



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, January 12, 2021

7:30 PM

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 12, 2021 at 7:30 PM.**

Due to the current public health emergency, the meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/DePere>

You can also dial in using your phone.

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

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

Access Code: 154-883-285

THIS MEETING WILL NOT BE HELD IN PERSON.

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperecitywi.igmp2.com/>.

Call to Order

1. Roll Call
2. Approval of the Minutes of the December 8, 2020 Regular Meeting of the Finance/Personnel Committee.
3. Consideration of and Possible Action on Fire Department Overtime and LifeQuest Services Billing Reports for December, 2020.
4. Consideration and Possible Action on the December 2020 Police Overtime Report
5. Consideration and Possible Action on Donation from De Pere Christian Outreach to Police Department K-9 Fund*
6. Consideration of and Possible Action on a Proposed new Police Emergency Hotel Voucher Program*
7. Consideration and possible action on proposed Purchase, Sale, and Development Agreement Terms with Howard Immel, Inc. for a proposed development located on Parcels, ED-2382, ED-D43-1, ED-F0083 and Portions of ED-2381, ED-F0080, ED-F0082, and in the East Business Park.*
8. Consideration of and Possible Action on Extension of the Agreement for Revaluation and Statutory Assessor Services with Accurate Appraisal.*
9. Recommendation and Possible Action on the 2020-2024 Auditing Services Contract.*
10. Review and possible action on City of De Pere Investments and Cash Detail for November 2020.

11. Future agenda items.

12. Adjournment

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

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Carol Karls



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the December 8, 2020 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- December 8, 2020 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, December 8, 2020

7:30 PM

1. Call to Order. Mayor Boyd called the meeting of the Finance/Personnel Committee to order at 7:30 PM.

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

Also Present (Remote): City Administrator Lawrence Delo, Development Services Director Daniel Lindstrom, Recreation Supervisor John McDonald, Assistant Fire Chief Rich Annen, Police Captain Jeremy Muraski, Park, Recreation & Forestry Director Marty Kosobucki, Finance Director-Treasurer Joe Zegers, Human Resources Director Shannon Metzler and Human Resources Generalist Tracy Hood.

2. Approval of the Minutes of the November 10, 2020 Regular Meeting of the Finance/Personnel Committee.

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

3. Fire Department Overtime and LifeQuest Services Billing Reports for November, 2020.

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

4. Consideration and Possible Approval of the November 2020 Police Overtime Report.

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

5. Consideration and Possible Action to Accept Brown County Crime Prevention Funding Board Grant to Police Department.*

Police Captain Muraski advised the Committee that this grant is intended to be used for a portable speed board.

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

6. Consideration and Possible Action to Approve Park & Recreation Dept. Organizational Changes.*

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

7. Consideration and possible action regarding proposed Purchase/Sale Agreement terms with Green Bay Packaging Inc for Parcel WD-L492-2 and parcel WD-L492-B-3 in the west business park (Biotech Way).*

Upon further discussion, Development Services Director Lindstrom provided an overview of this item at the request of Alderperson Chandik Kunding.

He explained that his memo included a map showing the general location of the subject property in the southwestern portion of the city. Green Bay Packaging (GBP), 2275 American Boulevard, is in the planning stages of a 300,000 square foot manufacturing space expansion. Purchase of the requested parcel (a long linear parcel) would provide option for future expansion as well. The area to the south has been acquired and is under private development. This development meets the 10-year requirement of a previous agreement of the parties and an initial concept drawing of a site plan has been provided; the project is slated for site plan approval and construction in 2021.

DSD Lindstrom highlighted four terms which are different from typical sales/development projects:

- a sell-back provision will be negotiated for a portion of the parcel that may not be used for development;
- the City will continue maintenance of the railroad spur on the property, and it will not be removed until development/expansion occurs.
- an easement will remain for dog park access and GBP is aware of this necessity and will design appropriately; and
- GBP has requested a price reduction of the per acre price, which would be tracked as an incentive, and if expansion occurs in 2021 would result in a 3.45% of sale value tax increment incentive.

The City can acquire the property back if GBP elects not to move forward.

Alderperson Nelson clarified that the majority of the planned expansion would be on GBP's already-owned property, to which DSD Lindstrom confirmed would be primarily on current GBP property, with potential to expand on the city parcel. Ald. Nelson added this is an exciting development and a small-ask for GBP, and he is hoping they expand at this location.

Aldersperson Chandik Kunderger asked a general question regarding triggering communication to neighboring properties, to which DSD Lindstrom explained that a site plan for expansion is all that is needed here, and the neighboring properties are in the Town of Lawrence. In general, a rezoning circumstance is one that would trigger a communication to neighboring properties.

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

8. Consideration and possible action on the 2020 Short Term Note.*

Finance Director-Treasurer Zegers explained that this is an annual item for expenditures that the City could handle under the levy limit; \$250,000 (for 2021), down from that of 2020. A quote is included in the packet from Associated Bank for a Note to be executed at the end of December Note and repaid at the end of February, with interest of \$1,250, included in the debt service fund budget for 2021.

A Resolution including eight items will be presented to the Common Council for approval next week (pages 303-306 of the Executive Budget):
 \$100,000 for Information Technology; \$50,000 for CCTV installation; \$14,000 Main/Fourth Traffic Signal Replacement; \$16,000 for Optimist Park Playground; \$25,000 for VFW Park Access Road; \$10,000 for James Street Boat Dock Extension; and \$15,000 for Field Painter replacement.

These are items that do not quite fit within a 10-year note. The City can lower interest by paying the note off within 45-50 days.

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

9. Review and possible action on City of De Pere Investments and Cash Detail for October 2020.

Finance Director-Treasurer Zegers advised that as of October 31, the City had total cash of 3.4 million and 22.6 million in investments, for a total of 26 million. Investments earned \$354,000, which projects to \$425,000 annually, trending a little lower in relation to the budget and is due to debt instruments having smaller interest rates than projected. Positive variances in other areas cause 2020 to remain neutral as to fund balance.

The LGIP account for November will decrease by 4.4 million, offset by 2.1 million for receipt of state shared revenue.

Property tax bills are being printed today and will be mailed yet this week.

Mayor Boyd moved to accept the report and to place it on file, seconded by Aldersperson Chandik Kunderger.

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

10. Future agenda items.

None.

11. Adjournment

Upon Motion of Mayor Boyd, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 8:00 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consideration of and Possible Action on Fire Department Overtime
and LifeQuest Services Billing Reports for December, 2020.

ATTACHMENTS:

- FIRE DEPT OT REPORT_DEC 2020 (PDF)

DE PERE FIRE RESCUEOVERTIME 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

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2020

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

Special Events included in Overtime

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

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

**DE PERE FIRE RESCUE
DECEMBER 2020
*OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
11/29/2020	32	48
12/05/2020	24	36
12/11/2020	24	36
12/13/2020	24	36
12/22/2020	24	36
12/24/2020	24	36
TOTALS	152	228

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

**LIFEQUEST MEDICAL BILLING - 2020
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	154,012	136,191	143,795	104,251	159,227	120,688
PAYMENTS	74,735	68,980	86,226	70,107	61,059	64,610
CREDIT ADJUSTMENTS	67,527	66,328	61,809	54,723	63,424	56,485

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	154,461	117,161	112,013	111,483	163,575	183,942
PAYMENTS	55,803	52,414	61,594	70,195	42,131	30,013
CREDIT ADJUSTMENTS	56,928	53,110	58,354	53,024	39,623	27,420

Payments to LifeQuest	
January	4,164
February	5,086
March	6,422
April	5,652
May	3,741
June	4,329
July	3,099
August	2,868
September	3,001
October	4,149
November	2,231
December	1,787
Total Paid	\$46,529

**See attached details

City Of De Pere
Income and Expenditures
December 2020
All Phases

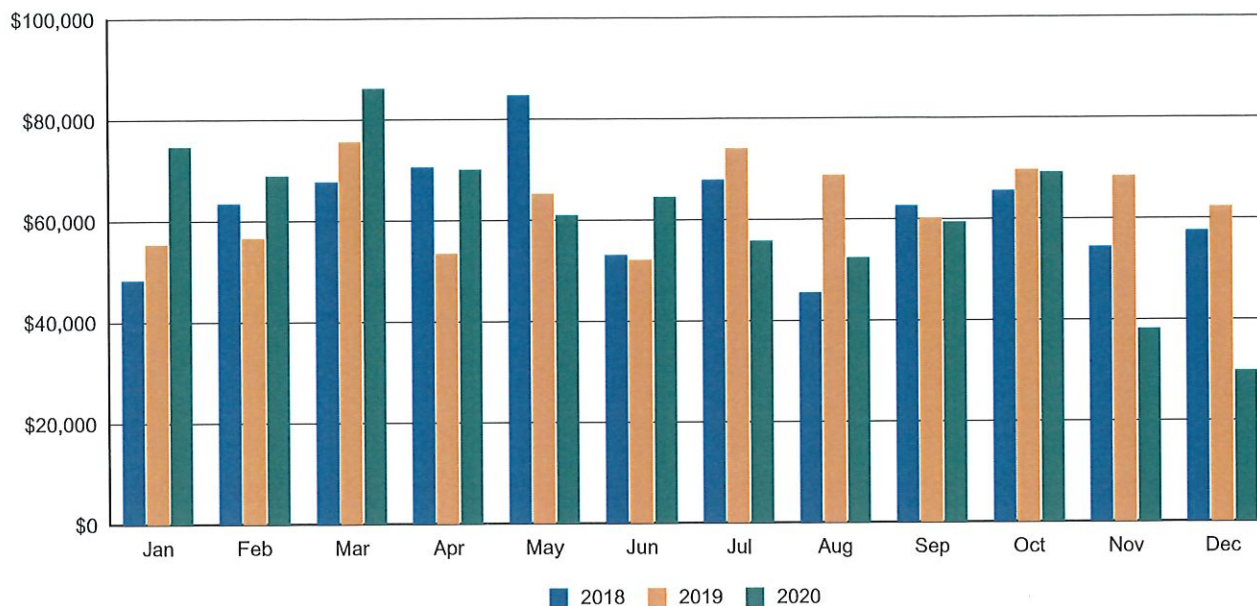
Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$168,346.00	\$15,595.50	\$183,941.50
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$168,346.00	\$15,595.50	\$183,941.50
Account Transfers		\$8,800.51	\$6,794.99	\$15,595.50
Credit Summary				
Total Credits		\$54,723.66	\$5,113.27	\$59,836.93
Less Adjustments	-	\$27,420.10	\$0.00	\$27,420.10
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$2,574.80	\$2,574.80
Less Overpayments	-	\$(170.88)	\$0.00	\$(170.88)
Gross Payments Received		\$27,474.44	\$2,538.47	\$30,012.91
Plus Overpayment Returns	+	\$(170.88)	\$0.00	\$(170.88)
Net Payments Received		\$27,303.56	\$2,538.47	\$29,842.03
Less Payments Kept By Service	-	\$4,588.80	\$0.00	\$4,588.80
Total Deposits Reconciliation		\$22,714.76	\$2,538.47	\$25,253.23
Summary of Disbursement				
Total Deposits & Payments Kept By		\$27,303.56	\$2,538.47	\$29,842.03
Plus Overpayment Refunds	+	\$0.00	\$0.00	\$0.00
Gross Revenue		\$27,303.56	\$2,538.47	\$29,842.03
LifeQuest Fee		\$1,228.66	\$558.46	\$1,787.12
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$1,228.66	\$558.46	\$1,787.12
Service Revenue		\$26,074.90	\$1,980.01	\$28,054.91
Less Payments Kept By Service	-	\$4,588.80	\$0.00	\$4,588.80
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$21,486.10	\$1,980.01	\$23,466.11

Messages:

Total Deposits EOM differ from bank statement by \$93.53 due to 11/9 \$83.69 Anthem, 11/9 \$86.43 Anthem, 11/30 \$87.91 AARP, 11/25 \$494.14 NHIC and \$292.20 posting correction now posted and 12/31 \$412.32 Humana and 12/31 \$138.18 Compicare not posted eli 1.4.21

All Phases Gross Revenue

City of De Pere
January 2018 to December 2020



	2018	2019	2020
January	\$48,362	\$55,433	\$74,735
February	\$63,538	\$56,668	\$68,980
March	\$67,787	\$75,702	\$86,226
April	\$70,664	\$53,535	\$70,107
May	\$84,800	\$65,318	\$61,059
June	\$53,162	\$52,157	\$64,610
July	\$67,954	\$74,156	\$55,803
August	\$45,566	\$68,797	\$52,414
September	\$62,667	\$60,290	\$59,470
October	\$65,610	\$69,765	\$69,260
November	\$54,498	\$68,470	\$38,169
December	\$57,599	\$62,371	\$29,842
Total Gross Revenue	\$742,207	\$762,663	\$730,674

City Of De Pere

Billing Summary

December 2020

Phase 1

Charges

Billing Charges		\$168,346.00	
Other	+	\$0.00	
Subtotal of Charges			\$168,346.00

Account Transfers

Billing to Collections Transfer Total			\$8,800.51
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Credit Summary

Total Credits		\$54,723.66	
Less Adjustments	-	\$27,420.10	
Less Overpayments	-	\$(170.88)	
Gross Payments Received			\$27,474.44
Plus Overpayment Returns	-	\$(170.88)	
Net Payments Received			\$27,303.56
Less Payments Kept By Service	-	\$4,588.80	
Total Deposits Reconciliation			\$22,714.76

Summary of Disbursement

Total Deposits & Payments Kept By		\$27,303.56	
Plus Overpayment Refunds	+	\$0.00	
Gross Revenue			\$27,303.56
LifeQuest Fee		\$1,228.66	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$1,228.66
Service Revenue		\$26,074.90	
Less Payment Kept By Service	-	\$4,588.80	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$21,486.10

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 2020

Beginning Balance of Accounts Receivables			\$183,265.70
Total Charges entered for the Month		+	\$168,346.00
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$8,800.51		
Other	\$18,619.59		
Total Adjustments for the Month	\$27,420.10	-	\$27,420.10
Payments			
Cash	\$5,311.55		
Contract Payments	\$0		
Credit Card	\$0		
Direct Deposit	\$17,326.57		
Hospital	\$0		
Insurance	\$247.52		
Payment Kept By	\$4,588.80		
Other	\$0		
	\$27,474.44	-	\$27,474.44
Overpayment			
Recoupment	\$0		
Refunds	\$0		
Returns	\$(170.88)		
Service Payable	\$0		
Other	\$0		
	\$(170.88)	-	\$(170.88)
Total for Reconciliation Summary			\$296,888.04
Ending Balance of Accounts Receivables			\$296,888.04

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

<u>Charges</u>	<u>Jan 2020</u>	<u>Feb 2020</u>	<u>Mar 2020</u>	<u>Apr 2020</u>	<u>May 2020</u>	<u>Jun 2020</u>	<u>Jul 2020</u>	<u>Aug 2020</u>	<u>Sep 2020</u>	<u>Oct 2020</u>	<u>Nov 2020</u>	<u>Dec 2020</u>	<u>Totals</u>
Jan 2020	2578	25047	17367	2697	4317	824	389	0	0	355	0	0 \$	53576
115056	2.2	21.8	15.1	2.3	3.8	0.7	0.3	0	0	0.3	0	0 %	46.6
Feb 2020		4661	31832	19382	3333	1516	0	-599	1307	675	5	0 \$	62113
125413		3.7	25.4	15.5	2.7	1.2	0	-0.5	1	0.5	0	0 %	49.5
Mar 2020			7912	31664	11272	4764	2122	1195	90	0	0	0 \$	59019
123149			6.4	25.7	9.2	3.9	1.7	1	0.1	0	0	0 %	47.9
Apr 2020				2271	24717	13458	4075	2328	219	0	0	0 \$	47069
94023				2.4	26.3	14.3	4.3	2.5	0.2	0	0	0 %	50.1
May 2020					8335	27652	7784	2178	2583	98	0	0 \$	48630
95127					8.8	29.1	8.2	2.3	2.7	0.1	0	0 %	51.1
Jun 2020						4232	32353	11249	4482	2034	259	0 \$	54610
108184						3.9	29.9	10.4	4.1	1.9	0.2	0 %	50.5
Jul 2020							7922	28462	12738	2571	196	233 \$	52123
108952							7.3	26.1	11.7	2.4	0.2	0.2 %	47.8
Aug 2020								4845	28997	14703	3310	3766 \$	55621
99450								4.9	29.2	14.8	3.3	3.8 %	55.9
Sep 2020									6271	32367	11480	3794 \$	53912
108058									5.8	30	10.6	3.5 %	49.9
Oct 2020										12912	15780	12205 \$	40897
116975										11	13.5	10.4 %	35
Nov 2020											85	3120 \$	3205
124544											0.1	2.5 %	2.6
Dec 2020												3794 \$	3794
117338												3.2 %	3.2
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	4.9	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	4.9	23.1	12	3.2	2.2	0.4	0	0.2	0.1	0.1	0	0	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Action on the December 2020 Police Overtime Report

The overtime (OT) report covers the month of December 2020. Two previous years of overtime report summaries are attached for comparison but they are by payroll period versus calendar month due to the change in how the overtime was gathered back then. They should still be somewhat comparable.

Reimbursable Miscellaneous OT of 20.75 total hours, 5.5 hours were from the officer assigned to the Drug Task Force and 15.25 hours were from the OWI task force deployments.

ATTACHMENTS:

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

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

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

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

NOTES:

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

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

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

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

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

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

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

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

^^Period 8/25/2018 - 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

**DEPARTMENT OF POLICE
OVERTIME BY REASON
2020**

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

TOTAL OVERTIME BUDGET : \$ 175,000.00

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

PERCENT OF TOTAL BUDGET : 135%

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

Additional Notes:

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Action on Donation from De Pere Christian Outreach to Police Department K-9 Fund*

The police department has received a donation from the De Pere Christian Outreach in the amount of \$3,000 to be used for the continued maintenance and training of the police K-9. The donation will be deposited in the police K-9 donation account for future use.

We are requesting the acceptance of this donation and to forward it to the full council for approval.

Thank you for your consideration of this generous donation.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration of and Possible Action on a Proposed new Police Emergency Hotel Voucher Program*

The police department wishes to establish a humanitarian program to assist with emergency shelter and food for citizens and travelers in and through De Pere.

Recently, Officer Tony Phelps developed an idea to assist persons or families with overnight stays at local hotels when there is a dire need, or an emergency situation and other housing in Brown County is not available. Other officers have come upon situations where a vehicle had broken down on the highway and the destitute family was stranded late at night; or a person is kicked out of a house and has nowhere to go. There have been other situations when persons have been found in hot or cold parked vehicles and were close to dying and we had nowhere for them to go. Officers in the past have paid for the emergency stays on their own, but we would like to make this a more formal and funded program.

Officer Phelps has already done the leg work and contacted local hotels including the Kress Inn and Sleep Inn and has received very positive results and support for the program. The Finance Director, Joe Zegers, has also reviewed this request and agrees with the process and accounting as follows:

The way the program will work is a supervisor (Sergeant) authorizes an overnight stay in a pre-approved hotel, or for emergency food. A City credit card will be used to pay for the stay or food. The account used to pay the credit card bill will be a sub-account set up in the police donations account. Undesignated police donations and drug forfeiture money will be used to fund that sub account. It is estimated the expenditures will not exceed \$500 per year.

The request to the Finance Committee and ultimately the full Council is to increase the number of credit cards the City owns by two so we can place these credit cards in Sergeant patrol vehicles for such field use. This is a worthwhile program that although is used rarely, the impact on the few recipients is enormous.

Thank you, and if you have any questions please contact me at your convenience.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

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

ATTACHMENTS:

- LOI - City of De Pere 1.8.21 (PDF)
- Immel Construction Sale and Development Term 01112020 (PDF)
- Immel Map Sale and Development Map (PDF)
- Future TID Boundary.2 (PDF)
- DRAFT TID Timetable 01042021 (PDF)



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

January 8, 2021

LETTER OF INTENT

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

Project Summary

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

Property Use

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

Project Schedule

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

*Anticipated closing late February/early March

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

Tax Incremental Financing

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



1820 Radisson St.
Green Bay, WI 54302
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www.immelconstruction.com

Site Requirements

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

Commerce Drive Extension

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

Zoning/Code Requirements

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

Miscellaneous

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

Attachments

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

Contact

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

CITY OF DE PERE MEMO



To: De Pere Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: January 12, 2021

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

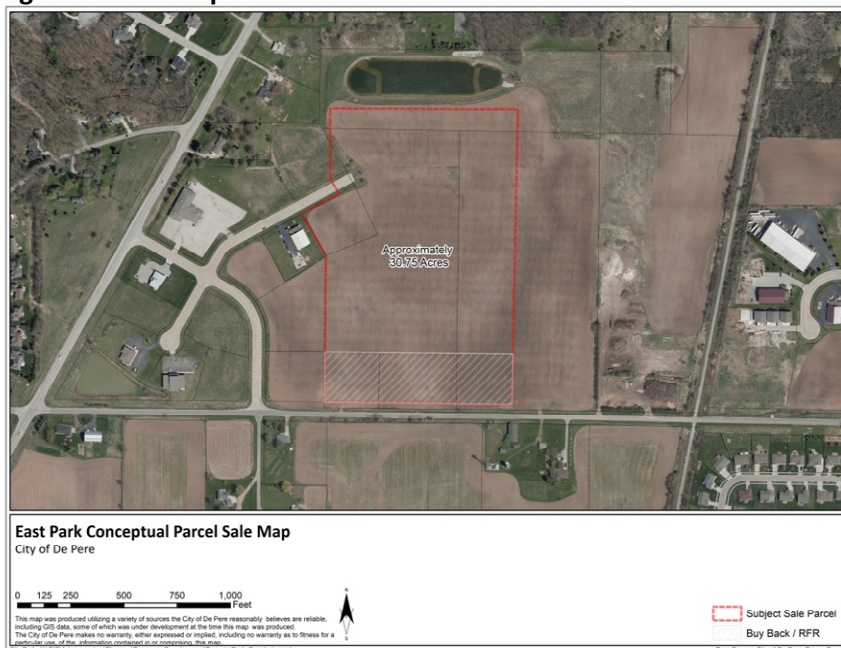
PROJECT SUMMARY

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

The proposed development would work with the City and Wisconsin Economic Development Corporation (WEDC) to consolidate multiple facilities located elsewhere, relocate approximately 43 existing jobs, and add 35 new jobs. To accommodate the development proposal, the City would complete the extension of Commerce Drive to Rockland Road. The proposed development would add significant value to a Tax Increment District (TID); however, as noted at previous Committee and Common Council meetings, TID No. 10 does not have enough remaining life to facilitate large infrastructure project and a financial incentive. Therefore the City anticipates creating an overlapping mixed-use TID comprised of the remaining undeveloped parcels.

Since the site and building plans are not finalized, the developer requests a site that could be larger than necessary for the proposed development but could accommodate a future expansion. As such the City requests a 10-year buy back option where the City *could* entertain the option to purchase the undeveloped property for the original value. Moreover, the City will require the right-of-first refusal for the same area. The area is identified as the hatch area in Figure 1. The developer agrees to develop the northerly portion of the lot before extending south towards Rockland Road.

Figure 1: Site Map



DEVELOPMENT ITEMS TO CONSIDER

Commerce Drive Extension and New TID

The City planned to extend Commerce Drive to Rockland Road as part of the TID No. 10 project plan. Continued and unfortunate delays in the Southern Bridge Connector Project made the East De Pere Business Park less attractive to development than those in the West Business Park immediately adjacent to US-41. Consequently, the bridge delay resulted in not having enough increment revenue to implement a large infrastructure project. The recent renewed energy by Brown County and WisDOT has encouraged more business to look at the East Business Park. The proposed development project is a large enough project to trigger the road extension. Figure 2 outlines the proposed TID boundary. The project plan would also include allowable expenditures within one-half mile of the district boundary. Figure 3 outlines the potential road alignment.

TIF Incentive and Analysis

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

In 2013 the State of Wisconsin amended how technical colleges were funded. The State increased state funding and consequently lowered local mill rates. The change negatively impacted TID funding. Therefore, to guard against uncertain future changes, the City proposed to also include a minimum threshold of annual taxes paid to the City. The minimum threshold shall be based on the current process at the time of the agreement. The amount shall be no less than \$219,000 a year ($\$10,000,000 \times 0.021897107 = \$218,971$). After many discussions, the Developer and City staff proposes the following financial incentive package to facilitate the development.

Land Grant: Land Grant: \$915,000 (calculated for 30.50 assumed calculated acres). The final acres to be known after the creation of a certified survey map.

TIF Grant: A \$785,000 milestone cash grant received at three different stages of the project (1) footings and foundations, (2) building enclosure, and (3) after receiving Certificate of Occupancy and completing all approved site plan improvements. Any reduction or expansion of the desired acreage shall be accompanied by an equal increase or decrease in TIF Grant.

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

Figure 2: Draft Future TID Boundary

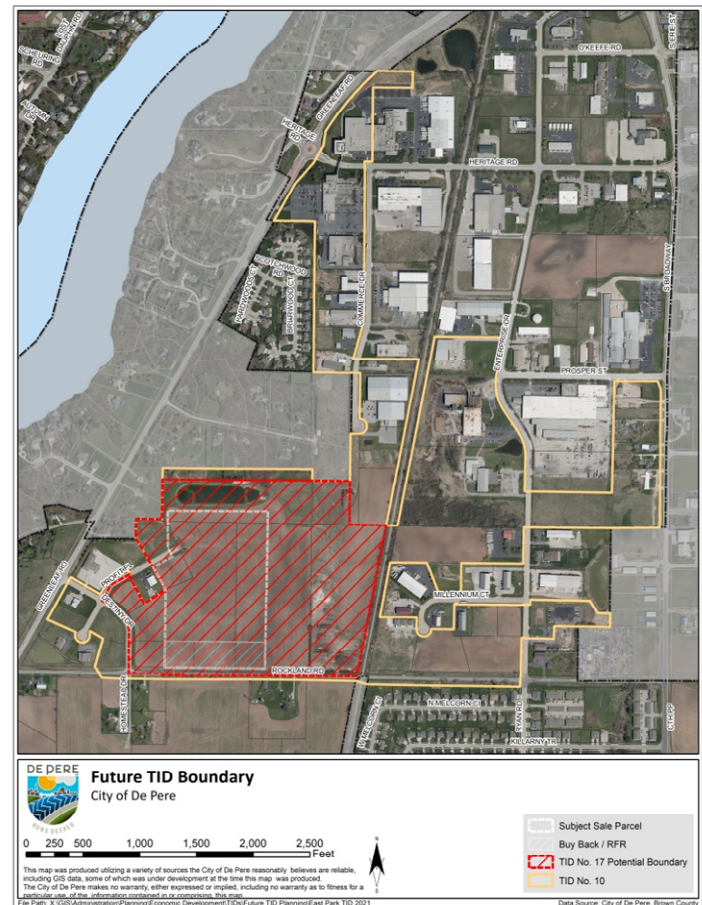


Figure 3: Potential Road Alignment



PROPOSED TERMS

General Information

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

Parcel IDs:	ED-2382, ED-D43-1, ED-F0083 and Portions of ED-2381, ED-F0080, ED-F0082
Acres:	Approximately 30.00 acres
Size:	350,000 to 400,000 square foot manufacturing and office/headquarters facility
Purpose Use:	Manufacturing, warehousing, and office
Construction Style:	Exterior load-bearing precast panels with interior conventional steel framing with flat EDPM roof with a glass and aluminum office front.
Anticipated Construction Value:	\$19,000,000
Anticipated Assessed Value:	\$10,000,000
Retain/Relocated Jobs:	43
New Jobs:	35
Property List Price:	\$30,000/acre (\$900,000 total)

Developer Obligations:

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

City Obligations:

1. The City would, at its own expense, have a Certified Survey Map of the subject parcel prepared to illustrate the boundary changes. Parcels or portions of parcels include ED-2381, ED-2382, ED-D43-1, ED-F0083, ED-F0082, and ED-F0080 as identified in Exhibit A.
2. The City would, at its own expense, have an Alta Survey Map of the proposed parcel prepared to illustrate any site encumbrances.
3. The City would, at its own expense, create a new Tax Increment District by April 6, 2021 (Common Council approval date) with a TID base valuation date of January 1, 2021.
4. The City to construct the extension of Commerce Drive.

5. The City would, at its own expense vacate the northerly 100' of Profit Place (less a future planned roundabout) and work with the Developer to discuss transfer, cap, or abandon utilities necessary to accommodate the site development.
6. City to Provide the following TIF incentive:
 - a. Land grant*: \$922,500 (calculated assuming 30-acres).
 - b. TIF Cash Grant*: NPV \$777,500 in the form of a cash grant at three different stages of the project (1) footings and foundations, (2) building enclosure, and (3) after receiving Certificate of Occupancy and completing all approved site plan improvements.

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



East Park Conceptual Parcel Sale Map

City of De Pere

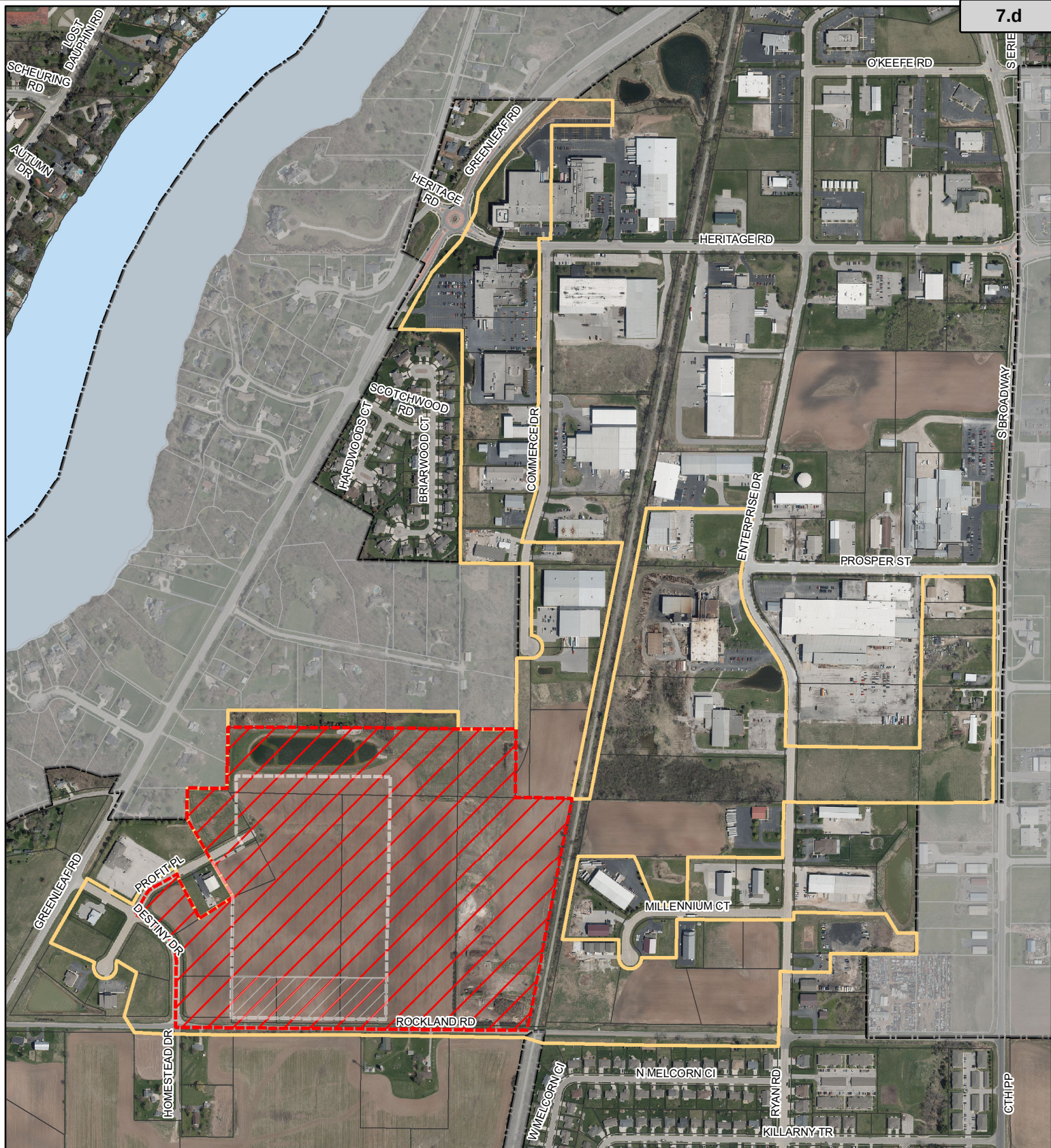
0 125 250 500 750 1,000 Feet

This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map.



 Subject Sale Parcel
 Buy Back / RFP

Packet Pg. 30



Future TID Boundary

City of De Pere

0 250 500 1,000 1,500 2,000 2,500 Feet

This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising this map.



- Subject Sale Parcel
- Buy Back / RFR
- TID No. 17 Potential Boundary
- TID No. 10

CITY OF DE PERE - TAX INCREMENT DISTRICT AMENDMENT & CREATION

Preliminary Summary of Activities and Timetable Created 1/4/2021

Single Plan Commission Meeting Project Cycle

Action	Party Responsible	TID No. 10 Amendment	TID No. 17 Creation
1. Authorization: Authorization to proceed with creation and amendment of TIDs.	Finance & Personnel Committee	1/12/2020	1/12/2020
2. Prepare Draft TID Project Plan, resolutions, maps, preliminary TID budget.	Dev Services Staff	Jan/Feb 2021	Jan/Feb 2021
3. Introductory Letters to Representatives of Overlapping Taxing Jurisdictions	Dev Services Staff	Jan 25, 2021	Jan 25, 2021
4. JRB notice to newspaper.	Dev Services Staff & Clerk	Feb 1, 2021	Feb 1, 2021
5. Send Public Hearing notice to newspaper.	Dev Services Staff & Clerk	Feb 1, 2021	Feb 1, 2021
6. Send Public Hearing notices to Overlapping Taxing Jurisdictions. (can sent with step 3)	Dev Services Staff	Jan 25, 2021	Jan 25, 2021
7. Publish notice for TID JRB meeting (<i>Class I</i>) – 5 Days min	GB Press Gazette	Feb 5, 2021	Feb 5, 2021
8. Publish notice for TID boundary & Project Plan public hearing (<i>Class II</i>)	GB Press Gazette	Feb 5 & Feb 12, 2021	Feb 5 & Feb 12, 2021
9. Email/Mail out JRB packets.	Dev Services Staff	Feb 10, 2021	Feb 10, 2021
10. JRB – First Meeting on TID Creation Discuss draft TID Project Plan and Boundary (at least 5-days after publication of JRB meeting notice; latest date 14 days after first notice of Public Hearing). Set JRB Second meeting date.	Dev Services Staff & JRB	Feb 15-19, 2021	Feb 15-19, 2021
11. Plan Commission Meeting: - Public hearing – TID boundary and Project Plan (at least 7 days after last insertion of public notice) - Consider adoption of TID boundary and Project Plan, refer to Common Council for Approval - Staff to prepare resolutions according to checklist	Dev Services Staff & Plan Commission	Feb 22, 2021	Feb 22, 2021
12. Provide information to City Attorney for attorney opinion letters.	Dev Services Staff – City Attorney	Mar 2021	Mar 2021
13. Provide information to City Assessor for base year and amendment packets.	Dev Services Staff and Accurate Appraisal	Mar 2021	Mar 2021
14. City Council Meeting: - Review TID boundary and Project Plan - Consider approval of TID boundary and Project Plan (Not less than 14 days after public hearing) - Staff to prepare resolutions according to checklist	Dev Services Staff – City Attorney	Mar 16, 2020	Mar 16, 2020
15. JRB notice to newspaper	Dev Services Staff & Clerk	Mar 12, 2021	Mar 12, 2021
16. Mail out JRB packets.	Dev Services Staff & Clerk	Mar 17, 2021	Mar 17, 2021
17. Publish JRB meeting notice.	GB Press Gazette	Mar 18, 2021	Mar 18, 2021
18. JRB – Final Meeting on TID Creation/Amendment: Approval of TID boundary and Project Plan by JRB (At least 5 days after publication of meeting notice and within 30 days of City Council approval) Staff to prepare resolutions according to checklist	City Staff / JRB	Mar 23 - Apr 2, 2021	Mar 23 - Apr 2, 2021
19. Notify DOR of TID creation/amendment.	Dev Services Staff & JRB	Following JRB	Following JRB
20. Submit TID boundary and Project Plan package to Wisconsin Department of Revenue (with \$1,000 certification fee)	Dev Services Staff & Clerk	By Oct 31, 2021	By Oct 31, 2021

The official newspaper of the City of De Pere is the Green Bay Press Gazette, published seven days a week.

City Council

The City Council meets 1st and 3rd Tuesday of each month at 7:30 p.m.

Plan Commission

Plan Commission meets the 4th Wednesday of each month at 6:00 pm.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Consideration of and Possible Action on Extension of the Agreement for Revaluation and Statutory Assessor Services with Accurate Appraisal.*

ATTACHMENTS:

- Memo to Finance - Accurate Appraisal Contract Extension (PDF)
- DePere - 2021 Extension (Full Value Program) - Signature Page Only (PDF)
- DePere - 2021-2022 Extension (Full Value Program) - Signature Page Only (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor James G. Boyd
Members of the Finance-Personnel Committee

From: Carey Danen, City Clerk

Date: January 12, 2021 (meeting date)

RE: **Accurate Appraisal Contract Extension**

Accurate Appraisal has served as the City's statutory assessor since 2005. Our current contract, which was amended in 2017 to include annual full value maintenance services, expired on December 31st. I am proposing that we issue a full Request for Proposal (RFP) for assessor services this spring; therefore, I would like to request your approval to sign an extension to our current agreement to cover assessor services for 2021.

The cost for a one-year extension is \$49,800; this represents an increase of \$10,000 over the previous rate, which has been at \$39,800 since 2018. Accurate has attributed this increase to inflation, as well as a rise in construction activity, sales, and permits within the City over the past two years. The budget overage of \$10,000 would come from undesignated reserves.

Accurate has also provided a quote for a two-year extension; the cost for this option would be \$48,500 per year (a savings of \$2,600 over the two years). If members of the Finance-Personnel Committee prefer this option, the RFP would be issued in the spring of 2022.

I am happy to answer any questions you may have in advance of the meeting.



**1 Year Extension Agreement for
Assessment Services of Previous Contract 2016-2020**

Provided by Accurate Appraisal, LLC.

For

City of De Pere, Brown County for the assessment year 2021

Dated this _____ day of _____ 2020.

Full Value Program – Completion date of July 31st

Fee for services rendered:

Full Value Program

Accurate shall be paid the sum of:

\$49,800

10/9/2020

Lee T. De Groot
Member
Accurate Appraisal, LLC.

Date

Authorized Client Signature

Date



**2 Year Extension Agreement for
Assessment Services of Previous Contract 2016-2020**

Provided by Accurate Appraisal, LLC.

For

City of De Pere, Brown County for the assessment years 2021-2022

Dated this _____ day of _____ 2020.

Full Value Program – Completion date of July 31st

Fee for services rendered:

Full Value Program

Accurate shall be paid the yearly sum of:

\$48,500

12/03/2020

Lee T. De Groot
Member
Accurate Appraisal, LLC.

Date

Authorized Client Signature

Date



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Recommendation and Possible Action on the 2020-2024 Auditing Services Contract.*

ATTACHMENTS:

- Audit RFP memo 2021 (PDF)
- CLA Cost Proposal (PDF)
- KerberRose Cost Proposal (PDF)
- Hawkins Ash Cost Proposal (PDF)

To: Honorable Mayor and Members of the Finance Committee
 From: Joe Zegers, Finance Director/Treasurer
 Carey Danen, City Clerk
 Date: January 6, 2021
 Subject: Recommendation for 2020-2024 Auditing Services Contract

We have attached our recent request for proposal (RFP) for auditing services for 2020 to 2024 which was sent to Baker Tilly of Madison, and CliftonLarsonAllen(CLA), Hawkins Ash, & KerberRose all from the Green Bay area in December 2020. We evaluated the proposals we received as follows while Baker Tilly chose not to bid on the auditing services contract.

The proposals were evaluated based on four factors with following point factors:

Completeness of the RFP	20
Firm Experience in Auditing Local Government Units	30
Qualifications of Staff Members	30
Cost	20
Total	100

The firms' scores for these four factors were as follows:

	HawkinsAsh	KerberRose	CLA
Completeness	10	15	20
Firm Experience	20	25	30
Staff Members Qualifications	20	25	30
Costs	15	10	20
Total	65	75	100

The firms' proposed fees for 2020-2024 were as follows:

	HawkinsAsh	KerberRose	CLA
2020	\$35,300	\$43,350	\$33,600
2021	\$36,310	\$44,600	\$34,125
2022	\$37,360	\$45,850	\$34,755
2023	\$38,430	\$ -	\$35,280
2024	\$39,530	\$ -	\$36,435

*KerberRose did not provide figures for 2023 & 2024.

All firms had an additional charge of \$4,500 in 2020 if a federal single audit is required. The single audit is required if the City receives federal grants of \$750,000 in any year.

We believe that CLA scored first for completeness due to among other things their more detailed audit plan in relation to the others included in the RFP. Their firm experience also appears greater than the others due to their extensive client profile of municipalities our size as well as a larger combined staff and experience to draw upon to service the City of De Pere. We believe CLA's qualifications of staff members appears to be more compared to the others due to the increased number of both years and experience in auditing cities the size of De Pere as well as other municipalities and governmental entities.

We have attached the proposed fees from CLA, Hawkins Ash & KerberRose. The proposals range from a total of \$33,600 to \$43,350 per year starting for 2020 and increasing to \$36,435 to \$39,350 from 2021 to 2024. The proposal includes the required assistance in the preparation of the government-wide GASB financial statements, an annual department review and the calculation of net unreimbursed costs for the twelve TID districts as well.

As a result of a review of the RFPs and the corresponding scoring as indicated above, we recommend the City accept the bid of CLA for 2020-2024 auditing services due to their increased experience and ability to service the City's needs. Additionally, their fees for the years are \$1,700 to \$3,095 per year lower than the next proposal which totals \$12,735 over the five year term of the contract. Feel free to call or email us should you have any questions and we will be available for the Finance Committee meeting January 12th as well.

Create Opportunities



January 5, 2021

**Proposal to provide professional
auditing services to:**

City of De Pere

Cost Proposal

Prepared by:

Scott Sternhagen, CPA, Principal

scott.sternhagen@CLAconnect.com

920-455-4132



CLAconnect.com

WEALTH ADVISORY

OUTSOURCING

**AUDIT, TAX, AND
CONSULTING**

Professional Fees

Name of firm

CLA (CliftonLarsonAllen LLP)

Verification statements

I, Scott Sternhagen, CPA your engagement principal-in-charge, will serve as the City's primary contact person for this engagement. Furthermore, as a principal of CLA, I am authorized to sign, bind, and commit the firm to the obligations contained in this proposal and the City's RFP.

Schedule of rates for each staff category

<i>Category</i>	<i>2020 \$/HR</i>	<i>2021 \$/HR</i>	<i>2022 \$/HR</i>	<i>2023 \$/HR</i>	<i>2024 \$/HR</i>
Principal	175	180	185	190	195
Manager	145	150	155	160	165
Senior	120	120	120	125	125
Associate	100	100	100	110	110

All-inclusive fees

<i>All-inclusive total fee</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>
Audit of basic financials	\$22,500	\$23,000	\$23,500	\$24,000	\$25,000
Department review (if requested)	\$2,300	\$2,300	\$2,400	\$2,400	\$2,500
Compilation for TID Districts (\$600 per district)	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200
Sub total	\$32,000	\$32,500	\$33,100	\$33,600	\$34,700
Technology and client support fee (5%)*	\$1,600	\$1,625	\$1,655	\$1,680	\$1,735
Total Fee	\$33,600	\$34,125	\$34,755	\$35,280	\$36,435
Single Audit (if needed)	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500

* Like most firms, we are investing heavily in technology to enhance the client experience, protect our data environment, and deliver quality services. We believe our clients deserve clarity around our Technology and Client Support Fee, and we will continue to be transparent with our fee structure.

Manner of payment

The charges for our work are to be based upon the time involved, degree of responsibility assumed, and skills required, plus expenses including internal and administrative charges. Bills for services are due when submitted. Interim bills may be submitted at periodic dates to cover charges and expenses incurred, but will not be submitted more often than monthly.

CLA does accept credit cards for payment.





KerberRose

Audit Fee Schedule

I certify that I am entitled to represent KerberRose SC (the firm), empowered to submit this proposal, and authorized to sign a contract with the City of De Pere.

Krisztina Dommer, CPA
Shareholder
KerberRose SC

Please refer to page 22 of our full proposal for additional information regarding our firm's philosophy for a successful audit partnership with the City. We understand that the City's resources are best spent on services provided to its citizens. Our lower overhead costs, small office spaces, and frugality means a lower investment for our services.

A summary of the City's investment is detailed below by area.

City of De Pere			
Financial Statement Audit, in accordance with GAAP	2020	2021	2022
City Audit	\$ 26,600	\$ 27,200	\$ 27,800
Internal Control Process Review and Report	1,750	1,800	1,850
	<u>\$ 28,350</u>	<u>\$ 29,000</u>	<u>\$ 29,650</u>
Other Work as Requested			
TID Compilations, if requested, per TID	\$ 1,250	\$ 1,300	\$ 1,350
TID 30% and Final Audits, each TID	3,500	3,600	3,700
Single Audit, when necessary	4,500	4,600	4,700
Single Audit, per additional program	1,500	1,550	1,600

Audit Fee Schedule (Continued)

The calculation of the City's investment is detailed below by staff level, summarized by hours invested into the services by KerberRose.

City of De Pere			
	Rate	Hours	Cost
Partner	\$ 225	40	\$ 9,000
Manager	160	40	6,400
Senior	130	40	5,200
Staff	100	60	6,000
		180	\$ 26,600

These hours are not expected to change significantly during the engagement period through 2024. The quoted hours above do not include a review of internal controls for various departments. For one to two departments, this process (including the compiled report) are expected to take sixteen (16) hours.

The staff rate structure for the next three years is detailed below.

City of De Pere					
	2020 Rate	2021 Rate	2022 Rate	2023 Rate	2024 Rate
Partner	\$ 225	\$ 250	\$ 275	\$ 300	\$ 325
Manager	160	175	190	205	220
Senior	130	140	150	160	170
Staff	100	110	120	130	140

FEES

Hawkins Ash CPAs hereby submits the following all-inclusive audit fees.

	2020	2021	2022	2023	2024
City Audit	\$15,250	\$15,710	\$16,180	\$16,670	\$17,170
Water Utility Audit	\$7,625	\$7,850	\$8,090	\$8,330	\$8,580
Wastewater Utility Audit	\$7,625	\$7,850	\$8,090	\$8,330	\$8,580
Wastewater Treatment Plant Utility Audit	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700
Stormwater Utility Audit	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700
TIF Audit (\$150 per TIF)	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Total	\$35,000	\$36,010	\$37,060	\$38,130	\$39,230
Optional - Single Audit	\$4,500	\$4,640	\$4,780	\$4,920	\$5,070
Optional - TID Audit	\$4,500	\$4,640	\$4,780	\$4,920	\$5,070

We believe it is important for our clients to contact us with questions, problems, or concerns as they arise. Questions or issues of a routine nature are not billed to our clients. Conferences or consultations that require more than a brief phone call or email may be billed at our Firm's discretion and communicated to the client.

ADDITIONAL SERVICE FEES

The above fees do not include the implementation of new Governmental Accounting Standards Board statements or revisions to generally accepted governmental auditing standards.

If additional services are required, they will be billed out at our standard rates listed below.

Fee category	Hourly rate
Partner	\$285 - \$300
Manager/Senior Manager	\$150 - \$225
Associate/Senior Associate	\$60 - \$150

Randall L. Miller, is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of De Pere.

Randall L. Miller, Partner

rmiller@hawkinsashcpas.com | 920.684.7128
December 30, 2020

HAWKINS | ASH
Part of your business. Part of your life. **CPAs**



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Review and possible action on City of De Pere Investments and Cash Detail for November 2020.

ATTACHMENTS:

- Nov. Cash & Inv. Memo (PDF)
- Nov. Cash & Inv. Summary (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: January 7th, 2021
Subject: Cash and Investments Report for November 30th, 2020

I have attached a summary of the City's Cash and Investments for your information and review as of November 30th, 2020. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments earned \$360,461 through November of 2020 which projects to roughly \$393,200 annually which is lower year to date in comparison to our budgeted annual amount for 2020 of \$525,000. The LGIP investment amount decreased \$4.4 million in **November** for payment of accounts payable and payroll of \$3.5 million and also debt service payments of \$2.1 million offset by receipt of state shared revenues of 1.2 million.. The LGIP investment account will increase by \$1 million in **December** due to a tax collection deposit of \$6 million which was offset for payments of accounts payable and payroll of \$5 million. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

November 30, 2020

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 571,087.85
HEALTH CHECKING	\$ 2,441,075.60
DENTAL CHECKING	\$ 60,370.46
SUBTOTAL	\$ 3,072,533.91
RESTRICTED	BALANCE
WATER BOND MM	\$ 212,692.58
SUBTOTAL	\$ 212,692.58
TOTAL CASH	\$ 3,285,226.49

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 6,767,601.25	\$ 75,667.29	0.53%
ASSOCIATED BANK TRUST	\$ 5,096,804.16	\$ 115,308.50	2.53%
CHARLES SCHWAB INVESTMENTS	\$ 6,377,371.88	\$ 159,931.86	2.81%
MONEY MARKET	\$ 27,433.87	\$ 9,553.43	0.15%
TOTAL INVESTMENTS	\$ 18,269,211.16	\$ 360,461.08	
TOTAL CASH AND INVESTMENTS	\$ 21,554,437.65		

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
NOVEMBER 30, 2020

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

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2019

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

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the December 8, 2020 Regular Meeting
of the Finance/Personnel Committee.

ATTACHMENTS:

- December 8, 2020 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, December 8, 2020

7:30 PM

1. Call to Order. Mayor Boyd called the meeting of the Finance/Personnel Committee to order at 7:30 PM.

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

Also Present (Remote): City Administrator Lawrence Delo, Development Services Director Daniel Lindstrom, Recreation Supervisor John McDonald, Assistant Fire Chief Rich Annen, Police Captain Jeremy Muraski, Park, Recreation & Forestry Director Marty Kosobucki, Finance Director-Treasurer Joe Zegers, Human Resources Director Shannon Metzler and Human Resources Generalist Tracy Hood.

2. Approval of the Minutes of the November 10, 2020 Regular Meeting of the Finance/Personnel Committee.

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

3. Fire Department Overtime and LifeQuest Services Billing Reports for November, 2020.

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

4. Consideration and Possible Approval of the November 2020 Police Overtime Report.

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

5. Consideration and Possible Action to Accept Brown County Crime Prevention Funding Board Grant to Police Department.*

Police Captain Muraski advised the Committee that this grant is intended to be used for a portable speed board.

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

6. Consideration and Possible Action to Approve Park & Recreation Dept. Organizational Changes.*

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

7. Consideration and possible action regarding proposed Purchase/Sale Agreement terms with Green Bay Packaging Inc for Parcel WD-L492-2 and parcel WD-L492-B-3 in the west business park (Biotech Way).*

Upon further discussion, Development Services Director Lindstrom provided an overview of this item at the request of Alderperson Chandik Kunding.

He explained that his memo included a map showing the general location of the subject property in the southwestern portion of the city. Green Bay Packaging (GBP), 2275 American Boulevard, is in the planning stages of a 300,000 square foot manufacturing space expansion. Purchase of the requested parcel (a long linear parcel) would provide option for future expansion as well. The area to the south has been acquired and is under private development. This development meets the 10-year requirement of a previous agreement of the parties and an initial concept drawing of a site plan has been provided; the project is slated for site plan approval and construction in 2021.

DSD Lindstrom highlighted four terms which are different from typical sales/development projects:

- a sell-back provision will be negotiated for a portion of the parcel that may not be used for development;
- the City will continue maintenance of the railroad spur on the property, and it will not be removed until development/expansion occurs.
- an easement will remain for dog park access and GBP is aware of this necessity and will design appropriately; and
- GBP has requested a price reduction of the per acre price, which would be tracked as an incentive, and if expansion occurs in 2021 would result in a 3.45% of sale value tax increment incentive.

The City can acquire the property back if GBP elects not to move forward.

Alderperson Nelson clarified that the majority of the planned expansion would be on GBP's already-owned property, to which DSD Lindstrom confirmed would be primarily on current GBP property, with potential to expand on the city parcel. Ald. Nelson added this is an exciting development and a small-ask for GBP, and he is hoping they expand at this location.

Aldersperson Chandik Kunding asked a general question regarding triggering communication to neighboring properties, to which DSD Lindstrom explained that a site plan for expansion is all that is needed here, and the neighboring properties are in the Town of Lawrence. In general, a rezoning circumstance is one that would trigger a communication to neighboring properties.

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

8. Consideration and possible action on the 2020 Short Term Note.*

Finance Director-Treasurer Zegers explained that this is an annual item for expenditures that the City could handle under the levy limit; \$250,000 (for 2021), down from that of 2020. A quote is included in the packet from Associated Bank for a Note to be executed at the end of December Note and repaid at the end of February, with interest of \$1,250, included in the debt service fund budget for 2021.

A Resolution including eight items will be presented to the Common Council for approval next week (pages 303-306 of the Executive Budget):
 \$100,000 for Information Technology; \$50,000 for CCTV installation; \$14,000 Main/Fourth Traffic Signal Replacement; \$16,000 for Optimist Park Playground; \$25,000 for VFW Park Access Road; \$10,000 for James Street Boat Dock Extension; and \$15,000 for Field Painter replacement.

These are items that do not quite fit within a 10-year note. The City can lower interest by paying the note off within 45-50 days.

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

9. Review and possible action on City of De Pere Investments and Cash Detail for October 2020.

Finance Director-Treasurer Zegers advised that as of October 31, the City had total cash of 3.4 million and 22.6 million in investments, for a total of 26 million. Investments earned \$354,000, which projects to \$425,000 annually, trending a little lower in relation to the budget and is due to debt instruments having smaller interest rates than projected. Positive variances in other areas cause 2020 to remain neutral as to fund balance.

The LGIP account for November will decrease by 4.4 million, offset by 2.1 million for receipt of state shared revenue.

Property tax bills are being printed today and will be mailed yet this week.

Mayor Boyd moved to accept the report and to place it on file, seconded by Aldersperson Chandik Kunding.

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

10. Future agenda items.

None.

11. Adjournment

Upon Motion of Mayor Boyd, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 8:00 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consideration of and Possible Action on Fire Department Overtime and LifeQuest Services Billing Reports for December, 2020.

ATTACHMENTS:

- FIRE DEPT OT REPORT_DEC 2020 (PDF)

DE PERE FIRE RESCUEOVERTIME 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

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2020

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

Special Events included in Overtime

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

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

**DE PERE FIRE RESCUE
DECEMBER 2020
*OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
11/29/2020	32	48
12/05/2020	24	36
12/11/2020	24	36
12/13/2020	24	36
12/22/2020	24	36
12/24/2020	24	36
TOTALS	152	228

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

**LIFEQUEST MEDICAL BILLING - 2020
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	154,012	136,191	143,795	104,251	159,227	120,688
PAYMENTS	74,735	68,980	86,226	70,107	61,059	64,610
CREDIT ADJUSTMENTS	67,527	66,328	61,809	54,723	63,424	56,485

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	154,461	117,161	112,013	111,483	163,575	183,942
PAYMENTS	55,803	52,414	61,594	70,195	42,131	30,013
CREDIT ADJUSTMENTS	56,928	53,110	58,354	53,024	39,623	27,420

Payments to LifeQuest	
January	4,164
February	5,086
March	6,422
April	5,652
May	3,741
June	4,329
July	3,099
August	2,868
September	3,001
October	4,149
November	2,231
December	1,787
Total Paid	\$46,529

**See attached details

City Of De Pere
Income and Expenditures
December 2020
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$168,346.00	\$15,595.50	\$183,941.50
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$168,346.00	\$15,595.50	\$183,941.50
Account Transfers		\$8,800.51	\$6,794.99	\$15,595.50
Credit Summary				
Total Credits		\$54,723.66	\$5,113.27	\$59,836.93
Less Adjustments	-	\$27,420.10	\$0.00	\$27,420.10
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$2,574.80	\$2,574.80
Less Overpayments	-	\$(170.88)	\$0.00	\$(170.88)
Gross Payments Received		\$27,474.44	\$2,538.47	\$30,012.91
Plus Overpayment Returns	+	\$(170.88)	\$0.00	\$(170.88)
Net Payments Received		\$27,303.56	\$2,538.47	\$29,842.03
Less Payments Kept By Service	-	\$4,588.80	\$0.00	\$4,588.80
Total Deposits Reconciliation		\$22,714.76	\$2,538.47	\$25,253.23
Summary of Disbursement				
Total Deposits & Payments Kept By		\$27,303.56	\$2,538.47	\$29,842.03
Plus Overpayment Refunds	+	\$0.00	\$0.00	\$0.00
Gross Revenue		\$27,303.56	\$2,538.47	\$29,842.03
LifeQuest Fee		\$1,228.66	\$558.46	\$1,787.12
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$1,228.66	\$558.46	\$1,787.12
Service Revenue		\$26,074.90	\$1,980.01	\$28,054.91
Less Payments Kept By Service	-	\$4,588.80	\$0.00	\$4,588.80
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$21,486.10	\$1,980.01	\$23,466.11

Messages:

Total Deposits EOM differ from bank statement by \$93.53 due to 11/9 \$83.69 Anthem, 11/9 \$86.43 Anthem, 11/30 \$87.91 AARP, 11/25 \$494.14 NHIC and \$292.20 posting correction now posted and 12/31 \$412.32 Humana and 12/31 \$138.18 Compicare not posted eli 1.4.21



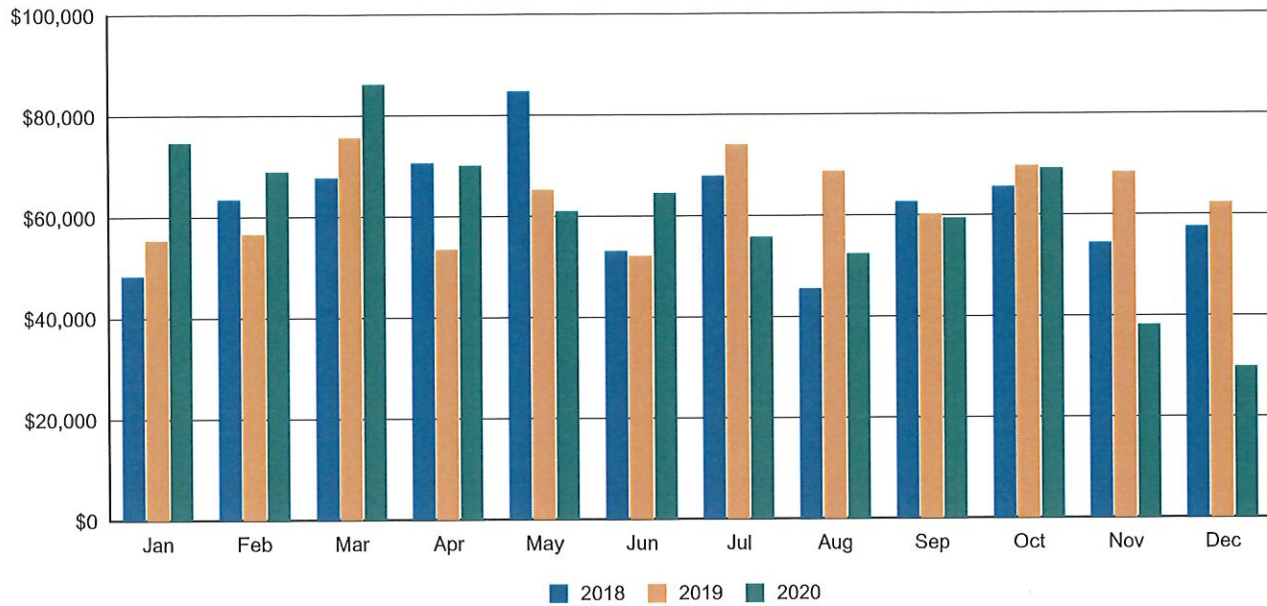
(888) 777-4911

This Report May Contain Confidential Information or Protected Health Information.
Please Handle Accordingly.

1/4/2021
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All Phases Gross Revenue

City of De Pere
January 2018 to December 2020



	2018	2019	2020
January	\$48,362	\$55,433	\$74,735
February	\$63,538	\$56,668	\$68,980
March	\$67,787	\$75,702	\$86,226
April	\$70,664	\$53,535	\$70,107
May	\$84,800	\$65,318	\$61,059
June	\$53,162	\$52,157	\$64,610
July	\$67,954	\$74,156	\$55,803
August	\$45,566	\$68,797	\$52,414
September	\$62,667	\$60,290	\$59,470
October	\$65,610	\$69,765	\$69,260
November	\$54,498	\$68,470	\$38,169
December	\$57,599	\$62,371	\$29,842
Total Gross Revenue	\$742,207	\$762,663	\$730,674

City Of De Pere

Billing Summary

December 2020

Phase 1

Charges

Billing Charges		\$168,346.00	
Other	+	\$0.00	
Subtotal of Charges			\$168,346.00

Account Transfers

Billing to Collections Transfer Total			\$8,800.51
---------------------------------------	--	--	-------------------

Credit Summary

Total Credits		\$54,723.66	
Less Adjustments	-	\$27,420.10	
Less Overpayments	-	\$(170.88)	
Gross Payments Received			\$27,474.44
Plus Overpayment Returns	-	\$(170.88)	
Net Payments Received			\$27,303.56
Less Payments Kept By Service	-	\$4,588.80	
Total Deposits Reconciliation			\$22,714.76

Summary of Disbursement

Total Deposits & Payments Kept By		\$27,303.56	
Plus Overpayment Refunds	+	\$0.00	
Gross Revenue			\$27,303.56
LifeQuest Fee		\$1,228.66	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$1,228.66
Service Revenue		\$26,074.90	
Less Payment Kept By Service	-	\$4,588.80	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$21,486.10

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

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1/4/2021
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Billing Reconciliation Summary

City of De Pere

For the month of December 2020

Beginning Balance of Accounts Receivables			\$183,265.70
Total Charges entered for the Month		+	\$168,346.00
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$8,800.51		
Other	\$18,619.59		
Total Adjustments for the Month	\$27,420.10	-	\$27,420.10
Payments			
Cash	\$5,311.55		
Contract Payments	\$0		
Credit Card	\$0		
Direct Deposit	\$17,326.57		
Hospital	\$0		
Insurance	\$247.52		
Payment Kept By	\$4,588.80		
Other	\$0		
	\$27,474.44	-	\$27,474.44
Overpayment			
Recoupment	\$0		
Refunds	\$0		
Returns	\$(170.88)		
Service Payable	\$0		
Other	\$0		
	\$(170.88)	-	\$(170.88)
Total for Reconciliation Summary			\$296,888.04
Ending Balance of Accounts Receivables			\$296,888.04

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

<u>Charges</u>	<u>Jan 2020</u>	<u>Feb 2020</u>	<u>Mar 2020</u>	<u>Apr 2020</u>	<u>May 2020</u>	<u>Jun 2020</u>	<u>Jul 2020</u>	<u>Aug 2020</u>	<u>Sep 2020</u>	<u>Oct 2020</u>	<u>Nov 2020</u>	<u>Dec 2020</u>	<u>Totals</u>
Jan 2020	2578	25047	17367	2697	4317	824	389	0	0	355	0	0 \$	53576
115056	2.2	21.8	15.1	2.3	3.8	0.7	0.3	0	0	0.3	0	0 %	46.6
Feb 2020		4661	31832	19382	3333	1516	0	-599	1307	675	5	0 \$	62113
125413		3.7	25.4	15.5	2.7	1.2	0	-0.5	1	0.5	0	0 %	49.5
Mar 2020			7912	31664	11272	4764	2122	1195	90	0	0	0 \$	59019
123149			6.4	25.7	9.2	3.9	1.7	1	0.1	0	0	0 %	47.9
Apr 2020				2271	24717	13458	4075	2328	219	0	0	0 \$	47069
94023				2.4	26.3	14.3	4.3	2.5	0.2	0	0	0 %	50.1
May 2020					8335	27652	7784	2178	2583	98	0	0 \$	48630
95127					8.8	29.1	8.2	2.3	2.7	0.1	0	0 %	51.1
Jun 2020						4232	32353	11249	4482	2034	259	0 \$	54610
108184						3.9	29.9	10.4	4.1	1.9	0.2	0 %	50.5
Jul 2020							7922	28462	12738	2571	196	233 \$	52123
108952							7.3	26.1	11.7	2.4	0.2	0.2 %	47.8
Aug 2020								4845	28997	14703	3310	3766 \$	55621
99450								4.9	29.2	14.8	3.3	3.8 %	55.9
Sep 2020									6271	32367	11480	3794 \$	53912
108058									5.8	30	10.6	3.5 %	49.9
Oct 2020										12912	15780	12205 \$	40897
116975										11	13.5	10.4 %	35
Nov 2020											85	3120 \$	3205
124544											0.1	2.5 %	2.6
Dec 2020												3794 \$	3794
117338												3.2 %	3.2
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	4.9	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	4.9	23.1	12	3.2	2.2	0.4	0	0.2	0.1	0.1	0	0	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Action on the December 2020 Police Overtime Report

The overtime (OT) report covers the month of December 2020. Two previous years of overtime report summaries are attached for comparison but they are by payroll period versus calendar month due to the change in how the overtime was gathered back then. They should still be somewhat comparable.

Reimbursable Miscellaneous OT of 20.75 total hours, 5.5 hours were from the officer assigned to the Drug Task Force and 15.25 hours were from the OWI task force deployments.

ATTACHMENTS:

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

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

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

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

NOTES:

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

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

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

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

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

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

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

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

^^Period 8/25/2018 - 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

**DEPARTMENT OF POLICE
OVERTIME BY REASON
2020**

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

TOTAL OVERTIME BUDGET : \$ 175,000.00

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

PERCENT OF TOTAL BUDGET : 135%

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

Additional Notes:

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Action on Donation from De Pere
Christian Outreach to Police Department K-9 Fund*

The police department has received a donation from the De Pere Christian Outreach in the amount of \$3,000 to be used for the continued maintenance and training of the police K-9. The donation will be deposited in the police K-9 donation account for future use.

We are requesting the acceptance of this donation and to forward it to the full council for approval.

Thank you for your consideration of this generous donation.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration of and Possible Action on a Proposed new Police Emergency Hotel Voucher Program*

The police department wishes to establish a humanitarian program to assist with emergency shelter and food for citizens and travelers in and through De Pere.

Recently, Officer Tony Phelps developed an idea to assist persons or families with overnight stays at local hotels when there is a dire need, or an emergency situation and other housing in Brown County is not available. Other officers have come upon situations where a vehicle had broken down on the highway and the destitute family was stranded late at night; or a person is kicked out of a house and has nowhere to go. There have been other situations when persons have been found in hot or cold parked vehicles and were close to dying and we had nowhere for them to go. Officers in the past have paid for the emergency stays on their own, but we would like to make this a more formal and funded program.

Officer Phelps has already done the leg work and contacted local hotels including the Kress Inn and Sleep Inn and has received very positive results and support for the program. The Finance Director, Joe Zegers, has also reviewed this request and agrees with the process and accounting as follows:

The way the program will work is a supervisor (Sergeant) authorizes an overnight stay in a pre-approved hotel, or for emergency food. A City credit card will be used to pay for the stay or food. The account used to pay the credit card bill will be a sub-account set up in the police donations account. Undesignated police donations and drug forfeiture money will be used to fund that sub account. It is estimated the expenditures will not exceed \$500 per year.

The request to the Finance Committee and ultimately the full Council is to increase the number of credit cards the City owns by two so we can place these credit cards in Sergeant patrol vehicles for such field use. This is a worthwhile program that although is used rarely, the impact on the few recipients is enormous.

Thank you, and if you have any questions please contact me at your convenience.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

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

ATTACHMENTS:

- LOI - City of De Pere 1.8.21 (PDF)
- Immel Construction Sale and Development Term 01112020 (PDF)
- Immel Map Sale and Development Map (PDF)
- Future TID Boundary.2 (PDF)
- DRAFT TID Timetable 01042021 (PDF)



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

January 8, 2021

LETTER OF INTENT

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

Project Summary

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

Property Use

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

Project Schedule

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

*Anticipated closing

late February/early March

**Building assessed value dates

85% complete January 1, 2022 / full value by January 1, 2023

Tax Incremental Financing

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



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

Site Requirements

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

Commerce Drive Extension

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

Zoning/Code Requirements

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

Miscellaneous

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

Attachments

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

Contact

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

CITY OF DE PERE MEMO



To: De Pere Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: January 12, 2021

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

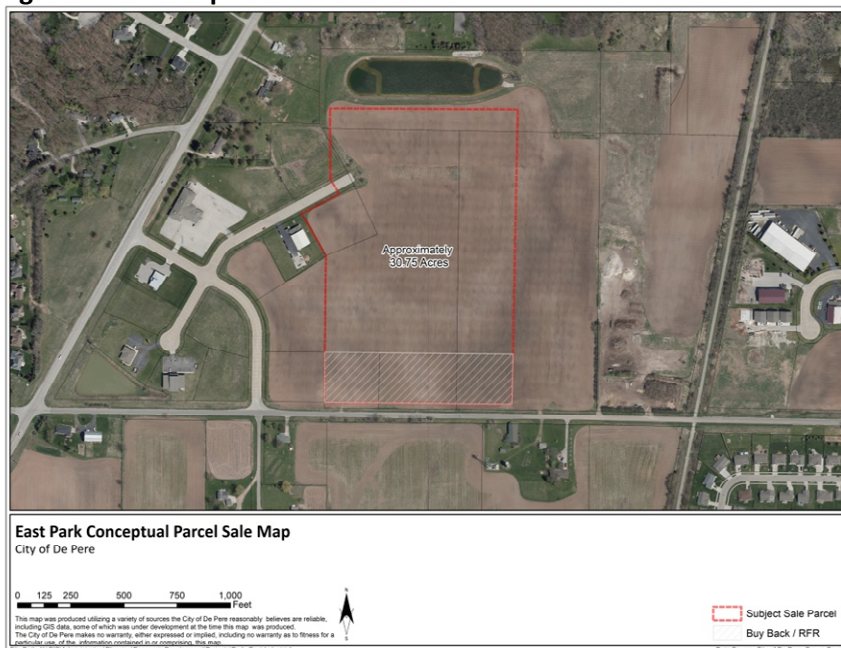
PROJECT SUMMARY

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

The proposed development would work with the City and Wisconsin Economic Development Corporation (WEDC) to consolidate multiple facilities located elsewhere, relocate approximately 43 existing jobs, and add 35 new jobs. To accommodate the development proposal, the City would complete the extension of Commerce Drive to Rockland Road. The proposed development would add significant value to a Tax Increment District (TID); however, as noted at previous Committee and Common Council meetings, TID No. 10 does not have enough remaining life to facilitate large infrastructure project and a financial incentive. Therefore the City anticipates creating an overlapping mixed-use TID comprised of the remaining undeveloped parcels.

Since the site and building plans are not finalized, the developer requests a site that could be larger than necessary for the proposed development but could accommodate a future expansion. As such the City requests a 10-year buy back option where the City *could* entertain the option to purchase the undeveloped property for the original value. Moreover, the City will require the right-of-first refusal for the same area. The area is identified as the hatch area in Figure 1. The developer agrees to develop the northerly portion of the lot before extending south towards Rockland Road.

Figure 1: Site Map



DEVELOPMENT ITEMS TO CONSIDER

Commerce Drive Extension and New TID

The City planned to extend Commerce Drive to Rockland Road as part of the TID No. 10 project plan. Continued and unfortunate delays in the Southern Bridge Connector Project made the East De Pere Business Park less attractive to development than those in the West Business Park immediately adjacent to US-41. Consequently, the bridge delay resulted in not having enough increment revenue to implement a large infrastructure project. The recent renewed energy by Brown County and WisDOT has encouraged more business to look at the East Business Park. The proposed development project is a large enough project to trigger the road extension. Figure 2 outlines the proposed TID boundary. The project plan would also include allowable expenditures within one-half mile of the district boundary. Figure 3 outlines the potential road alignment.

TIF Incentive and Analysis

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

In 2013 the State of Wisconsin amended how technical colleges were funded. The State increased state funding and consequently lowered local mill rates. The change negatively impacted TID funding. Therefore, to guard against uncertain future changes, the City proposed to also include a minimum threshold of annual taxes paid to the City. The minimum threshold shall be based on the current process at the time of the agreement. The amount shall be no less than \$219,000 a year ($\$10,000,000 \times 0.021897107 = \$218,971$). After many discussions, the Developer and City staff proposes the following financial incentive package to facilitate the development.

Land Grant: Land Grant: \$915,000 (calculated for 30.50 assumed calculated acres). The final acres to be known after the creation of a certified survey map.

TIF Grant: A \$785,000 milestone cash grant received at three different stages of the project (1) footings and foundations, (2) building enclosure, and (3) after receiving Certificate of Occupancy and completing all approved site plan improvements. Any reduction or expansion of the desired acreage shall be accompanied by an equal increase or decrease in TIF Grant.

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

Figure 2: Draft Future TID Boundary

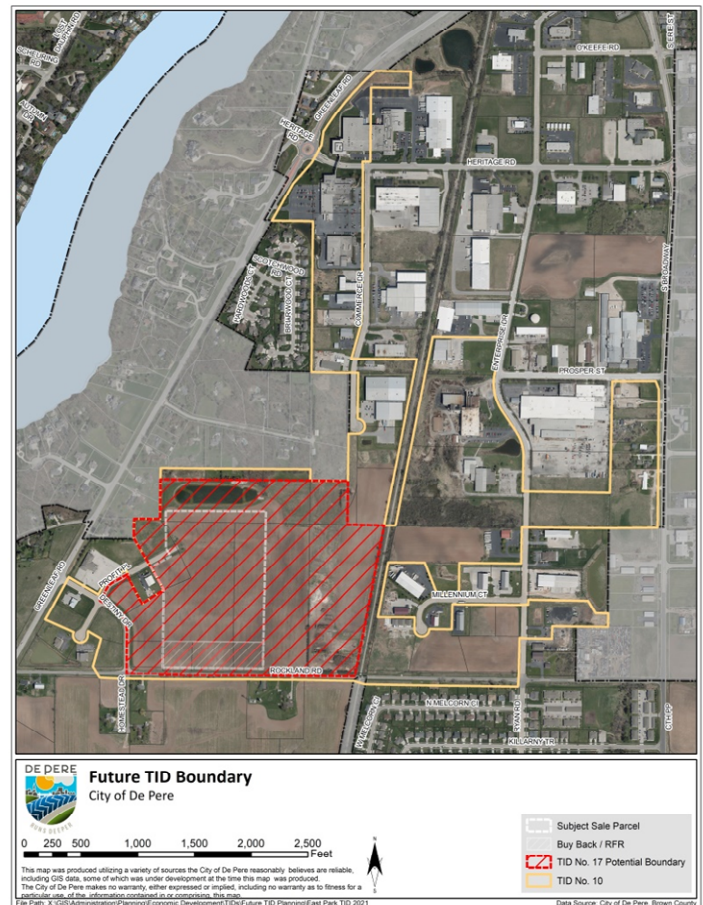


Figure 3: Potential Road Alignment



PROPOSED TERMS

General Information

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

Parcel IDs:	ED-2382, ED-D43-1, ED-F0083 and Portions of ED-2381, ED-F0080, ED-F0082
Acres:	Approximately 30.00 acres
Size:	350,000 to 400,000 square foot manufacturing and office/headquarters facility
Purpose Use:	Manufacturing, warehousing, and office
Construction Style:	Exterior load-bearing precast panels with interior conventional steel framing with flat EDPM roof with a glass and aluminum office front.
Anticipated Construction Value:	\$19,000,000
Anticipated Assessed Value:	\$10,000,000
Retain/Relocated Jobs:	43
New Jobs:	35
Property List Price:	\$30,000/acre (\$900,000 total)

Developer Obligations:

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

City Obligations:

1. The City would, at its own expense, have a Certified Survey Map of the subject parcel prepared to illustrate the boundary changes. Parcels or portions of parcels include ED-2381, ED-2382, ED-D43-1, ED-F0083, ED-F0082, and ED-F0080 as identified in Exhibit A.
2. The City would, at its own expense, have an Alta Survey Map of the proposed parcel prepared to illustrate any site encumbrances.
3. The City would, at its own expense, create a new Tax Increment District by April 6, 2021 (Common Council approval date) with a TID base valuation date of January 1, 2021.
4. The City to construct the extension of Commerce Drive.

5. The City would, at its own expense vacate the northerly 100' of Profit Place (less a future planned roundabout) and work with the Developer to discuss transfer, cap, or abandon utilities necessary to accommodate the site development.
6. City to Provide the following TIF incentive:
 - a. Land grant*: \$922,500 (calculated assuming 30-acres).
 - b. TIF Cash Grant*: NPV \$777,500 in the form of a cash grant at three different stages of the project (1) footings and foundations, (2) building enclosure, and (3) after receiving Certificate of Occupancy and completing all approved site plan improvements.

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



East Park Conceptual Parcel Sale Map

City of De Pere

0 125 250 500 750 1,000 Feet

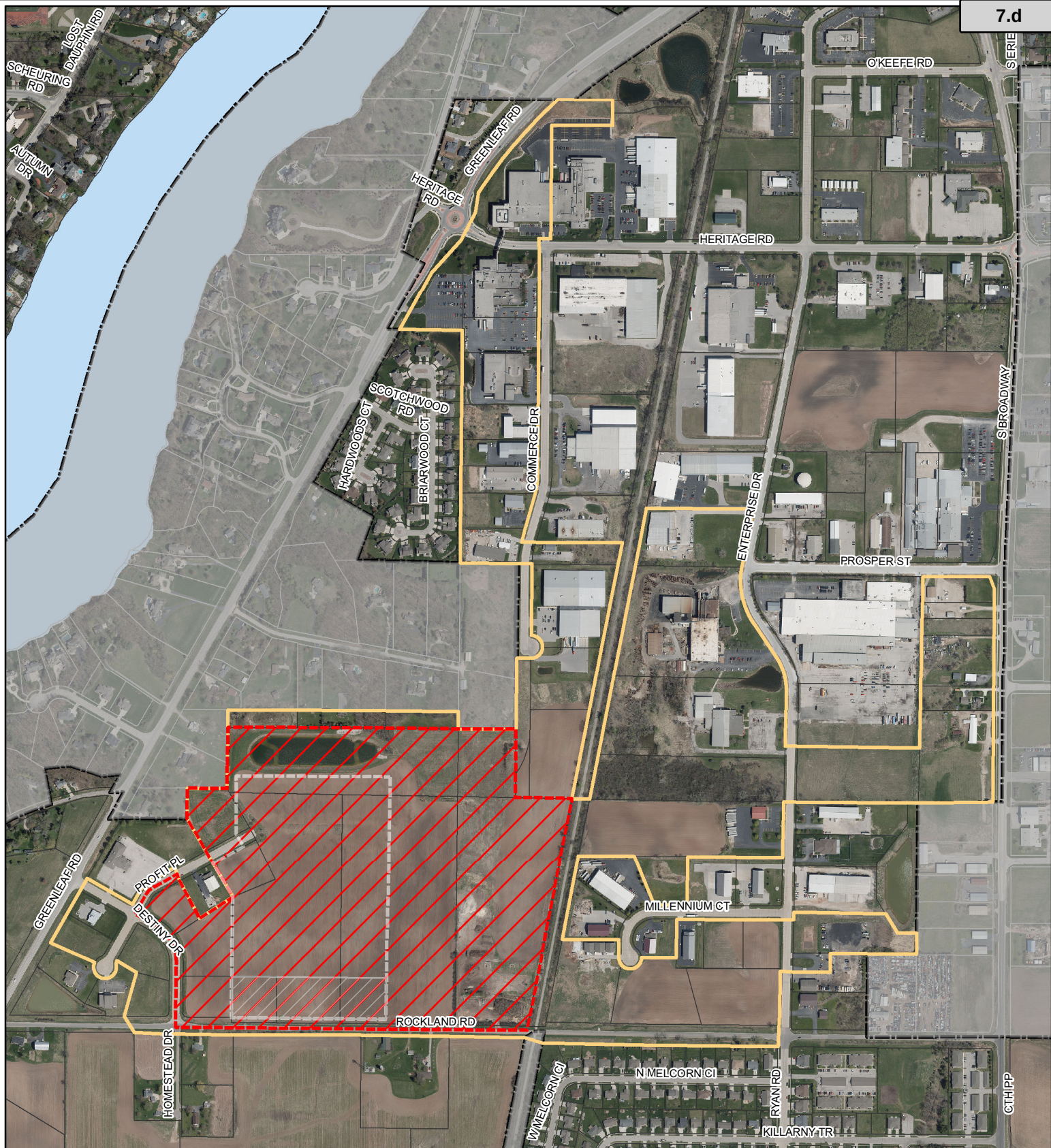
This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map.



 Subject Sale Parcel

 Buy Back / DEP

Packet Pg. 77



Future TID Boundary

City of De Pere

0 250 500 1,000 1,500 2,000 2,500 Feet

This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising this map.



- Subject Sale Parcel
- Buy Back / RFR
- TID No. 17 Potential Boundary
- TID No. 10

CITY OF DE PERE - TAX INCREMENT DISTRICT AMENDMENT & CREATION

Preliminary Summary of Activities and Timetable Created 1/4/2021

Single Plan Commission Meeting Project Cycle

Action	Party Responsible	TID No. 10 Amendment	TID No. 17 Creation
1. Authorization: Authorization to proceed with creation and amendment of TIDs.	Finance & Personnel Committee	1/12/2020	1/12/2020
2. Prepare Draft TID Project Plan, resolutions, maps, preliminary TID budget.	Dev Services Staff	Jan/Feb 2021	Jan/Feb 2021
3. Introductory Letters to Representatives of Overlapping Taxing Jurisdictions	Dev Services Staff	Jan 25, 2021	Jan 25, 2021
4. JRB notice to newspaper.	Dev Services Staff & Clerk	Feb 1, 2021	Feb 1, 2021
5. Send Public Hearing notice to newspaper.	Dev Services Staff & Clerk	Feb 1, 2021	Feb 1, 2021
6. Send Public Hearing notices to Overlapping Taxing Jurisdictions. (can sent with step 3)	Dev Services Staff	Jan 25, 2021	Jan 25, 2021
7. Publish notice for TID JRB meeting (<i>Class I</i>) – 5 Days min	GB Press Gazette	Feb 5, 2021	Feb 5, 2021
8. Publish notice for TID boundary & Project Plan public hearing (<i>Class II</i>)	GB Press Gazette	Feb 5 & Feb 12, 2021	Feb 5 & Feb 12, 2021
9. Email/Mail out JRB packets.	Dev Services Staff	Feb 10, 2021	Feb 10, 2021
10. JRB – First Meeting on TID Creation Discuss draft TID Project Plan and Boundary (at least 5-days after publication of JRB meeting notice; latest date 14 days after first notice of Public Hearing). Set JRB Second meeting date.	Dev Services Staff & JRB	Feb 15-19, 2021	Feb 15-19, 2021
11. Plan Commission Meeting: - Public hearing – TID boundary and Project Plan (at least 7 days after last insertion of public notice) - Consider adoption of TID boundary and Project Plan, refer to Common Council for Approval - Staff to prepare resolutions according to checklist	Dev Services Staff & Plan Commission	Feb 22, 2021	Feb 22, 2021
12. Provide information to City Attorney for attorney opinion letters.	Dev Services Staff – City Attorney	Mar 2021	Mar 2021
13. Provide information to City Assessor for base year and amendment packets.	Dev Services Staff and Accurate Appraisal	Mar 2021	Mar 2021
14. City Council Meeting: - Review TID boundary and Project Plan - Consider approval of TID boundary and Project Plan (Not less than 14 days after public hearing) - Staff to prepare resolutions according to checklist	Dev Services Staff – City Attorney	Mar 16, 2020	Mar 16, 2020
15. JRB notice to newspaper	Dev Services Staff & Clerk	Mar 12, 2021	Mar 12, 2021
16. Mail out JRB packets.	Dev Services Staff & Clerk	Mar 17, 2021	Mar 17, 2021
17. Publish JRB meeting notice.	GB Press Gazette	Mar 18, 2021	Mar 18, 2021
18. JRB – Final Meeting on TID Creation/Amendment: Approval of TID boundary and Project Plan by JRB (At least 5 days after publication of meeting notice and within 30 days of City Council approval) Staff to prepare resolutions according to checklist	City Staff / JRB	Mar 23 - Apr 2, 2021	Mar 23 - Apr 2, 2021
19. Notify DOR of TID creation/amendment.	Dev Services Staff & JRB	Following JRB	Following JRB
20. Submit TID boundary and Project Plan package to Wisconsin Department of Revenue (with \$1,000 certification fee)	Dev Services Staff & Clerk	By Oct 31, 2021	By Oct 31, 2021

The official newspaper of the City of De Pere is the Green Bay Press Gazette, published seven days a week.

City Council

The City Council meets 1st and 3rd Tuesday of each month at 7:30 p.m.

Plan Commission

Plan Commission meets the 4th Wednesday of each month at 6:00 pm.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Consideration of and Possible Action on Extension of the Agreement for Revaluation and Statutory Assessor Services with Accurate Appraisal.*

ATTACHMENTS:

- Memo to Finance - Accurate Appraisal Contract Extension (PDF)
- DePere - 2021 Extension (Full Value Program) - Signature Page Only (PDF)
- DePere - 2021-2022 Extension (Full Value Program) - Signature Page Only (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor James G. Boyd
Members of the Finance-Personnel Committee

From: Carey Danen, City Clerk

Date: January 12, 2021 (meeting date)

RE: **Accurate Appraisal Contract Extension**

Accurate Appraisal has served as the City's statutory assessor since 2005. Our current contract, which was amended in 2017 to include annual full value maintenance services, expired on December 31st. I am proposing that we issue a full Request for Proposal (RFP) for assessor services this spring; therefore, I would like to request your approval to sign an extension to our current agreement to cover assessor services for 2021.

The cost for a one-year extension is \$49,800; this represents an increase of \$10,000 over the previous rate, which has been at \$39,800 since 2018. Accurate has attributed this increase to inflation, as well as a rise in construction activity, sales, and permits within the City over the past two years. The budget overage of \$10,000 would come from undesignated reserves.

Accurate has also provided a quote for a two-year extension; the cost for this option would be \$48,500 per year (a savings of \$2,600 over the two years). If members of the Finance-Personnel Committee prefer this option, the RFP would be issued in the spring of 2022.

I am happy to answer any questions you may have in advance of the meeting.



**1 Year Extension Agreement for
Assessment Services of Previous Contract 2016-2020**

Provided by Accurate Appraisal, LLC.

For

City of De Pere, Brown County for the assessment year 2021

Dated this _____ day of _____ 2020.

Full Value Program – Completion date of July 31st

Fee for services rendered:

Full Value Program

Accurate shall be paid the sum of:

\$49,800

A handwritten signature in black ink, appearing to read "L. De Groot".

10/9/2020

Lee T. De Groot
Member
Accurate Appraisal, LLC.

Date

Authorized Client Signature

Date



**2 Year Extension Agreement for
Assessment Services of Previous Contract 2016-2020**

Provided by Accurate Appraisal, LLC.

For

City of De Pere, Brown County for the assessment years 2021-2022

Dated this _____ day of _____ 2020.

Full Value Program – Completion date of July 31st

Fee for services rendered:

Full Value Program

Accurate shall be paid the yearly sum of:

\$48,500

12/03/2020

Lee T. De Groot
Member
Accurate Appraisal, LLC.

Date

Authorized Client Signature

Date



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Recommendation and Possible Action on the 2020-2024 Auditing Services Contract.*

ATTACHMENTS:

- Audit RFP memo 2021 (PDF)
- CLA Cost Proposal (PDF)
- KerberRose Cost Proposal (PDF)
- Hawkins Ash Cost Proposal (PDF)

To: Honorable Mayor and Members of the Finance Committee
 From: Joe Zegers, Finance Director/Treasurer
 Carey Danen, City Clerk
 Date: January 6, 2021
 Subject: Recommendation for 2020-2024 Auditing Services Contract

We have attached our recent request for proposal (RFP) for auditing services for 2020 to 2024 which was sent to Baker Tilly of Madison, and CliftonLarsonAllen(CLA), Hawkins Ash, & KerberRose all from the Green Bay area in December 2020. We evaluated the proposals we received as follows while Baker Tilly chose not to bid on the auditing services contract.

The proposals were evaluated based on four factors with following point factors:

Completeness of the RFP	20
Firm Experience in Auditing Local Government Units	30
Qualifications of Staff Members	30
Cost	20
Total	100

The firms' scores for these four factors were as follows:

	HawkinsAsh	KerberRose	CLA
Completeness	10	15	20
Firm Experience	20	25	30
Staff Members Qualifications	20	25	30
Costs	15	10	20
Total	65	75	100

The firms' proposed fees for 2020-2024 were as follows:

	HawkinsAsh	KerberRose	CLA
2020	\$35,300	\$43,350	\$33,600
2021	\$36,310	\$44,600	\$34,125
2022	\$37,360	\$45,850	\$34,755
2023	\$38,430	\$ -	\$35,280
2024	\$39,530	\$ -	\$36,435

*KerberRose did not provide figures for 2023 & 2024.

All firms had an additional charge of \$4,500 in 2020 if a federal single audit is required. The single audit is required if the City receives federal grants of \$750,000 in any year.

We believe that CLA scored first for completeness due to among other things their more detailed audit plan in relation to the others included in the RFP. Their firm experience also appears greater than the others due to their extensive client profile of municipalities our size as well as a larger combined staff and experience to draw upon to service the City of De Pere. We believe CLA's qualifications of staff members appears to be more compared to the others due to the increased number of both years and experience in auditing cities the size of De Pere as well as other municipalities and governmental entities.

We have attached the proposed fees from CLA, Hawkins Ash & KerberRose. The proposals range from a total of \$33,600 to \$43,350 per year starting for 2020 and increasing to \$36,435 to \$39,350 from 2021 to 2024. The proposal includes the required assistance in the preparation of the government-wide GASB financial statements, an annual department review and the calculation of net unreimbursed costs for the twelve TID districts as well.

As a result of a review of the RFPs and the corresponding scoring as indicated above, we recommend the City accept the bid of CLA for 2020-2024 auditing services due to their increased experience and ability to service the City's needs. Additionally, their fees for the years are \$1,700 to \$3,095 per year lower than the next proposal which totals \$12,735 over the five year term of the contract. Feel free to call or email us should you have any questions and we will be available for the Finance Committee meeting January 12th as well.

Create Opportunities



January 5, 2021

**Proposal to provide professional
auditing services to:**

City of De Pere

Cost Proposal

Prepared by:

Scott Sternhagen, CPA, Principal

scott.sternhagen@CLAconnect.com

920-455-4132



CLAconnect.com

WEALTH ADVISORY

OUTSOURCING

**AUDIT, TAX, AND
CONSULTING**

Professional Fees

Name of firm

CLA (CliftonLarsonAllen LLP)

Verification statements

I, Scott Sternhagen, CPA your engagement principal-in-charge, will serve as the City's primary contact person for this engagement. Furthermore, as a principal of CLA, I am authorized to sign, bind, and commit the firm to the obligations contained in this proposal and the City's RFP.

Schedule of rates for each staff category

<i>Category</i>	<i>2020 \$/HR</i>	<i>2021 \$/HR</i>	<i>2022 \$/HR</i>	<i>2023 \$/HR</i>	<i>2024 \$/HR</i>
Principal	175	180	185	190	195
Manager	145	150	155	160	165
Senior	120	120	120	125	125
Associate	100	100	100	110	110

All-inclusive fees

<i>All-inclusive total fee</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>
Audit of basic financials	\$22,500	\$23,000	\$23,500	\$24,000	\$25,000
Department review (if requested)	\$2,300	\$2,300	\$2,400	\$2,400	\$2,500
Compilation for TID Districts (\$600 per district)	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200
Sub total	\$32,000	\$32,500	\$33,100	\$33,600	\$34,700
Technology and client support fee (5%)*	\$1,600	\$1,625	\$1,655	\$1,680	\$1,735
Total Fee	\$33,600	\$34,125	\$34,755	\$35,280	\$36,435
Single Audit (if needed)	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500

* Like most firms, we are investing heavily in technology to enhance the client experience, protect our data environment, and deliver quality services. We believe our clients deserve clarity around our Technology and Client Support Fee, and we will continue to be transparent with our fee structure.

Manner of payment

The charges for our work are to be based upon the time involved, degree of responsibility assumed, and skills required, plus expenses including internal and administrative charges. Bills for services are due when submitted. Interim bills may be submitted at periodic dates to cover charges and expenses incurred, but will not be submitted more often than monthly.

CLA does accept credit cards for payment.





KerberRose

Audit Fee Schedule

I certify that I am entitled to represent KerberRose SC (the firm), empowered to submit this proposal, and authorized to sign a contract with the City of De Pere.

Krisztina Dommer, CPA
Shareholder
KerberRose SC

Please refer to page 22 of our full proposal for additional information regarding our firm's philosophy for a successful audit partnership with the City. We understand that the City's resources are best spent on services provided to its citizens. Our lower overhead costs, small office spaces, and frugality means a lower investment for our services.

A summary of the City's investment is detailed below by area.

City of De Pere			
Financial Statement Audit, in accordance with GAAP	2020	2021	2022
City Audit	\$ 26,600	\$ 27,200	\$ 27,800
Internal Control Process Review and Report	1,750	1,800	1,850
	<u>\$ 28,350</u>	<u>\$ 29,000</u>	<u>\$ 29,650</u>
Other Work as Requested			
TID Compilations, if requested, per TID	\$ 1,250	\$ 1,300	\$ 1,350
TID 30% and Final Audits, each TID	3,500	3,600	3,700
Single Audit, when necessary	4,500	4,600	4,700
Single Audit, per additional program	1,500	1,550	1,600

Audit Fee Schedule (Continued)

The calculation of the City's investment is detailed below by staff level, summarized by hours invested into the services by KerberRose.

City of De Pere			
	Rate	Hours	Cost
Partner	\$ 225	40	\$ 9,000
Manager	160	40	6,400
Senior	130	40	5,200
Staff	100	60	6,000
		180	\$ 26,600

These hours are not expected to change significantly during the engagement period through 2024. The quoted hours above do not include a review of internal controls for various departments. For one to two departments, this process (including the compiled report) are expected to take sixteen (16) hours.

The staff rate structure for the next three years is detailed below.

City of De Pere					
	2020 Rate	2021 Rate	2022 Rate	2023 Rate	2024 Rate
Partner	\$ 225	\$ 250	\$ 275	\$ 300	\$ 325
Manager	160	175	190	205	220
Senior	130	140	150	160	170
Staff	100	110	120	130	140

FEES

Hawkins Ash CPAs hereby submits the following all-inclusive audit fees.

	2020	2021	2022	2023	2024
City Audit	\$15,250	\$15,710	\$16,180	\$16,670	\$17,170
Water Utility Audit	\$7,625	\$7,850	\$8,090	\$8,330	\$8,580
Wastewater Utility Audit	\$7,625	\$7,850	\$8,090	\$8,330	\$8,580
Wastewater Treatment Plant Utility Audit	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700
Stormwater Utility Audit	\$1,500	\$1,550	\$1,600	\$1,650	\$1,700
TIF Audit (\$150 per TIF)	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Total	\$35,000	\$36,010	\$37,060	\$38,130	\$39,230
Optional - Single Audit	\$4,500	\$4,640	\$4,780	\$4,920	\$5,070
Optional - TID Audit	\$4,500	\$4,640	\$4,780	\$4,920	\$5,070

We believe it is important for our clients to contact us with questions, problems, or concerns as they arise. Questions or issues of a routine nature are not billed to our clients. Conferences or consultations that require more than a brief phone call or email may be billed at our Firm's discretion and communicated to the client.

ADDITIONAL SERVICE FEES

The above fees do not include the implementation of new Governmental Accounting Standards Board statements or revisions to generally accepted governmental auditing standards.

If additional services are required, they will be billed out at our standard rates listed below.

Fee category	Hourly rate
Partner	\$285 - \$300
Manager/Senior Manager	\$150 - \$225
Associate/Senior Associate	\$60 - \$150

Randall L. Miller, is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of De Pere.

Randall L. Miller, Partner

rmiller@hawkinsashcpas.com | 920.684.7128
December 30, 2020

HAWKINS | ASH
Part of your business. Part of your life. **CPAs**



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 12, 2021

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Review and possible action on City of De Pere Investments and Cash Detail for November 2020.

ATTACHMENTS:

- Nov. Cash & Inv. Memo (PDF)
- Nov. Cash & Inv. Summary (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: January 7th, 2021
Subject: Cash and Investments Report for November 30th, 2020

I have attached a summary of the City's Cash and Investments for your information and review as of November 30th, 2020. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments earned \$360,461 through November of 2020 which projects to roughly \$393,200 annually which is lower year to date in comparison to our budgeted annual amount for 2020 of \$525,000. The LGIP investment amount decreased \$4.4 million in **November** for payment of accounts payable and payroll of \$3.5 million and also debt service payments of \$2.1 million offset by receipt of state shared revenues of 1.2 million.. The LGIP investment account will increase by \$1 million in **December** due to a tax collection deposit of \$6 million which was offset for payments of accounts payable and payroll of \$5 million. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

November 30, 2020

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 571,087.85
HEALTH CHECKING	\$ 2,441,075.60
DENTAL CHECKING	\$ 60,370.46
SUBTOTAL	\$ 3,072,533.91
RESTRICTED	BALANCE
WATER BOND MM	\$ 212,692.58
SUBTOTAL	\$ 212,692.58
TOTAL CASH	\$ 3,285,226.49

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 6,767,601.25	\$ 75,667.29	0.53%
ASSOCIATED BANK TRUST	\$ 5,096,804.16	\$ 115,308.50	2.53%
CHARLES SCHWAB INVESTMENTS	\$ 6,377,371.88	\$ 159,931.86	2.81%
MONEY MARKET	\$ 27,433.87	\$ 9,553.43	0.15%
TOTAL INVESTMENTS	\$ 18,269,211.16	\$ 360,461.08	
TOTAL CASH AND INVESTMENTS	\$ 21,554,437.65		

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
NOVEMBER 30, 2020

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

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2019

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

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