOOLS	
Production Kitchen	\$242.00
Satellite kitchen	\$171.00

Attachment: Health Department Fee Listing 2015-2016 (3055 : Review and approve the revised health department fee schedule)

TYPE OF LICENSING	
DATCP/RETAIL FOOD	
Not Engaged in food processing-prepackaged	\$112.00
Process Non-potentially or potentially hazardous, sales less than \$25,000-low complexity	\$174.00
Process Non-Potentially Hazardous, sales of at least \$25,000-low complexity plus	\$377.00
Process Potentially Hazardous, sales of at least \$25,000 but less than \$1,000,000-moderate complexity	\$550.00
Process Potentially Hazardous, sales of at least \$1,000,000-high complexity	\$1,017.00
Temporary Retail Food Permit	\$155.00
FEES FOR DHS AND DATCP	
Temporary Permit Inspection Fee	\$40.00
Operating without a License/Permit	\$150.00
Operating without a Certified Food Manager on Staff	\$150.00
Late Fee	\$150.00
Level 1 Pre-inspection for Prepackaged, Tourist Rooming House, & Bed and Breakfast licenses	\$125.00
Level 2 Pre-inspection for other license types	\$250.00
1st Reinspection	\$116.00
2nd Reinspection	\$232.00
3rd Reinspection	\$348.00
WEIGHTS AND MEASURES PROGRAM	
The yearly license fee shall be determined by dividing the actual costs of the weights and measures program by the number of weighing and measuring devices known to exist within the City's jurisdiction multiplied by the number of devices under the control of each person/business.	
Late Fee	10% of fee
GENERAL PUBLIC HEALTH	
Vaccine donation request per state supplied vaccine	\$5.00
Tuberculosis Skin Test	\$20.00
Adult Hepatitis A Vaccination	\$45.00
Adult Hepatitis B Vaccination	\$50.00
Influenza Vaccination	\$30.00
Radon Test Kit-short term	\$10.00
Radon Test Kit-long term	\$30.00
Noise Variance Permit	\$50.00

City of DePere Health Department
Fee Schedule
2015/2016 License Year

Type of Licensing	2014/2015 Local Fee	2015/2016 Local Fee	State Fee	2015/2016 Total Fee
Department of Health Services (DHS)				
RESTAURANT-See full schedule for specific types.				
Prepackaged	\$94.50	\$103.95	\$10.50	\$114.45
Low Complexity	\$352.00	\$387.20	\$23.00	\$410.20
Moderate Complexity	\$452.00	\$497.20	\$33.00	\$530.20
High Complexity	\$546.00	\$600.60	\$54.00	\$654.60
Temporary Restaurant	\$108.00	\$118.80	\$17.00	\$135.80
Temporary Restaurant Inspection Fee	\$20.00	\$22.00		\$22.00
Additional area	\$40.00	\$44.00	\$10.00	\$54.00
Tavern	\$94.00	\$103.40		\$103.40
LODGING				
Hotel / Motel 5-30 Rooms	\$234.50	\$257.95	\$20.50	\$278.45
Hotel / Motel 31-99 Rooms	\$336.00	\$369.60	\$28.00	\$397.60
Hotel / Motel 100-199 Rooms	\$414.50	\$455.95	\$35.50	\$491.45
Hotel / Motel 200+ Rooms	\$479.00	\$526.90	\$49.00	\$575.90
Tourist Rooming House	\$86.00	\$94.60	\$11.00	\$105.60
Bed & Breakfast	\$107.00	\$117.70	\$11.00	\$128.70
SWIMMING POOLS				
Pool -changed fees no revenue change overall	\$300.00	\$330.00	\$15.00	\$345.00
Additional Pool-changed fees no revenue change overall	\$140.00	\$154.00	\$15.00	\$169.00
Water Attraction	\$165.50	\$182.05	\$17.50	\$199.55
Water Attraction with up to 2 slides per basin	\$235.00	\$258.50	\$25.00	\$283.50
Additional Slides Poolsides in excess of 2 per basin	\$142.00	\$156.20	\$15.00	\$171.20
Additional Slides Waterslide in excess of 2 per basin	\$142.00	\$156.20	\$15.00	\$171.20
CAMPGROUNDS				
1-25 Sites	\$144.50	\$158.95	\$17.50	\$176.45
26-50 Sites	\$175.00	\$192.50	\$25.00	\$217.50
51-99 Sites	\$198.50	\$218.35	\$30.50	\$248.85
100-199 Sites	\$228.50	\$251.35	\$35.50	\$286.85
Over 200 Sites	\$254.00	\$279.40	\$41.00	\$320.40
Recreational / Educational Camp	\$135.50	\$149.05	\$50.50	\$199.55
Special Event Campground 1-25 Sites	\$144.50	\$158.95	\$17.50	\$176.45
Special Event Campground 26-50 Sites	\$175.00	\$192.50	\$25.00	\$217.50
Special Event Campground 51-99 Sites	\$198.50	\$218.35	\$30.50	\$248.85
Special Event Campground 100-199 Sites	\$228.50	\$251.35	\$35.50	\$286.85
Special Event Campground over 200 Sites	\$254.00	\$279.40	\$41.00	\$320.40
TATTOO / BODY PIERCING				
Tattoo Establishment	\$147.50	\$162.25	\$13.50	\$175.75
Body-Piercing Establishment	\$147.50	\$162.25	\$13.50	\$175.75
Combined Tattoo & Body Piercing Establishment	\$216.00	\$237.60	\$22.00	\$259.60
Temporary Tattoo Establishment	\$95.00	\$104.50	\$10.00	\$114.50
Temporary Body Piercing Establishment	\$95.00	\$104.50	\$10.00	\$114.50
Temporary Combined Tattoo /Body -Piercing Establishment	\$95.00	\$104.50	\$10.00	\$114.50
SCHOOLS				
Satellite kitchen	\$155.00	\$170.50		\$170.50
Production Kitchen	\$220.00	\$242.00		\$242.00

Attachment: BOH Approved 11.2014 Fee Schedule 2015-16 (3055 : Review and approve the revised health department fee schedule)

Type of Licensing	2014/2015 Local Fee	2015/2016 Local Fee	State Fee	2014/2015 Total Fee
DATCP/RETAIL FOOD				
Not Engaged in food processing	\$97.50	\$107.25	\$4.50	\$111.75
Process Non-potentially or potentially hazardous, sales less than \$25,000	\$152.00	\$167.20	\$6.00	\$173.20
Process Non-Potentially Hazardous, sales of at least \$25,000	\$325.00	\$357.50	\$19.00	\$376.50
Process Potentially Hazardous, sales of at least \$25,000 but less than \$1,000,000	\$475.50	\$523.05	\$26.50	\$549.55
Process Potentially Hazardous, sales of at least \$1,000,000	\$861.50	\$947.65	\$68.50	\$1,016.15
Temporary Retail	\$80.00	\$88.00		\$88.00
Temporary Retail Inspection Fee	\$20.00	\$22.00		\$22.00
DHS AND RETAIL FOOD				
Level 1 Pre-inspection for Prepackaged, Tourist Rooming House, & Bed and Breakfast licenses	\$105.00	\$115.50		\$115.50
Level 2 Pre-inspection for other license types	\$220.00	\$242.00		\$242.00
Re-inspection Fee				
Re-inspection 1st	\$105.00	\$115.50		\$115.50
Re-inspection 2nd	\$160.00	\$176.00		\$176.00
Re-inspection 3rd	\$210.00	\$231.00		\$231.00
Penalty Fee for Late Payment	\$100.00	\$110.00		\$110.00
Late Application Fee	2x actual fee	2x actual fee		2x actual fee
WEIGHTS AND MEASURES PROGRAM				
The yearly license fee shall be determined by dividing the actual costs of the weights and measures program by the number of weighing and measuring devices known to exist within the City's jurisdiction multiplied by the number of devices under the control of each person/business.				
Penalty Fee for Late Payment	10% of total fee	10% of total fee		10% of total fee
GENERAL PUBLIC HEALTH				
Vaccine donation request per state supplied vaccine	\$5.00	\$5.50		\$5.00
Tuberculosis Skin Test	\$15.00	\$16.50		\$20.00
Adult Hepatitis A Vaccination	\$40.00	\$44.00		\$45.00
Adult Hepatitis B Vaccination	\$45.00	\$49.50		\$50.00
Influenza Vaccination	\$25.00	\$27.50		\$30.00
Radon Test Kit-short term	\$5.00	\$5.50		\$10.00
Radon Test Kit-long term	\$25.00	\$27.50		\$30.00

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: February 10, 2015

DEPARTMENT: Health Department

FROM: Chrystal Woller

SUBJECT: Review and approve revisions to De Pere Municipal Code regarding Weights and Measures Regulations. *

Currently the State of Wisconsin Department of Ag, Trade and Consumer Protection is conducting inspections for Weights and Measures. This agreement was put in place with the State due to the health department's Sanitarian vacancy. This ordinance will allow for the City Sanitarian to resume inspections and enforcement of state codes related to Weights and Measures.

ATTACHMENTS:

- Ord15-weights and measures (DOCX)

ORDINANCE #15-

MOVING WEIGHTS AND MEASURES REGULATIONS TO
CHAPTER 106 DE PERE MUNICIPAL CODE AND
DELEGATING ENFORCEMENT AUTHORITY TO CITY SANITARIAN

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN
AS FOLLOWS:

SECTION 1: Section 110-7(b), *Appointment of inspectors*, is hereby amended by deleting “State of Wisconsin Department of Agriculture, Trade and Consumer Protection” and inserting “City Sanitarian”.

SECTION 2: Section 110-7, **Weights and measures regulations**, is hereby amended by moving the provisions to Section 106-4(a) of this Code.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This ordinance shall take effect on and after July 1, 2015.

Adopted by the Common Council of the City of De Pere, Wisconsin, this ____ day of _____, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____
Nays: _____
Publication Date: _____
Effective Date: _____

Attachment: Ord15-weights and measures (3054 : Review and approve the revised Weights and Measures Ordinance)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: February 10, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approval of emergency repair to Community Center Hot Water Heater.

The water heater at the Community Center recently needed to be replaced in the amount of \$6600. The emergency repair was done because of the need to keep hot water in our building for renters/users. We are requesting funds be taken from undesignated reserves to fund the repair.

There had been no indication the hot water heater was in poor condition.

ATTACHMENTS:

- 20150121134030374 (PDF)



TWEET/GAROT MECHANICAL, INC.

January 16, 2015

Marty Kosobucki
City of De Pere
925 South Sixth Street
De Pere, WI 54115

CORPORATE OFFICE:

2545 Larsen Road
P. O. Box 11767
Green Bay, WI 54307-1767
(920) 498-0400
Fax: (920) 498-8136

REGIONAL OFFICES:

2810 Jefferson Street
Wisconsin Rapids, WI 54495
(715) 421-0400
Fax: (715) 421-5442

1825 Dolphin Drive
Waukesha, WI 53186
(262) 436-0714
Fax: (262) 436-0713

N911 US 41, Suite B
Menominee, MI 49858
(906) 863-0040
Fax: (906) 863-0042

www.tweetgarot.com

RE: City of De Pere Community Center Water Heater Replacement

Dear Marty:

Option #1 (Like for Like Replacement):

Our Time & Material Price to complete this project is **\$8,306.00 (Eight Thousand Three Hundred Six Dollars)**.

Our proposal includes:

1. Demo one (1) existing A.O. Smith BTH-150 natural gas water heater
2. Install one (1) new A.O. Smith BTH-150 natural gas water heater
3. Start Up and Owner Training

*Option #2 (Reducing Water Heater Size):

Our Time & Material Price to complete this project is **\$6,600.00 (Six Thousand Six Hundred Dollars)**.

Our proposal includes:

4. Demo one (1) existing A.O. Smith BTH-150 natural gas water heater
5. Install one (1) new A.O. Smith BTH-120 natural gas water heater
6. Start Up and Owner Training

Note: See attached water heater specifications

Our proposal does not include:

1. Any and All Electrical & Controls
2. Venting Piping Changes
3. Freight/Shipping Charges

This proposal reflects material pricing as of this date and is valid for 30 days.

Our standard payment terms are net 30 days. Interest will be charged on past due accounts at 1.5% per month.

Acceptance of any proposal will be based upon receipt of a signed copy of this proposal or a written purchase order. All purchases are subject to Tweet/Garot Contract Terms and Conditions (see attached). Work will not commence prior to receipt of written authorization as stated above.

Projects may be progress billed. Any applicable tax is not included in this proposal. If this project is tax-exempt, an exemption certificate must be submitted with your purchase order.

Thank you for the opportunity to submit this proposal. Please call (920) 498-7630 or e-mail dave.lemay@tweetgarot.com with any questions.

Sincerely,

TWEET/GAROT MECHANICAL, INC. -- Green Bay

David Le May

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: February 10, 2015

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation to Switch to M3 Insurance for Risk/Liability Broker Services. *

Currently we use Arthur J. Gallagher and Co. as our risk/liability broker. I am recommending changing to M3 Insurance. You may recall that in July of 2014 we changed to M3 Insurance for benefit broker services. We couldn't be more pleased with the level of service we are receiving on the benefit side. Below outlines the advantages of changing brokers for risk/liability services. These are additional benefits that we are not currently receiving.

Joint Strategic Planning with Benefit Providers

- Having our benefits broker and risk/liability broker at the same company would allow costs to be controlled through coordination of worker's compensation, wellness, health, dental, disability, and EAP providers.
 - A vendor summit will be held with these providers to plan service coordination

Senior Risk Manager and Experienced Staff

M3 employs a Senior Risk Manager that would be able to assist us with our safety needs which are in need of attention. Listed below is who would be assigned to the City.

- Ted Hayes, CSP, MSE. Senior Risk Manager. 30 years of experience in Municipal Safety
- Marty Malloy, MS, ARM-P, CPCU. Account Executive. 26 years of experience in Municipal Risk Management
- Renee Walsh, CISR. Account Manager. 15 years of experience in Municipal Risk Management

Municipal Safety Services

- Development of Municipal Safety Program, including a comprehensive municipal safety manual.

- Safety training coordinated with the insurance company and prioritized by leading causes of loss.
- Development of an accident investigation program, training, and a risk manager attending safety committee meetings.

Municipal Claim Service

- M3 will navigate all claims (with the exception of worker's compensation) through the insurance company.

Legal

- M3 employs legal staff that can be used when legal questions arise regarding specific risk management issues.

I checked references with other public sector entities that use M3 for risk/liability services. Everyone noted they are very pleased with their level of service and feel they offer a lot of additional value, especially the value that is added by employing their own Risk Manager. I spoke specifically with a public sector entity that previously worked Arthur J. Gallagher and now works with M3 Insurance. They feel M3 provides a lot of additional value.

Currently we pay Arthur J. Gallagher by a combination of fees and commissions. The rates are determined by the policies and the amount per policy is the same for all risk/liability brokers. Therefore, all rates for these services are the same for whoever you use. It all comes down to the type of services they can provide. Our liability policy renews each year on June 1st. I recommend switching to M3 Insurance effective June 1, 2015. They would work with the City free of charge up until that time to get everything in line for the June 1st renewal.

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

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: February 10, 2015

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Approval to enhance wellness program (i.e. purchasing exercise equipment and hiring exercise instructor)

According to the American Medical Association and the Centers for Disease Control, approximately 75 cents of every dollar on healthcare in this country is spent on treatment of a disease that could have been prevented. If we can help assist our employees to make better choices, regarding things such as diet and exercise, the potential cost saving is large. That's where wellness programs come in.

We currently offer a voluntary wellness program which rewards employees for their participation in the program. There are a number of ways in which employees can participate. Some of them include:

- Participation in an educational seminar
- Wellness challenges (i.e. biggest loser campaign, etc.)
- Exercising
- Attending a nutritional class (i.e. weight watchers)
- Receiving preventative care (i.e. flu shot, physical, eye exam, etc.)
- Partaking in screenings (i.e. body fat measured, blood pressure)

We also allow our employees and their immediate family members to receive a 25% discount on any exercise based class that is offered by the Park, Recreation and Forestry Department.

I am asking for approval to enhance our wellness program further. Probation and Parole is moving out of the office they have been using in the basement of City Hall. I would like to use that space for employees to exercise. (The Police Chief will use the space periodically for employee training as well.) I am proposing that we be allowed to purchase some small exercise equipment (i.e. yoga mats, exercise balls, exercise videos, hand weights). The costs for these items would not exceed \$2,000.

We also have employees that are interested in taking an exercise class after work. We are looking at using an instructor that teaches through the Park department. Being that we have Police Officers and Fire Fighters that work varying days of the week it is difficult to get employees to pay towards taking a class when they wouldn't be able to attend on a regular basis. Therefore, I am proposing the City pay for an instructor to teach a class a few days a week. This

would be on a trial basis and would only continue if we would have a good amount of employee participation. The cost for an instructor would be around \$50-80 week.

The wellness expenses are paid for out of the health insurance fund. We have been spending around \$1,500 per year to run our wellness program. I will be working in the near future with our wellness team to set up a yearly wellness budget within the health fund. We will also be working this year to set up a program to have employees and their spouses participate in Personal Health Assessments (PHA's), also known as an HRA's. Approval for both of those items will come back before you for approval before they are formalized.

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

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: February 10, 2015

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Discuss EMS Delinquency Collections.
