



Finance/Personnel Committee

Regular Meeting

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

Revised Agenda

Tuesday, January 14, 2020

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **January 14, 2020** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the December 10, 2019 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment Period and other announcements.
4. Fire Department Overtime and LifeQuest Services Billing Reports for December, 2019.
5. Approval of the December 2019 Police Overtime Report.
6. Consideration of Donation to the Police Department from De Pere Christian Outreach for \$3,000.*
7. Consideration and acceptance of donation from De Pere Christian Outreach Corp in the amount of \$300 to the Fire Department.*
8. Consideration and acceptance of a donation in the amount of \$4,000 from the William Cuene Memorial Fund to the Fire Department .*
9. Consideration and possible action on proposed Purchase/Sale Agreement Terms with Tadych Investment Partners, LLC for a proposed Redevelopment at 123 N. Broadway (Parcel ED-769). *
10. Consideration of 2019 Audit Extension with CLA (CliftonLarsenAllen, LLP).*
11. Consideration of 2020 Budget Amendment Requests.*
12. Review and possible action on City of De Pere Investments and Cash Detail for November 2019.
13. Future agenda items.
14. Adjournment

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

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Jason Tadych, Tadych Investment Partners, LLC



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 14, 2020

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the December 10, 2019 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- December 10, 2019 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, December 10, 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, December 10, 2019, at the De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

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

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Assistant Fire Chief Richard Annen, Police Chief Derek Beiderwieden, Joe Zegers, Scott Hemauer of HZ Properties LLC, and a representative of Best Built, Inc.

2. Approval of the Minutes of the November 12, 2019 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment Period and other announcements.

No announcements were made. No one in the audience came forward when offered by Mayor Walsh to comment on any item not on the Agenda.

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

In response to Aldersperson Crevier, Assistant Fire Chief Annen reviewed the monthly incident report as to which properties are commercial versus residential. He further explained that positioning of personnel can sometimes impact a larger response, such as when an ambulance responds in the course of returning from a previous call (or the hospital) in "all come" situations. City Attorney Judith Schmidt-Lehman and Finance Director Zegers both advised Aldersperson Crevier that the vast majority of credits on the LifeQuest billings are due to Medicare adjustments. Further discussion was held on the Gross Revenue chart in response to Aldersperson Crevier's questions regarding aging population and potentially higher increases than what is being shown, and Assistant Chief Annen indicated an aging population would also bring the Medicare factor more into play. He added that an analysis of the increased call volume as compared to the increase in revenues could be undertaken to determine appropriate future staffing and facilities.

Administrator Delo added that the City is a fairly young community overall and is experiencing growth in younger families, although the ambulance calls are typically for older individuals. While the majority of adjustments are for Medicare, write-offs also occur for Medicaid and uncollectible accounts. In response to Aldersperson Crevier, Administrator Delo indicated that he believes the City's average age has stayed relatively

consistent over the last 5 to 10 years, but may have decreased some by gaining younger population due to the school districts attracting younger families.

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

5. Approval of the November 2019 Police Overtime Report.

Alderperson Crevier reviewed the overtime report for larger trends and asked Chief Beiderwieden about the decrease in overtime in the Reimbursed Overtime category. The Chief indicated that he has not done an analysis of that specific category, but the net total overtime is increasing as the staffing level is driving the overall number; the department is down four employees and expects that it may not be fully-staffed until next May. Mayor Walsh added that reimbursed overtime is driven by the number of events and would have experienced a decrease this year because "Celebrate" was held at the fairgrounds.

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

6. Recommendation from Police Department to revise Section 150-4 Disorderly Conduct with a Motor Vehicle and create Section 150-132 Compression Braking Prohibited.*

In response to Alderperson Nelson, Chief Beiderwieden explained that compression braking uses a device on large commercial vehicles to release exhaust from the motor to assist braking in order to slow the vehicle, which creates a noise that is loud, annoying and disruptive. The intention of the revision is to create a more reasonable fine at \$75 for a first offense. The Department does not currently issue many tickets for this offense and feels currently it is a high-priced fine for a noise violation that is the driver's responsibility, not the company. There is an exception for use in emergencies. In response to Alderperson Crevier's questions regarding the expectation among the driving community and comparison to other communities, Chief Beiderwieden indicated he believes it would be a welcome change for a lower fine, with no points or loss to insurance. Companies may not even be aware of these citations as they are issued their drivers and the offense is not a moving violation.

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

7. Recommendation from Police Department to create Section 8-26 Sexting by Minors Prohibited.*

In response to Alderperson Nelson, Chief Beiderwieden confirmed that this ordinance will allow, typically the first offense, to be handled locally rather than burden the circuit court system, which handles charges that violate state statute. Chief Beiderwieden indicated, in response to Alderperson Crevier in discussion regarding the definition of nudity, that clothing that isn't opaque is still a violation. City Attorney Schmidt-Lehman advised that "harmful to minors" was mirrored from the Supreme Court standard on

obscenity. Both the Chief and City Attorney further explained that these citations would follow the standard municipal court procedure for events that do not rise to the level of criminal by either paying a fine or having a hearing. Chief Beiderwieden advised that the suggestion of this ordinance came internally, and may have risen from a suggestion of the school districts; he is not aware of any opposition from the districts. In response to Alderperson Chandik Kundinger, the Chief confirmed that there is a criminal statute in place for adults who share nudity; this is posed as a first step to resolve an issue. Administrator Delo questioned whether there is a double-standard between males and females and whether thong swim suit pictures that are texted are violations, to which both the Chief and City Attorney indicated it could be. Alderperson Crevier appreciates the approach of trying to stop this issue quickly and early.

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

8. Recommendation from Law Department on Repeal of Certain City Ordinances.*

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

9. Request of HZ Properties LLC that the City Subordinate its Revolving Loan for Refinancing Purposes.

In response to Alderperson Crevier, City Attorney Judith Schmidt-Lehman explained that if the loan defaults, the City would now be further down the line for payment, but the risk level difference in first and second positions isn't significant in this instance.

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

10. Request from Amerilux Holdings, LLC to assign its Option to Purchase Lot ED-2077-1 to LTF Investments, LLC.*

In response to questions of Alderpersons Nelson and Crevier, City Attorney Judith Schmidt-Lehman explained that this item is a request to transfer a current three-year option to purchase that AmeriLux executed this past summer to LTF Investments, LLC (LTF), who will assume the obligations of AmeriLux in full. The transfer would be under the same terms and conditions, and the City will consent. LTF does currently own property that is adjacent to the option parcel. The intent is ultimately for the City to sell the land and have the property developed; occasionally options do lapse, and then the property returns to the City to be offered to other potential buyers.

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

11. Consideration and possible action regarding proposed Purchase/Sale Agreement terms with And Beyond, LLC for a proposed expansion for Infinity Machine located at 2249 American Boulevard (Parcel WD-1138-1). *

RESULT: ADOPTED [UNANIMOUS]
MOVER: Scott Crevier, Alderperson
SECONDER: Amy Chandik Kunding, Alderperson
AYES: Crevier, Jennings, Kunding, Nelson, Walsh

12. Consideration and possible action regarding proposed Purchase/Sale Agreement terms with Best Built, Inc for a project located at 1512 American Court (Parcel WD-1626). *

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

13. Consideration and possible action on 2019 Short Term Note.*

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

14. Review and possible action on City of De Pere Investments and Cash Detail for October 2019.

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

15. Future agenda items.
None.

16. Adjournment

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:05 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 14, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

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

ATTACHMENTS:

- DEC 2019 FIRE DEPT MONTHLY OT RPT (PDF)

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

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through January 2, 2020, \$94,280, 99%

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

Attachment: DEC 2019 FIRE DEPT MONTHLY OT RPT (9089 : Fire Department Overtime and LifeQuest Services Billing Reports for December,

**DE PERE FIRE RESCUE
DECEMBER 2019
*OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
12/7/19	24	36
12/20/19	21.5	32.25
TOTALS	45.5	68.25

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

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



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
12/01/2019	517 Nathan Drive (Town of Lawrence)	Structure fire	N/A	Due to staffing level, deferred, no response	N/A
12/01/2019	406 Grant Street	Carbon monoxide incident	E121	Investigate	N/A
12/02/2019	Scheuring/Packerland (Town of Lawrence)	Possible structure fire	BC103, L111	Dispatched/canceled en route	N/A
12/03/2019	1632 E. Adam Drive (Village of Hobart)	Smoke scare	BC104, E121	Investigate	N/A
12/03/2019	312 Quarry Park Drive (Town of Lawrence)	Possible structure fire	BC104, E121, L111	Dispatched/canceled en route	N/A
12/04/2019	800 Cook Street	Gas leak	C102, E111, E121	IC, investigate, remove hazard, ventilate, evacuate area	N/A
12/05/2019	215 S. Huron Street	Smoke or odor removal	E111	Investigate	N/A
12/05/2019	1223 O'Keefe Court	Carbon monoxide incident	E111	IC, investigate, remove hazard, ventilate, evacuate area	N/A
12/06/2019	1800 N. Sunkist Circle	Heat from short circuit	BC104, A111, E111, E121	IC, investigate, salvage & overhaul	Ashwaubenon, Bellevue, County Rescue, Ledgeview
12/08/2019	130 S. Clay Street	Carbon monoxide incident	BC103, E111	IC, investigate	N/A
12/09/2019	1250 Glory Road (Village of Ashwaubenon)	Equipment fire	BC104, L111	Dispatched/canceled en route	N/A
12/11/2019	454 S. St. Bernard Drive	Building fire	BC105, E111, E121	Investigate, extinguishment by fire service personnel, salvage & overhaul	N/A
12/11/2019	2246 Early Street (Village of Ashwaubenon)	Building fire	L111	Extinguishment by fire service personnel, salvage & overhaul, ventilate, search	N/A
12/11/2019	3449 Shadow Court (Village of Ledgeview)	Possible structure fire	BC103, L111	Dispatched/canceled en route	N/A
12/12/2019	1700 Chicago Street	Alarm system activation, no fire, unintentional	BC104, E111, E121, L111	Investigate	N/A

Attachment: DEC 2019 FIRE DEPT MONTHLY OT RPT (9089 : Fire Department Overtime and LifeQuest Services Billing Reports for December,

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
12/13/2019	1177 S. Ninth Street	Smoke detector activation, no fire, unintentional	C102, E111	Investigate	N/A
12/13/2019	2051 Hilltop Drive (Village of Ashwaubenon)	Possible structure fire	C102, L111	Dispatched/canceled en route	N/A
12/17/2019	1010 S. Broadway	Heat from short circuit	C102, BC103, A111, A121, E111, E121	Incident command, investigate	N/A
12/18/2019	2042 Sandy Springs Road (Town of Lawrence)	Possible structure fire	BC103, L111	Dispatched/canceled en route	N/A
12/20/2019	S. Broadway/Main Ave	Hazmat release investigation with no hazmat	C102, E111, E121	Investigate	N/A
12/23/2019	1758 Burgoyne Court	Carbon monoxide incident	E121	Hazmat detection, monitoring, ventilate	N/A
12/23/2019	301 N. Broadway	Smoke scare, odor of smoke	E111	Investigate	N/A
12/23/2019	747 Killarny Trail	Carbon monoxide detector activation due to malfunction	BC105, E121	Investigate	N/A
12/25/2019	108 S. Libal Street	Carbon monoxide incident	E111	Investigate	N/A
12/25/2019	1266 S. Crown Court	Smoke or odor removal	BC105, A111, E111, E121	Investigate	N/A
12/29/2019	2560 Steffens Court (Village of Bellevue)	Structure fire	BC103, L111	Dispatched/canceled en route	N/A
12/29/2019	233 N. Broadway	Smoke or odor removal	BC103, E111, E121	IC, investigate, salvage & overhaul	Ashwaubenon Bellevue, Ledgeview
12/30/2019	412 N. St. Bernard Drive	Smoke scare, odor of smoke	C102, BC104, E111, L111	Investigate, fire out on arrival	Ashwaubenon Bellevue, Ledgeview
12/31/2019	734 Killarny Trail	Smoke detector activation, due to malfunction	E111	Investigate	N/A

Attachment: DEC 2019 FIRE DEPT MONTHLY OT RPT (9089 : Fire Department Overtime and LifeQuest Services Billing Reports for December,

**LIFEQUEST MEDICAL BILLING - 2019
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	143,655	104,733	155,785	152,178	84,427	163,643
PAYMENTS	55,433	56,668	75,702	53,535	65,318	52,157
CREDIT ADJUSTMENTS	63,699	48,843	69,520	52,183	52,374	33,099

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	211,284	123,787	143,496	145,006	183,259	150,460
PAYMENTS	74,156	68,797	60,290	69,765	68,470	62,371
CREDIT ADJUSTMENTS	102,100	80,649	58,494	67,188	76,652	55,205

Payments to LifeQuest	
January	3,057
February	3,823
March	4,791
April	3,407
May	3,661
June	3,277
July	4,079
August	4,314
September	3,554
October	4,178
November	3,804
December	4,551
Total Paid	\$46,497

**See attached details

City Of De Pere
Income and Expenditures
December 2019
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$123,968.80	\$26,491.23	\$150,460.03
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$123,968.80	\$26,491.23	\$150,460.03
Account Transfers		\$15,687.80	\$10,803.43	\$26,491.23
Credit Summary				
Total Credits		\$107,605.34	\$11,798.29	\$119,403.63
Less Adjustments	-	\$55,204.57	\$0.00	\$55,204.57
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$1,828.05	\$1,828.05
Less Overpayments	-	\$(3,360.66)	\$(275.00)	\$(3,635.66)
Gross Payments Received		\$55,761.43	\$10,245.24	\$66,006.67
Plus Overpayment Returns	+	\$(87.88)	\$(275.00)	\$(362.88)
Net Payments Received		\$55,673.55	\$9,970.24	\$65,643.79
Less Payments Kept By Service	-	\$0.00	\$1,115.80	\$1,115.80
Total Deposits Reconciliation		\$55,673.55	\$8,854.44	\$64,527.99
Summary of Disbursement				
Total Deposits & Payments Kept By		\$55,673.55	\$9,970.24	\$65,643.79
Plus Overpayment Refunds	+	\$(3,272.78)	\$0.00	\$(3,272.78)
Gross Revenue		\$52,400.77	\$9,970.24	\$62,371.01
LifeQuest Fee		\$2,358.03	\$2,193.45	\$4,551.48
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$2,358.03	\$2,193.45	\$4,551.48
Service Revenue		\$50,042.74	\$7,776.79	\$57,819.53
Less Payments Kept By Service	-	\$0.00	\$1,115.80	\$1,115.80
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.02
Total Due Service	Check # EFT	\$50,042.74	\$6,660.99	\$56,703.75

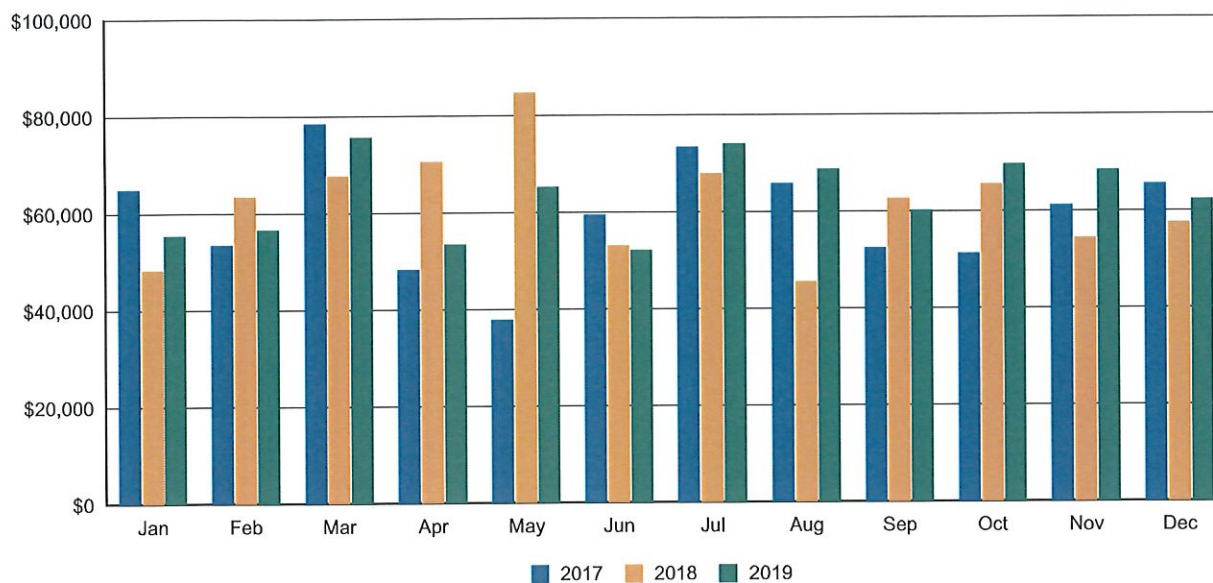
Messages:

Service revenue adjustment = \$.02 due to DD test payout.

Total Deposits EOM differ from bank statement by \$275.00 due to 12/6 \$275.00 ACH return eli 1.2.20

All Phases Gross Revenue

City of De Pere
January 2017 to December 2019



	2017	2018	2019
January	\$65,035	\$48,362	\$55,433
February	\$53,532	\$63,538	\$56,668
March	\$78,566	\$67,787	\$75,702
April	\$48,367	\$70,664	\$53,535
May	\$38,017	\$84,800	\$65,318
June	\$59,532	\$53,162	\$52,157
July	\$73,500	\$67,954	\$74,156
August	\$65,845	\$45,566	\$68,797
September	\$52,557	\$62,667	\$60,290
October	\$51,374	\$65,610	\$69,765
November	\$61,219	\$54,498	\$68,470
December	\$65,635	\$57,599	\$62,371
Total Gross Revenue	\$713,180	\$742,207	\$762,663

City Of De Pere

Billing Summary

December 2019

Phase 1

Charges

Billing Charges		\$123,968.80	
Other	+	\$0.00	
Subtotal of Charges			\$123,968.80

Account Transfers

Billing to Collections Transfer Total			\$15,687.80
---------------------------------------	--	--	--------------------

Credit Summary

Total Credits		\$107,605.34	
Less Adjustments	-	\$55,204.57	
Less Overpayments	-	\$(3,360.66)	
Gross Payments Received			\$55,761.43
Plus Overpayment Returns	-	\$(87.88)	
Net Payments Received			\$55,673.55
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$55,673.55

Summary of Disbursement

Total Deposits & Payments Kept By		\$55,673.55	
Plus Overpayment Refunds	+	\$(3,272.78)	
Gross Revenue			\$52,400.77
LifeQuest Fee		\$2,358.03	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$2,358.03
Service Revenue		\$50,042.74	
Less Payment Kept By Service	-	\$0.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$50,042.74

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 December 2019

Beginning Balance of Accounts Receivables			\$203,995.92
Total Charges entered for the Month	+		\$123,968.80
Adjustments			
Intercept		\$0	
Per Contract		\$0	
Account Transfer Total		\$15,687.80	
Other		\$39,516.77	
Total Adjustments for the Month		\$55,204.57	
	-		\$55,204.57
Payments			
Cash		\$11,596.59	
Contract Payments		\$255.00	
Credit Card		\$0	
Direct Deposit		\$37,387.50	
Hospital		\$0	
Insurance		\$6,522.34	
Payment Kept By		\$0	
Other		\$0	
		\$55,761.43	
	-		\$55,761.43
Overpayment			
Recoupment		\$0	
Refunds		\$(3,272.78)	
Returns		\$(87.88)	
Service Payable		\$0	
Other		\$0	
		\$(3,360.66)	
	-		\$(3,360.66)
Total for Reconciliation Summary			\$220,359.38
Ending Balance of Accounts Receivables			\$220,359.38

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

<u>Charges</u>	<u>Jan 2019</u>	<u>Feb 2019</u>	<u>Mar 2019</u>	<u>Apr 2019</u>	<u>May 2019</u>	<u>Jun 2019</u>	<u>Jul 2019</u>	<u>Aug 2019</u>	<u>Sep 2019</u>	<u>Oct 2019</u>	<u>Nov 2019</u>	<u>Dec 2019</u>	<u>Totals</u>
Jan 2019	0	17895	24350	7265	2742	2194	392	626	251	563	332	0 \$	56608
121031	0	14.8	20.1	6	2.3	1.8	0.3	0.5	0.2	0.5	0.3	0 %	46.8
Feb 2019		360	27858	15532	7822	6557	795	0	0	498	1090	0 \$	60511
109224		0.3	25.5	14.2	7.2	6	0.7	0	0	0.5	1	0 %	55.4
Mar 2019			0	18625	14767	2190	2220	1205	1097	1350	121	80 \$	41655
96217			0	19.4	15.3	2.3	2.3	1.3	1.1	1.4	0.1	0.1 %	43.3
Apr 2019				2228	30061	21238	4950	2988	1268	276	298	-831 \$	62475
116914				1.9	25.7	18.2	4.2	2.6	1.1	0.2	0.3	-0.7 %	53.4
May 2019					186	17726	23851	5330	3230	1200	0	0 \$	51523
108279					0.2	16.4	22	4.9	3	1.1	0	0 %	47.6
Jun 2019						0	27853	14633	4964	3377	761	0 \$	51587
107254						0	26	13.6	4.6	3.1	0.7	0 %	48.1
Jul 2019							5997	33097	10788	2603	213	1593 \$	54292
128342							4.7	25.8	8.4	2	0.2	1.2 %	42.3
Aug 2019								3616	29399	17250	6533	4 \$	56801
117136								3.1	25.1	14.7	5.6	0 %	48.5
Sep 2019									3589	34751	11707	5345 \$	55393
129705									2.8	26.8	9	4.1 %	42.7
Oct 2019										5464	36523	18248 \$	60235
134146										4.1	27.2	13.6 %	44.9
Nov 2019											2136	25961 \$	28097
117607											1.8	22.1 %	23.9
Dec 2019												1995 \$	1995
89824												2.2 %	2.2
Averages	<u>1st Mo</u>	<u>2nd Mo</u>	<u>3rd Mo</u>	<u>4th Mo</u>	<u>5th Mo</u>	<u>6th Mo</u>	<u>7th Mo</u>	<u>8th Mo</u>	<u>9th Mo</u>	<u>10th Mo</u>	<u>11th Mo</u>	<u>12th Mo</u>	
Extended	1.9	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	1.9	23.3	14.8	4.5	2.4	1.1	0.3	0.4	0	0.5	0.1	0	

Attachment: DEC 2019 FIRE DEPT MONTHLY OT RPT (9089 : Fire Department Overtime and LifeQuest Services Billing Reports for December,



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 14, 2020

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of the December 2019 Police Overtime Report.

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

Miscellaneous OT of 11 total hours is comprised of 10 hours of patrol fraction allotments, and 1 hour for various late calls for service.

Reimbursable Miscellaneous OT of 5.5 total hours for the Drug Task Force assigned officer.

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

ATTACHMENTS:

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

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

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

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

01/02/2018
Report Date

NOTES:

* Period 12/31/2016 - 1/27/2017

**Period 1/28/2017 - 2/24/2017

***Period 02/25/2017 - 3/24/2017

+Period 03/25/2017 - 4/21/2017

++Period 4/22/2017 - 6/02/2017

^^Period 6/03/2017 - 6/30/2017

#Period 7/1/2017 - 7/28/2017

##Period 7/29/2017 - 8/25/2017

^^Period 8/26/2017 - 9/22/2017

^^^Period 9/23/2017 - 11/3/2017

*+Period 11/4/2017 - 12/1/2017

*+*Period 12/2/2017- 12/29/2017

Attachment: 2017 PD OT Report Summary (9061 : Police December 2019 Overtime)

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

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

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

NOTES:

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

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

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

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

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

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

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

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

^^Period 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

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

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

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

NOTES:

*Period 12/29/2018 - 1/25/2019
 **Period 1/26/2019 - 2/22/2019
 ***Period 2/23/2019 - 3/22/2019

+Period 3/23/2019 - 5/3/2019
 ++Period 5/4/2019 - 5/31/2019
 ^Period 6/1/2019 - 6/28/2019

#Period 6/29/2019 - 7/26/2019
 ##Period 7/27/2019 - 8/23/2019
 ^^Period 8/24/2019 - 9/20/2019

^^^Period 9/21/2019 - 11/1/2019
 *+Period 11/2/2019 - 11/20/2019
 ***Period 11/30/2019 - 12/27/2019

Attachment: December 2019 PD OT Report (9061 : Police December 2019 Overtime)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 14, 2020

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration of Donation to the Police Department from De Pere Christian Outreach for \$3,000.*

The Police Department has received a generous donation from the De Pere Christian Outreach in the amount of \$3,000.00. The donation has been earmarked to be used for the department K-9 program.

Please consider approval of the donation and forwarding to the Common Council for final acceptance.

Thank you and if you should have any questions about the donation or the program, please contact me at your convenience.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 14, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consideration and acceptance of donation from De Pere Christian Outreach Corp in the amount of \$300 to the Fire Department.*

ATTACHMENTS:

- DE PERE CHRISTIAN OUTREACH CORP DONATION TO FIRE DEPT (PDF)

Memo



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

From: Alan Matzke, Fire Chief *AM*

Date: January 7, 2020

Re: Consider Donation from De Pere Christian Outreach Corp

The Fire Department is requesting acceptance of a donation from De Pere Christian Outreach Corp., 506 Butler Street, De Pere, Wisconsin, in the amount of \$300. The accepted donation would be placed in the Fire Department donation account.

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

Attachment: DE PERE CHRISTIAN OUTREACH CORP DONATION TO FIRE DEPT (9077 : Consideration & acceptance of donation from De Pere



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 14, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consideration and acceptance of a donation in the amount of \$4,000 from the William Cuene Memorial Fund to the Fire Department .*

ATTACHMENTS:

- WILLIAM CUENE MEMORIAL FUND DONATION TO FIRE DEPT (PDF)

Memo



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

From: Alan Matzke, Fire Chief *AM*

Date: January 7, 2020

Re: Consider Donation from William Cuene Memorial Fund

The Fire Department is requesting acceptance of a donation from the William Cuene Memorial Fund, in the amount of \$4,000. William "Bill" Cuene was a member of De Pere Fire Rescue for 28-years, where he was a Firefighter, Lieutenant, Captain and Acting Chief. He passed away in December, 2019. His family graciously donated this money to De Pere Fire Rescue on behalf of their father. The accepted donation would be placed in the Fire Department donation account.

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 14, 2020

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Consideration and possible action on proposed Purchase/Sale Agreement Terms with Tadych Investment Partners, LLC for a proposed Redevelopment at 123 N. Broadway (Parcel ED-769). *

ATTACHMENTS:

- Mayor & FP 123 N Bway Redev Terms 1-14-20 (PDF)
- 123 Broadway Diagrams_Page_1 (JPG)
- 123 N Bway Concept Drawing(PDF)

CITY OF DE PERE MEMO



To: Mayor Michael J. Walsh, Chair
Finance/Personnel Committee Members

From: Judith Schmidt-Lehman, City Attorney

Date: January 14, 2020 (meeting date)

RE: **Redevelopment Agreement Terms with Tadych Investments LLC for 123 N. Broadway St. Mixed-Use Redevelopment**

In October 2018, the Common Council authorized Development Services staff to issue a Request for Proposals for the redevelopment of the city owned parking lot at 123 N. Broadway Street (Parcel ED-769). One proposal was received from Tadych Investment Partners, LLC. In February 2019, the Council authorized Development Services to negotiate terms for the proposed development. Those proposed terms follow.

Project Assumptions

1. Construction of a four-story, mixed use building to include 4 furnished short term/executive rentals, 6 three-bedroom apartments and 4 two-bedroom apartments, 19 indoor heated parking spaces and approximately 2,500 square feet of commercial space.
2. Completion date (full assessment) no later than 1/1/2022.
3. Total Project Cost estimated at over \$5,000,000.
4. Guaranteed Assessed Value of \$4,000,000. Payment in Lieu of Taxes (PILOT) required if assessed value falls below guaranteed value during the life of the TID.
5. Compliance with City codes. Plan Commission approval of required zoning reviews.
6. Final project and purchase/sale agreement terms to be reviewed and decided upon by the City Council.
7. Completion of proposed TID #16 – a new TID on the East side of downtown De Pere with an effective creation date of 1/1/20.
9. City to hire consultant for geotechnical site assessment , and to conduct a Phase II Environmental assessment.

Proposed Project Terms \$1,226,000 – 30.7% of Guaranteed Assessed Value (\$1,476,000 or 36.9% if CDI Grant is included)

- \$126,000 Site Assembly Grant (value determined by property appraisal) to be repaid via TID #16 expenditure recovery.
- \$1,100,000 Developer Grant to be funded at three stages and after review of project receipts
 - \$500,000 after completion and approval of footings and foundation
 - \$600,000 after certificate of occupancy issuance

- \$250,000 Community Development Grant – pending approval from Wisconsin Economic Development Corporation

TIF Considerations

TIF agreements for Downtown development projects are generally higher, based on percentage of guaranteed assessed value, of projects in other areas. The Council approved 30.5% for the 102 on Broadway and 33.5% for Irwin lofts. Considerations for this project include:

- Development above code minimum density.
- Provides infill residential development in Downtown De Pere.
- Thoughtfully sized and designed new commercial space.
- Enhanced pedestrian realm created by courtyard setback.
- Increased cost of development/construction due to Downtown location.

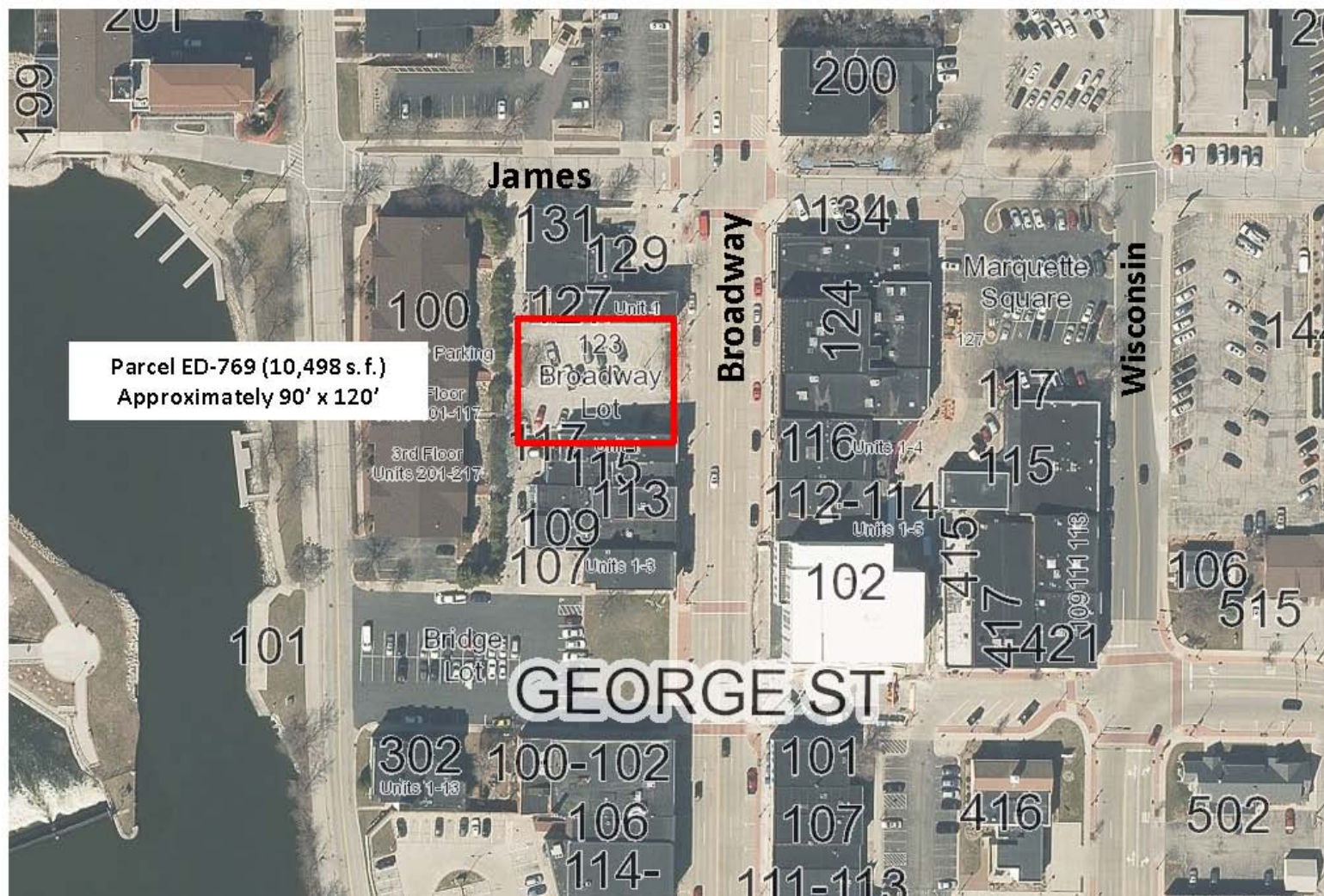
Other steps/reviews required:

- Assuming Finance/Personnel approval of terms, city will hire environmental and geotechnical consultants to evaluate the site. This is a necessary preliminary step. While those are occurring, the redevelopment Agreement will be drafted, with perhaps review/approval by the Council in March 2020. Plan Commission approvals will likely be sought contemporaneously with Council approvals rather than before in order for the Developer to meet the guaranteed value date of 1/1/2022.
- Creation of TID #16 to support this development is on track for a public hearing before the Plan Commission on January 27, 2020. The Council would then approve the TID 16 creation on February 18, 2020, with JRB approval expected February 21, 2020.

Attached is a rendering of the building from the Developers 2019 proposal. Also attached is a map showing the location of ED-769.

Please let me know if you have any questions prior to the meeting by calling me at 339-4042 or by email to jschmidt0lehman@deperewi.gov.

123 N Broadway Lot – ED-769 – Parcel Location





City of De

-21-2019

Attachment: 123 N Bway Concept Drawing (8927 : Proposed Sale/Purchase Terms with TIP, LLC for 123



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 14, 2020

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Consideration of 2019 Audit Extension with CLA
(CliftonLarsenAllen, LLP).*

ATTACHMENTS:

- 2019 Audit Year Extension with CLA (PDF)
- City of De Pere audit extension 2019 (One-Year) (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: January 13th, 2020
Subject: Consideration of 2019 Audit Extension with CliftonLarsonAllen LLP

I have attached a quote from CliftonLarsonAllen LLP for a one year extension to perform audit services for the year ended December 31, 2019. CLA (formerly Schenck SC for audit years through 2017) just finished a five year contract for the years 2014 to 2018 in September 2019. We are asking for a one year extension because our second half of the year workload did not allow us to timely send out a Request for Proposals like we did for the 2014-2018 audits. We will be requesting audit proposals for a five year contract following the conclusion of the 2019 audit for the years 2020-2024. Our timeline for that is to send out the RFP this upcoming July or August with a recommended selection a month after that so the Finance Committee and City Council can approve the new contract in time for the 2021 budget. CLA's proposal of \$33,300 represents a \$500 increase over the 2018 audit contract and is provided for in the 2020 Adopted Budget.

Feel free to contact me should you have any questions on this and I will also be at the Finance Committee meeting on January 14th, 2020 to go through any questions regarding the Unassigned General Fund policy percentage.



CLA (CliftonLarsonAllen LLP)
 2200 Riverside Drive
 P.O. Box 23819
 Green Bay, WI 54305-3819
 920-436-7800 | fax 920-436-7808
 CLAconnect.com

January 13, 2020

Those Charged With Governance
 Joe Zegers, Finance Director
 City of De Pere
 335 South Broadway
 De Pere, Wisconsin 54305

Dear Joe,

In accordance with our discussions, set forth below are proposed fees for an extension of our auditing services contract. This extension will extend to City of De Pere and CliftonLarsonAllen LLP the same conditions and requirements included in our original proposal for audit services.

	12/31/19
Audit of all individual funds of the City	\$25,000
Compilation of financial status of each TID for annual reporting; including calculation of net reimbursed costs (\$600 per District)	6,000
Department review (if requested)	2,300

The above fees are all-inclusive in that they include all costs, including travel related expenses, our technology and client support fee, and meeting with various City committees if requested. Should unforeseen circumstances come to our attention during the course of the audit which would require supplemental procedures which are in addition to those quoted above, we will consult with you before agreeing to incur additional costs on behalf of the City.

If our proposal is accepted, CliftonLarsonAllen LLP would submit annual engagement letters to the City to detail the scope of the audit and to outline the responsibilities of each party.

We sincerely appreciate the opportunity to continue our relationship with the City of De Pere. Because of our experience and extensive background with municipal government, we believe the auditing services we deliver to our municipal clients provide benefits that exceed those provided by other CPA firms.

If you have any questions or desire any additional information, please do not hesitate to contact us.

Sincerely,

CliftonLarsonAllen LLP

David L. Maccoux, CPA
 Principal

Those Charged With Governance
Joe Zegers, Finance Director
City of De Pere
January 13, 2020
Page 2

The above proposed fees are accepted to extend the auditing services contract to the 2019 audit with the City of De Pere.

City of De Pere, Wisconsin

Signature: _____

Title: _____

Date: _____



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 14, 2020

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Consideration of 2020 Budget Amendment Requests.*

ATTACHMENTS:

- Consideration of 2020 Budget Amendment Requests (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: January 9th, 2020
Subject: Consideration of 2020 Budget Amendment Requests

During the course of finalizing the City's 2020 Executive Budget which was adopted by the City Council on November 19th, 2019, there were two items that could not be included in the 2020 budget due to expenditure and tax levy limit restraints. The first item is for electronic poll books for \$40,620 while the second item is for City Hall exterior security cameras for \$50,000. The items are listed in the deleted column of page 282 of the City's 2020 adopted budget. I have attached the capital projects worksheets for these for your review. The object of this memo is to get your review of perhaps amending the 2020 budget for these two items as well as for an unknown amount at this time for Nicolet Square Alley security cameras in response to the recent vandalism of artwork there in late December 2019.

As you know the City has a policy of maintaining an unassigned general fund balance of 25 – 35% of the following year's budget. Also note that a 1% change in assigned reserves amounts to \$181,595 (2020 general fund budget of \$18,159,452 X 1%) for this measurement at December 31, 2019. For the purpose of this amendment, the City's unassigned fund balance percentage is presently at approximately 33.7% at December 31, 2019 assuming there wouldn't be any fund balance increase or decrease from 2019. It is too early to tell where our unassigned fund balance will ultimately end up for 2019 but there have been approximately \$70,000 of non-TIF items approved from unassigned general fund balance during 2019. If you include the above items of \$40,620 and \$50,000, the total unassigned approval requests would total \$160,620 for our December 31, 2019 which would amount to decreasing the unassigned fund balance calculation from 33.7% to roughly 32.83% before considering the amount for Nicolet Square Alley security cameras.

Feel free to contact me should you have any questions on this and I will also be at the Finance Committee meeting on January 14th, 2020 to go through any questions regarding the Unassigned General Fund policy percentage.

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2020 - 2026**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Carey Danen

DATE PREPARED: August 9, 2019

DESCRIPTION OF PROJECT:

Purchase 21 Electronic Poll Books (five units per polling location plus one unit for Central Count).

Cost per unit: \$1,880 x 21 = \$39,480

Cost per polling location: \$228 x 5 = \$1,140

\$40,620

NEW: X or REPLACEMENT:

PROJECTED COST: \$40,620

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND \$40,620

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER*

*As an alternative, electronic poll books could be purchased in phases and implemented at one polling place over each of the next two years. The annual budget cost would then be approximately \$20,310 (this figure does not take into consideration any potential price increases imposed by WEC in future years).

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

Four years of manufacturer break/fix services are included in the price of the hardware. After four years, there will be offerings available for extended warranties. There may be additional maintenance costs associated with Badger books during their life span. The WEC provides many of the software updates for free, but bigger items such as possible onsite software upgrade services may have an additional cost.

PROJECT JUSTIFICATION

Electronic poll books will improve efficiency and reduce errors at the polls. Lines at the polls will be alleviated by speeding up the check-in process, and the ability to auto-assign voter numbers will reduce errors.

Staff in the Clerk's office spends hours assembling and preparing paper copies of the poll books prior to all elections. Electronic poll books will eliminate staff preparation time.

The implementation of electronic poll books will also nearly eliminate the amount of post-election work required by staff to tabulate votes and enter voter registrations. After the last gubernatorial election, an election inspector spent over 92 hours completing this work; this is in addition to the hours spent by City staff as well.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

Attachment: Consideration of 2020 Budget Amendment Requests (9096 : Consideration of 2020 Budget Amendment Requests)

**CITY OF DE PERE SEVEN YEAR CAPITAL IMPROVEMENTS PLAN
2020 - 2026**

CAPITAL PROJECTS WORKSHEET

PROPOSED BY: Steve Massey

DATE PREPARED: 8-8-19

DESCRIPTION OF PROJECT:

Install Security Cameras on Exterior of City Hall Complex

NEW: X or REPLACEMENT:

PROJECTED COST: \$ 50,000

PROPOSED METHOD OF FINANCING:

\$

%

GENERAL FUND

CAPITAL IMPROVEMENTS FUND

GENERAL OBLIGATION DEBT

SPECIAL ASSESSMENT

GRANTS

OTHER

ADDITIONAL ANNUAL OPERATING AND MAINTENANCE COSTS (Identify)

PROJECT JUSTIFICATION

The City currently does not have exterior security cameras on any of the municipal buildings. The proposed security system would provide a live feed for all cameras accessible by police officers in the police department and while driving police department vehicles 24/7 via the laptop computers located in each vehicle. The proposed system will provide a very high quality picture that meets the standards necessary to clearly identify faces and license plate numbers within the vision cones of the cameras. The proposed layout will cover all of the proposed building pedestrian entrances, main walkways and vehicle parking lots and drive areas. To offset cost the plan is install security cameras at the City Hall Complex in 2020 and the Community Center, Fire 2 and MSC in 2021.

PROJECT RANKINGS

CITY COUNCIL

STAFF RECOMMENDATION

Goal No.

Attachment: Consideration of 2020 Budget Amendment Requests (9096 : Consideration of 2020 Budget Amendment Requests)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 14, 2020

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Review and possible action on City of De Pere Investments and Cash Detail for November 2019.

ATTACHMENTS:

- Cash & Inv. Summary (PDF)
- Cash & Inv. Report (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: January 9th, 2020
Subject: Cash and Investments Report for November 30, 2019

I have attached a summary of the City's Cash and Investments for your information and review as of November 30, 2019. I have also attached a monthly summary of the accounts from January 1 to November 31, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments are performing well compared to the 2019 budget. The 2019 investment income budget was conservatively estimated based on 2018 results at the time the budget was prepared. The LGIP investment amount decreased roughly \$6,500,000 in November due to our \$3.8 million debt payment as well as another \$4,000,000 for payroll and accounts payable which includes over \$1,200,000 in public works contracts. The City also received over \$1.2 million from the state of Wisconsin for the shared revenue payment in November of 2019. The LGIP investment account will increase by roughly \$2.3 million in December 2019 due to the deposit of over \$5.1 million in tax collections offset by payment of bills of \$2.8 million. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

November 30, 2019

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 882,803.46
HEALTH CHECKING	\$ 1,790,686.96
DENTAL CHECKING	\$ 39,864.83
SUBTOTAL	\$ 2,713,355.25
RESTRICTED	BALANCE
WATER BOND MM	\$ 212,152.40
SUBTOTAL	\$ 212,152.40
TOTAL CASH	\$ 2,925,507.65

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 4,769,504.45	\$ 212,687.55	2.28%
ASSOCIATED BANK TRUST	\$ 4,975,965.67	\$ 129,496.63	2.91%
CHARLES SCHWAB INVESTMENTS	\$ 6,217,302.10	\$ 256,301.82	4.69%
MONEY MARKET	\$ 2,889,199.69	\$ 44,150.20	1.58%
TOTAL INVESTMENTS	\$ 18,851,971.91	\$ 642,636.20	
TOTAL CASH AND INVESTMENTS	\$ 21,777,479.56		

NOTE: The City budgeted \$262,000 for general fund revenues in the 2019 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
November 30, 2019

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

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

Attachment: Cash & Inv. Report (9093 : Review and possible action on City of De Pere Investments and Cash Detail for November 2019.)