



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, January 10, 2023

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **January 10, 2023 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

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

OR

You can also dial in using your phone.

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

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

Access Code: 154-883-285

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the December 13, 2022, Regular Meeting of the Finance/Personnel Committee.
3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f) DPMC
4. Fire Department Overtime and LifeQuest Billing Reports for December, 2022.
5. Consideration and Possible Action on the December 2022 Police Overtime Report.
6. Consideration and Possible Action on Acceptance of \$18,546 donation from Greater Green Bay Community Foundation Inc. to Police for use with the K-9 Unit. *
7. Consideration and Possible Action for Repair or Reconstruction of the Interstate-41 Sign.*
8. Consideration and Possible Action for an Amendment to the Agreement with Cedar Corporation for Phase 2 Environmental Assessment for the S 100 Block of Broadway (Perrot Square Parking Structure).*
9. Consideration and Possible Action for a Professional Services Agreement with MSA for WEDC – Community Development Investment (CDI) Grant Application, Management, and Reporting Services.*
10. Discussion Regarding the use of the Affordable Housing Funding from the Extension of TID No. 6.

11. Review and possible action on City of De Pere Investments and Cash Detail report for Nov. 2022.
12. Future agenda items.
13. 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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 10, 2023

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the December 13, 2022, Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- December 13, 2002 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, December 13, 2022

7:30 PM

Council Chambers and Virtual

1. Call to Order. Alderperson Quigley, the Vice Chair of the Finance/Personnel Committee called the meeting to order at 7:30 PM.

Attendee Name	Title	Status	Arrived
Devin Perock	Aldersperson	Present	
Pamela Gantz	Aldersperson	Present	
James Boyd	Mayor	Excused	
Amy Chandik Kunding	Aldersperson	Present	
John Quigley	Aldersperson	Present	

Also Present: City Administrator Lawrence Delo, City Attorney Anthony Wachewicz, Fire Chief Alan Matzke, Finance Director-Treasurer Joe Zegers, Development Services Director Daniel Lindstrom, Park Superintendent/Forester Don Melichar, Senior Building Inspector Dennis Jensen, Human Resources Director Shannon Metzler (remote), Information Technology Director Steve Massey (remote) and members of the public (remote).

2. Approval of the Minutes of the November 8, 2022, Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Aldersperson
SECONDER:	Amy Chandik Kunding, Aldersperson
AYES:	Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED:	James Boyd

3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f) DPMC.

None.

4. Consideration and approval of the Fire Department Overtime and LifeQuest Billing Reports for November, 2022.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Aldersperson
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED:	James Boyd

5. Consideration and Possible Action on the November 2022 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pamela Gantz, Alderperson
SECONDER:	John Quigley, Alderperson
AYES:	Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED:	James Boyd

6. Consideration and possible action regarding a planning option request for Parcel WD-D0076 (West Industrial Park).*

Development Services Director Lindstrom advised the Committee that there is detailed information in the agenda packet summarizing this item. He indicated that the planning option is for a 5.3-acre parcel in the West Business Park in the bend of Fortune and Venture Avenues. The parcel has been idle for a few years for potential of a larger user and a user requiring rail access. The city does not currently have many of either of these types of parcels available. New North has approached the city for a site inquiry/planning option for a diesel exhaust fluid manufacturing facility. Musket Corporation is part of the personal business model. A Phase I report in the city's possession was provided to developer; although expired, the developer will have a good understanding of what was found. Under the new Zoning Code, this property will fall under the Business Park 2 classification.

The proposed timeline is noted in detail in the agenda packet memo and indicates a 270-day planning option for due diligence, with site plan approval anticipated for summer 2023, and opening in 2024, following construction.

The proposed terms of the option are also included in the memo, which were worked through by the City Attorney and the developer's attorney for a prorated amount, with optional additional periods of 90 days. Option fees paid will count toward the purchase price. The option agreement has hold harmless language and the purchase terms will come back to this Committee if a development agreement is pursued in the future.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED:	James Boyd

7. Consideration and Possible Action on Municipal On-Line Access Agreement with Brown County (Laredo Access to Register of Deeds Documents).*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED:	James Boyd

8. Consideration and Possible Action on Amendments to De Pere Municipal Code Chapter 94 Building and Property Maintenance Code.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: John Quigley, Alderperson
SECONDER: Devin Perock, Alderperson
AYES: Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED: James Boyd

9. Consideration and Possible Action for Approval of IT Cybersecurity Software Contract.*

IT Director Massey advised the Committee of his recommendation to purchase two pieces of software to lock down devices and deny lateral movement if an attacker got into city's system. Many cyber-security insurance companies are now requiring it, and it will likely be needed to procure insurance going forward.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Amy Chandik Kunding, Alderperson
SECONDER: Pamela Gantz, Alderperson
AYES: Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED: James Boyd

10. Request of Alderperson Raasch for Consideration and Possible Action to Waive Fees Issued under De Pere Municipal Code Section 74-10 for Destruction of Noxious Weeds at 2348 Indy Court.*

City Attorney Wachewicz advised the Committee that city's ordinances do not currently have a provision that would allow for a waiver of the fee. In the event the Committee wished to have that option, it would require an ordinance revision. Alderperson Quigley then made a Motion to Deny the request to waive fees; seconded by Alderperson Chandik Kunding.

RESULT: ADOPTED [UNANIMOUS]
MOVER: John Quigley, Alderperson
SECONDER: Amy Chandik Kunding, Alderperson
AYES: Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED: James Boyd

11. Consideration and Possible Action on Recommendation to Approve Updated Agreement with Bellin Health for Onsite Services.*

Upon further discussion following the Motion, Human Resources Director Metzler advised that this item is a formality for approval of minor adjustments to the onsite nurse agreement from 2017, with the request that staff be able to continue making minor non-substantive changes on future renewals, with City Attorney approval.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Amy Chandik Kunding, Alderperson
SECONDER: Pamela Gantz, Alderperson
AYES: Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED: James Boyd

12. Consideration and Possible Action on Recommendation to End Emergency Paid Leave Time for COVID-19 Absences.*

Human Resources Director Metzler advised the Committee that the COVID leave time has run its course as the quarantine period has significantly reduced and allotted sick time

can be used for new cases. In response to Alderperson Gantz, HR Director Metzler advised that the leave is still being used from time-to-time, a few days here or there, but with reduced quarantine periods, less leave time is required. If the need arose again, it could be reinstated by Council; this is the second time it has been changed, as the COVID policy is fluid.

Alderperson Quigley inquired as to the effective date, which HR Director Metzler advised it is intended to be removed as of January 1.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED:	James Boyd

13. Consideration and Possible Action to Approve the 2023 Classification and Compensation Appeal Recommendation.*

Human Resources Director Metzler explained that the Classification and Compensation Study brought forward significant changes to the compensation plan earlier this year. As part of the process, employees could appeal a classification if the consultant missed something. Three appeals were filed, and two positions were recommended for an additional change, which impacted four employees in Engineering and one in the Fire Department. These adjustments were not budgeted for, so it is requested to take just over \$3,000 from unassigned reserves, with the remaining approximately \$700 being billed to utilities.

Following the Motion, Alderperson Chandik Kunding indicated that she is glad that this review is being done, especially for positions that are harder to recruit, and she is grateful that the process worked for these employees. Alderperson Quigley expressed agreement that adjustments being made is a good thing.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED:	James Boyd

14. Consideration and possible action on the 2021 short term note.*

Finance Director-Treasurer Zegers acknowledged the error in the title of this item and advised it will be corrected to 2022 prior to the Council meeting. As part of the adopted budget for 2023, \$350,000 was authorized under a 60-day note (or less), similar to the previous three years. This is for items that are part of the adopted budget, but not appropriate for borrowing over 10 years and not include in the larger borrowing.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED:	James Boyd

15. Review and possible action on City of De Pere Investments and Cash Detail report for Oct. 2022.

Finance Director-Treasurer Zegers provided a summary of city's cash and investment accounts for the month ending October 31, 2022. There are no significant changes from the previous month, although payments, primarily for construction projects and similar items, has reduced the balance from September. He reviewed the checking account balances: \$1.5 million in City Checking, \$1.9 million in Health, and just under \$100,000 for Dental. There is \$31 million total in city's investment vehicles, with LGIP (Local Government Investment Pool) at \$16.7 million, Associated Trust at \$4.8 million, Charles Schwab at just under \$6.1 million and Money Market at \$3.4 million. The current depreciation for investments is at \$360,000 for the year, but current statements reveal that there has been some recent appreciation of approximately \$120,000, with the hope that this trend will continue over the next few months.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Devin Perock, Pamela Gantz, Amy Chandik Kunding, John Quigley
EXCUSED:	James Boyd

16. Future agenda items.

None.

17. Adjournment.

Alderperson Chandik Kunding made a Motion to Adjourn, seconded by Alderperson Perock. Meeting adjourned at 7:54 PM, upon unanimous vote.

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

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 10, 2023

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Billing Reports for December, 2022.

ATTACHMENTS:

- FIRE DEPT DEC 2022 OT REPORT (PDF)

DE PERE FIRE RESCUEOVERTIME BREAKDOWN BY REASON FOR THE YEAR 2021

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	33.00	33.00	45.00	48.75	54.00	22.50	78.00	75.00	60.25	33.00	6.00	54.00	542.50
EMS TRAINING	81.25	108.50	123.50	67.00	8.75	25.50	0.00	0.00	94.00	143.25	104.00	113.25	869.00
FIRE TRAINING	0.00	0.00	64.75	4.50	16.25	45.00	6.00	53.00	67.50	51.50	12.75	21.50	342.75
RESCUE CALLS	1.25	17.00	6.00	1.75	5.50	7.50	5.25	4.50	6.00	6.00	7.00	3.00	70.75
FIRE CALLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.50	0.00	4.00	0.00	9.50
MEETINGS	4.50	24.00	58.00	35.50	24.00	0.00	0.00	0.75	108.00	0.00	1.50	6.75	263.00
STAFFING REP.	36.00	62.25	36.00	36.00	141.75	0.00	580.25	500.50	409.50	213.00	673.75	315.75	3,004.75
MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.50	0.00	0.00	0.00	3.50
PUB. ED.	12.25	0.00	1.50	4.50	0.00	12.25	3.50	0.00	9.00	12.75	1.50	0.00	57.25
SPECIAL EVENTS	5.50	70.50	146.75	102.25	68.50	82.25	15.00	55.25	31.25	47.75	53.25	34.50	712.75
# FIRE RUNS	33	24	30	42	21	41	32	41	21	26	23	23	357
# EMS RUNS	195	174	208	177	230	232	235	247	252	230	227	257	2,664
DISPATCH ERRORS	5	4	2	3	1	3	2	6	1	4	2	5	38
TOTAL HRS.	173.75	315.25	481.50	300.25	318.75	195.00	688.00	689.00	794.50	507.25	863.75	548.75	5,875.75

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through January 4, 2022, \$114,710, 104%

*Period: 12/26/2020-1/22/2021 +Period: 4/03/2021-4/30/2021 ^Period: 6/26/21-07/23/21 #Period: 10/2/21-10/29/21
 **Period: 1/23/2021-2/19/2021 ++Period: 5/1/2021-5/28/2021 ^^Period: 7/24/21-8/20/21 ##Period: 10/30/21-11/26/21
 ***Period: 2/20/2021-4/02/2021 +++Period: 5/29/2021-6/25/21 ^^Period: 8/21/21-10/1/21 ###Period: 11/27/21-12/24/21

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2022

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	66.75	29.75	15.00	36.00	24.00	20.50	46.75	18.00	12.00	6.00	30.00	9.00	313.75
EMS TRAINING	162.75	193.00	146.50	120.25	52.25	5.25	5.25	67.75	189.50	299.25	54.00	139.50	1,435.25
FIRE TRAINING	50.00	7.75	59.25	70.00	78.75	47.25	13.50	8.50	42.75	19.50	35.75	12.00	445.00
RESCUE CALLS	11.25	12.75	18.25	14.00	1.25	9.00	5.25	9.75	6.75	4.00	21.00	6.00	119.25
FIRE CALLS	0.00	2.00	4.50	0.00	17.50	0.00	9.00	0.00	3.75	2.25	0.00	0.75	39.75
MEETINGS	5.00	21.50	15.75	3.00	29.00	6.75	8.50	58.25	24.00	6.75	0.00	24.00	202.50
STAFFING REP.	232.50	139.75	387.50	180.00	89.75	336.00	1,032.75	589.75	404.25	566.25	400.25	127.50	4,486.25
MAINTENANCE	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50
PUB. ED.	0.00	5.50	0.00	0.00	0.00	27.25	0.00	0.00	45.00	5.50	6.00	0.00	89.25
SPECIAL EVENTS	11.00	17.00	10.25	24.50	14.25	41.25	6.00	51.00	9.75	12.00	0.00	11.00	208.00
# FIRE RUNS	35	31	35	22	38	32	43	25	31	31	34	31	388
# EMS RUNS	252	199	252	205	241	234	233	213	223	214	232	219	2,717
DISPATCH ERRORS	3	1	1	1	4	2	2	2	4	3	2	5	30
TOTAL HRS.	539.25	429.00	657.50	447.75	306.75	493.25	1,127.00	803.00	737.75	921.50	547.00	329.75	7,339.50

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through January 3, 2023, \$172,643

*Period: 12/24/21-01/21/22 +Period: 04/02/22-04/29/22 ^Period: 06/25/22-07/22/22 #Period: 10/01/22-10/28/22
 **Period: 01/22/22-02/18/22 ++Period: 04/30/22-05/27/22 ^^Period: 07/23/22-09/02/22 ##Period: 10/29/22-11/25/22
 ***Period: 02/18/22-04/01/22 +++Period: 05/28/22-06/24/22 ^^Period: 09/03/22-09/30/22 ###Period: 11/26/22-12/23/22

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR DECEMBER, 2022



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
12/1/2022	1230 Fort Howard Ave.	Smoke or odor removal	E121	Investigate	N/A
12/3/2022	NB I-41 & Scheuring Rd	Passenger vehicle fire	BC111, E121	Extinguishment by fire service personnel, salvage & overhaul	N/A
12/5/2022	120 N. Huron Street	Trash or rubbish fire, contained	BC111, E111	Extinguishment by fire service personnel	N/A
12/6/2022	201 James Street	Alarm system sounded, due to malfunction	E111	Investigate	N/A
12/6/2022	1221 Rhodes Court	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
12/9/2022	500 Main Avenue	Alarm system activation, no fire, unintentional	E121	Investigate	N/A
12/10/2022	834 East Gile Circle	Carbon monoxide incident	E111	Investigate	N/A
12/16/2022	1216 Morris Avenue (Village of Ashwaubenon)	Building fire	BC111, L111	Dispatched & canceled en route	N/A
12/16/2022	1040 Circle Drive (Village of Ashwaubenon)	Building fire	BC111, L111	Dispatched & canceled en route	N/A
12/16/2022	2108 Pigeon Court	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
12/17/2022	1711 Patriot Way	Alarm system activation, no fire, unintentional	BC111, E111, E121	Investigate	N/A
12/18/2022	838 S. Melcorn Circle	Carbon monoxide incident	E111	Investigate, ventilate	N/A
12/20/2022	1947 W. Baraboo Circle	Cooking fire, confined to container	BC111, E111, E121	Investigate, salvage & overhaul	Ashwaubenon, Cty Rescue, Green Bay & Ledgeview
12/21/2022	1306 Fox River Drive	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
12/21/2022	150 S. Wisconsin Street	Smoke or odor removal	BC111, E111	Investigate	N/A
12/21/2022	5781 STH 29 (Village of Denmark)	Building fire	A111	Provide first aid & check for injuries	N/A
12/22/2022	1881 Chicago Street	Smoke detector activation, due to malfunction	BC111, E111	Investigate	N/A
12/23/2022	110 Reid Street	Sprinkler activation, due to malfunction	BC111, E121	Investigate, shut down system	N/A

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
12/23/2022	1776 Burgoyne Court	Smoke detector activation, due to malfunction	E121	Investigate, shut down system	N/A
12/23/2022	1883 Commerce Drive	Fuel burner/boiler malfunction, fire confined	BC111, E111, E121, L111	Extinguishment by fire service personnel	Ashwaubenon, Green Bay & Ledgeview
12/26/2022	233 N. Broadway Street	Alarm system activation, no fire, unintentional	E111	Ventilate, restore fire alarm system	N/A
12/26/2022	1901 Ridgeway Drive	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
12/29/2022	317 Main Avenue	Gas leak	BC111, E121	Investigate	N/A
12/29/2022	108 S. Clay Street	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
12/29/2022	627 Fairview Avenue	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
12/30/2022	6013 Morrison Road (Town of Morrison)	Building fire	BC111, E111	Extinguishment by fire service personnel, provide manpower & apparatus	N/A

**DE PERE FIRE RESCUE
DECEMBER 2022
*OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
11/30/2022	24	36
12/3/2022	24	36
TOTALS	48	72

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

**LIFEQUEST MEDICAL BILLING - 2022
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	194,947	238,610	232,561	186,763	164,585	216,762
PAYMENTS	65,007	86,624	100,069	98,084	83,169	72,689
CREDIT ADJUSTMENTS	71,686	112,752	116,930	84,507	95,395	115,101

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	227,657	237,745	218,833	213,361	188,067	237,121,95
PAYMENTS	102,050	88,105	83,194	86,149	80,516	82,257
CREDIT ADJUSTMENTS	108,930	99,670	94,767	112,446	102,662	103,565

Payments to LifeQuest	
January	3,354
February	5,888
March	6,470
April	7,477
May	4,724
June	4,176
July	5,137
August	4,577
September	5,132
October	4,985
November	4,306
December	4,986
Total Paid	\$61,213

**See attached details

City Of De Pere
Income and Expenditures
December 2022
All Phases

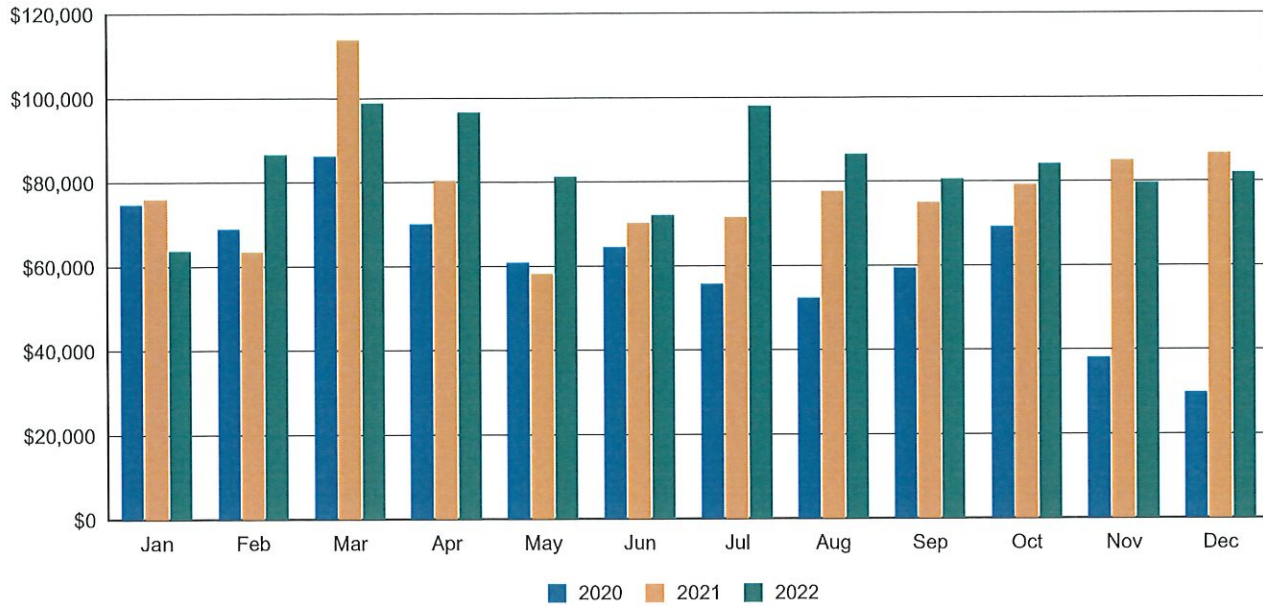
Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$194,220.00	\$42,901.95	\$237,121.95
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$194,220.00	\$42,901.95	\$237,121.95
Account Transfers		\$26,631.36	\$16,270.59	\$42,901.95
Credit Summary				
Total Credits		\$178,151.37	\$11,974.44	\$190,125.81
Less Adjustments	-	\$103,564.60	\$0.00	\$103,564.60
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$4,569.40	\$4,569.40
Less Overpayments	-	\$(265.00)	\$0.00	\$(265.00)
Gross Payments Received		\$74,851.77	\$7,405.04	\$82,256.81
Plus Overpayment Returns	+	\$(265.00)	\$0.00	\$(265.00)
Net Payments Received		\$74,586.77	\$7,405.04	\$81,991.81
Less Payments Kept By Service	-	\$3,528.00	\$0.00	\$3,528.00
Total Deposits Reconciliation		\$71,058.77	\$7,405.04	\$78,463.81
Summary of Disbursement				
Total Deposits & Payments Kept By		\$74,586.77	\$7,405.04	\$81,991.81
Plus Overpayment Refunds	+	\$0.00	\$0.00	\$0.00
Gross Revenue		\$74,586.77	\$7,405.04	\$81,991.81
LifeQuest Fee		\$3,356.40	\$1,629.11	\$4,985.51
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$3,356.40	\$1,629.11	\$4,985.51
Service Revenue		\$71,230.37	\$5,775.93	\$77,006.30
Less Payments Kept By Service	-	\$3,528.00	\$0.00	\$3,528.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$67,702.37	\$5,775.93	\$73,478.30

Messages:

Total deposit differ from bank statement by \$828.72 due to prior month DD (11/29 \$1503 VA) now posted and current month DD (12/30 \$409.28 Compcare) not posted and \$265 ACH return posted JAL 1.3.23

All Phases Gross Revenue

City of De Pere
January 2020 to December 2022



	2020	2021	2022
January	\$74,735	\$76,068	\$63,841
February	\$68,980	\$63,602	\$86,624
March	\$86,226	\$113,896	\$98,825
April	\$70,107	\$80,392	\$96,607
May	\$61,059	\$58,325	\$81,259
June	\$64,610	\$70,239	\$72,087
July	\$55,803	\$71,566	\$97,965
August	\$52,414	\$77,763	\$86,527
September	\$59,470	\$75,107	\$80,584
October	\$69,260	\$79,194	\$84,134
November	\$38,169	\$85,024	\$79,587
December	\$29,842	\$86,681	\$81,992
Total Gross Revenue	\$730,674	\$937,858	\$1,010,034

City Of De Pere

Billing Summary

December 2022

Phase 1

Charges

Billing Charges		\$194,220.00	
Other	+	\$0.00	
Subtotal of Charges			\$194,220.00

Account Transfers

Billing to Collections Transfer Total			\$26,631.36
---------------------------------------	--	--	--------------------

Credit Summary

Total Credits		\$178,151.37	
Less Adjustments	-	\$103,564.60	
Less Overpayments	-	\$(265.00)	
Gross Payments Received			\$74,851.77
Plus Overpayment Returns	-	\$(265.00)	
Net Payments Received			\$74,586.77
Less Payments Kept By Service	-	\$3,528.00	
Total Deposits Reconciliation			\$71,058.77

Summary of Disbursement

Total Deposits & Payments Kept By		\$74,586.77	
Plus Overpayment Refunds	+	\$0.00	
Gross Revenue			\$74,586.77
LifeQuest Fee		\$3,356.40	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$3,356.40
Service Revenue		\$71,230.37	
Less Payment Kept By Service	-	\$3,528.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$67,702.37

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

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

<u>Charges</u>	<u>Jan 2022</u>	<u>Feb 2022</u>	<u>Mar 2022</u>	<u>Apr 2022</u>	<u>May 2022</u>	<u>Jun 2022</u>	<u>Jul 2022</u>	<u>Aug 2022</u>	<u>Sep 2022</u>	<u>Oct 2022</u>	<u>Nov 2022</u>	<u>Dec 2022</u>	<u>Totals</u>
Jan 2022	2238	43253	17934	7717	3075	1287	-100	0	0	0	0	0 \$	75404
187266	1.2	23.1	9.6	4.1	1.6	0.7	-0.1	0	0	0	0	0 %	40.3
Feb 2022		1738	40455	15387	3522	1053	0	0	0	0	0	0 \$	62156
159686		1.1	25.3	9.6	2.2	0.7	0	0	0	0	0	0 %	38.9
Mar 2022			12718	40086	20879	2013	8345	259	607	-150	200	427 \$	85386
202697			6.3	19.8	10.3	1	4.1	0.1	0.3	-0.1	0.1	0.2 %	42.1
Apr 2022				7944	36694	12390	9634	1835	2006	100	50	0 \$	70654
162556				4.9	22.6	7.6	5.9	1.1	1.2	0.1	0	0 %	43.5
May 2022					10020	39770	19683	7823	1962	1126	242	241 \$	80866
181374					5.5	21.9	10.9	4.3	1.1	0.6	0.1	0.1 %	44.6
Jun 2022						6148	43991	17570	6212	1538	1738	219 \$	77417
182315						3.4	24.1	9.6	3.4	0.8	1	0.1 %	42.5
Jul 2022							11811	50340	16296	6529	4277	131 \$	89384
212516							5.6	23.7	7.7	3.1	2	0.1 %	42.1
Aug 2022								4148	39546	17217	3603	8227 \$	72741
188907								2.2	20.9	9.1	1.9	4.4 %	38.5
Sep 2022									5420	43706	23508	8301 \$	80935
192542									2.8	22.7	12.2	4.3 %	42
Oct 2022										8983	35308	15297 \$	59589
183413										4.9	19.3	8.3 %	32.5
Nov 2022											5006	35903 \$	40909
176364											2.8	20.4 %	23.2
Dec 2022												4980 \$	4980
119379												4.2 %	4.2
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	3.8	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	3.8	22.1	9.5	3.3	2.1	0.5	0.1	0	0	0.1	0	0	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 10, 2023

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Consideration and Possible Action on the December 2022 Police Overtime Report.

The overtime (OT) report covers the month of December 2022. December 2022 overtime was much higher than the OT for the previous 2 Decembers in 2020 and 2021.

Sick Relief Overtime accounted for 47.5 hours which was the highest monthly level all year. Like November, this was another bad month for sick leave usage.

Staffing Level OT accounted for 222.5 hours. We still have two probationary officers in training who are not yet certified for solo patrol and one officer who is still on light duty status. It is anticipated that the 2 officers in training will graduate to solo patrol by the end of February and the light duty officer should be available in early March, so it is hoped that will help decrease staffing level overtime.

We had one retirement, Sergeant Todd Kerkela who retired on January 1, and new recruitment efforts are underway to fill that vacancy, but the new hire will need approximately 16 weeks of Field Training before they would count toward staffing.

I have updated the new trend chart to help visualize trends.

ATTACHMENTS:

- 2020 PD OT Summary (PDF)
- 2021 PD OT Report Summary (PDF)
- Trend Chart December 2022 (PDF)
- December 2022 PD OT Report (PDF)

**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 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 OVERTIME	605.25	292.25	251.00	139.00	185.50	401.50	479.50	405.75	552.25	595.25	355.75	377.50	4640.50

TOTAL OVERTIME BUDGET : \$ 175,000.00

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

PERCENT OF TOTAL BUDGET : 135%

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

Additional notes

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

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

REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	24.75	11.50	21.50	39.50	11.50		21.25	15.25	3.00	16.00		37.75	202.00
OFFICER WORKED ON HOLIDAY	94.00	16.50		30.00	66.00	4.00	61.00	20.00	117.25		61.50	114.25	584.50
OFFICER FOR COURT	2.75	4.00	16.00	10.00	2.00	14.00	9.00	18.00	12.25	8.00	10.00	6.00	112.00
OFFICER TRAINING	73.00	71.25	82.50	33.25	128.25	55.25	26.75	45.50	131.50	110.50	130.25	28.25	916.25
OFFICER RELIEF FOR FUNERAL			6.75										6.75
OFFICER ATTEND MEETING		7.75		1.00	15.50	7.75	11.25	13.50			7.75		64.50
STAFFING LEVEL	144.25	96.50	124.50	124.25	275.00	256.50	265.00	229.25	137.50	124.75	88.00	167.00	2032.50
INVESTIGATION	68.50	52.50	47.00	28.50	49.75	50.25	64.75	68.25	47.75	52.00	37.75	26.00	593.00
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	28.75	21.25	11.75	42.50	25.50	22.25		18.00	63.75	82.50	9.50	26.00	351.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT	34.50			2.00	60.00								96.50
SPECIAL ASSIGNMENT REIMBURSED							2.00	20.50	6.00	18.00	26.50		73.00
MISCELLANEOUS	11.25	5.25	1.00	8.75	3.25	35.50		5.50	14.25	15.00	19.00	12.00	130.75
MISCELLANEOUS REIMBURSED			21.50	26.25	19.50	1.00		33.50	16.25	11.75	11.25	35.00	176.00
GROSS OFFICER OVERTIME	481.75	286.50	332.50	346.00	656.25	446.50	461.00	487.25	549.50	438.50	401.50	452.25	5339.50
SUBTOTAL REIMBURSED OVERTIME	(28.75)	(21.25)	(33.25)	(68.75)	(45.00)	(23.25)	(2.00)	(72.00)	(86.00)	(112.25)	(47.25)	(61.00)	(600.75)
NET OFFICER OVERTIME	453.00	265.25	299.25	277.25	611.25	423.25	459.00	415.25	463.50	326.25	354.25	391.25	4738.75

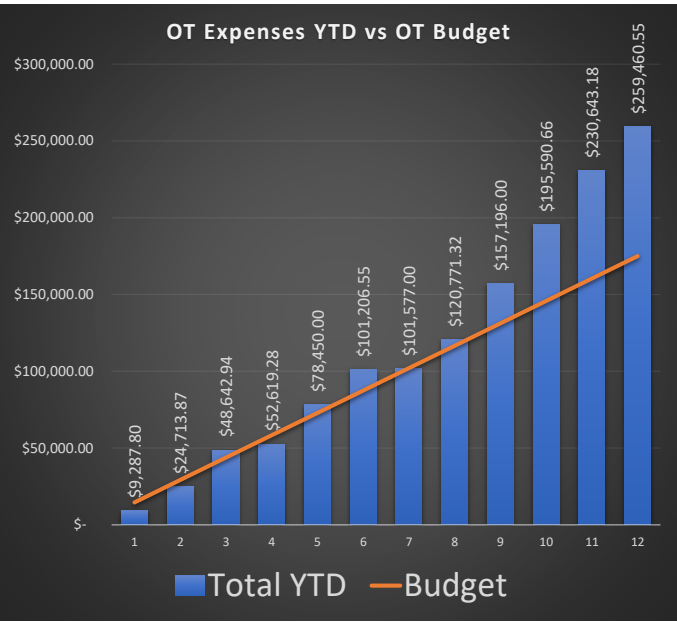
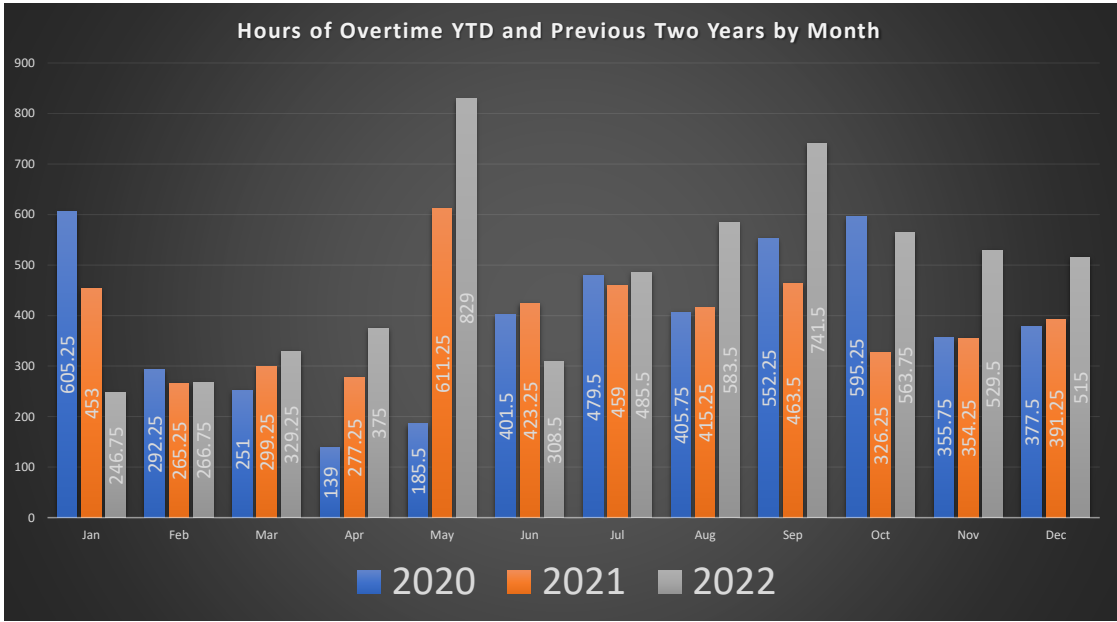
*TOTAL OVERTIME BUDGET: \$ 175,000.00

EXPENDITURES THROUGH 12/31/2021 \$ 202,559.08

PERCENT OF TOTAL BUDGET: 116%

PD Overtime Trends Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Yearly Hours	Total Yearly Expend	Total OT Budget
2020	605.25	292.25	251	139	185.5	401.5	479.5	405.75	552.25	595.25	355.75	377.5	4640.5	\$ 236,436.94	\$ 175,000.00
2021	453	265.25	299.25	277.25	611.25	423.25	459	415.25	463.5	326.25	354.25	391.25	4738.75	\$ 202,559.08	\$ 175,000.00
2022	246.75	266.75	329.25	375	829	308.5	485.5	583.5	741.5	563.75	529.5	515	5774	\$ 195,590.66	\$ 175,000.00
Total YTD	\$ 9,287.80	\$ 24,713.87	\$ 48,642.94	\$ 52,619.28	\$ 78,450.00	\$ 101,206.55	\$ 101,577.00	\$ 120,771.32	\$ 157,196.00	\$ 195,590.66	\$ 230,643.18	\$ 259,460.55			
% of Budget	5.0%	14.0%	28.0%	30.0%	45.0%	58.0%	58.3%	66.7%	89.8%	112%	132%	148%			
Budget	\$ 14,583.33	\$ 29,166.66	\$ 43,749.99	\$ 58,333.32	\$ 72,916.65	\$ 87,499.98	\$ 102,083.31	\$ 116,666.64	\$ 131,249.97	\$ 145,833.30	\$ 160,416.63	\$ 174,999.96			



**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2022**

REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	29.25	18.75	40.50	5.50	3.75	7.50	39.75	4.50	3.75	39.75	46.25	47.50	286.75
OFFICER WORKED ON HOLIDAY	58.25	9.75	8.00	34.75	81.25	18.00	60.00	16.75	114.75	24.25	54.25	120.00	600.00
OFFICER FOR COURT	8.00	12.50	23.00	10.00	12.00	26.00	6.00	18.00	21.00	14.00	16.50	6.00	173.00
OFFICER TRAINING	63.25	32.50	53.75	113.00	384.00	34.50	46.00	33.00	243.25	155.00	96.25	56.75	1311.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING		21.25	2.75		6.00	5.00	2.25	4.00	2.00	9.75			53.00
STAFFING LEVEL	55.50	126.50	149.25	152.25	153.50	94.00	267.00	369.75	301.75	261.25	232.00	222.50	2385.25
INVESTIGATION	31.00	34.25	38.50	44.75	69.75	40.75	47.00	50.00	46.75	23.50	67.25	52.75	546.25
HONOR GUARD FOR FUNERAL				2.00	1.50	2.00							5.50
SCHOOL LIAISON REIMBURSED	26.25	49.50	20.50	18.00	25.00	32.50		23.00	68.75	45.00	26.00	28.75	363.25
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT					104.00	67.50		25.25		32.75			229.50
SPECIAL ASSIGNMENT REIMBURSED		9.75		2.25	81.00		2.00		5.00	21.50	38.00		159.50
MISCELLANEOUS	1.50	11.25	13.50	12.75	13.25	13.25	17.50	62.25	8.25	3.50	17.00	9.50	183.50
MISCELLANEOUS REIMBURSED	23.25	57.25	37.50	31.75	29.00	56.75	49.00	29.00	34.50	16.25	20.75	24.50	409.50
GROSS OFFICER OVERTIME	296.25	383.25	387.25	427.00	964.00	397.75	536.50	635.50	849.75	646.50	614.25	568.25	6706.25
SUBTOTAL REIMBURSED OVERTIME	(49.50)	(116.50)	(58.00)	(52.00)	(135.00)	(89.25)	(51.00)	(52.00)	(108.25)	(82.75)	(84.75)	(53.25)	(932.25)
NET OFFICER OVERTIME	246.75	266.75	329.25	375.00	829.00	308.50	485.50	583.50	741.50	563.75	529.50	515.00	5774.00

TOTAL OVERTIME BUDGET: \$ 175,000.00
EXPENDITURES THROUGH 12/30/2022 \$ 259,460.55
PERCENT OF TOTAL BUDGET: 148%



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 10, 2023

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Consideration and Possible Action on Acceptance of \$18,546 donation from Greater Green Bay Community Foundation Inc. to Police for use with the K-9 Unit. *

The Greater Green Bay Community Foundation made a donation in the amount of \$18,546 to the De Pere Police Department K-9 Unit. This gift is awarded through a fund established by the estate of Ronald C. and Pauline P. Heim. Mrs. Heim expressly designated that funding provided to your organization be utilized for the needs of the K-9 division.

If approved, this money would be added to the K-9 unit fund to cover the costs associated with the training, equipping, and care of the police canine(s).



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 10, 2023

DEPARTMENT: Economic Development

FROM: Bill Boyle

SUBJECT: Consideration and Possible Action for Repair or Reconstruction of the Interstate-41 Sign.*

ATTACHMENTS:

- Memo_InterstateSign120222 (PDF)

CITY OF DE PERE MEMO



To: Members of the Finance/Personnel Committee

From: Bill Boyle/Dan Lindstrom

Date: December 2, 2022

RE: Recommendation on repair and possible reconstruct of Interstate 41 City Sign.

Administration is seeking recommendations to correct maintenance issues regarding the City Sign on Interstate 41. The sign, constructed in 2016, has several issues with blinking/inoperable internal lights. As a result the decision has been made to turn the sign off, while a path forward is recommended.

Prior to the existing maintenance issues, Administration had requested pricing estimates for a possible refacing of the sign to better align with our City branding. Due to the internal construction of the sign, the solution became more complicated to achieve than was originally anticipated.



Existing Sign

The following options are available for your consideration and recommendation.

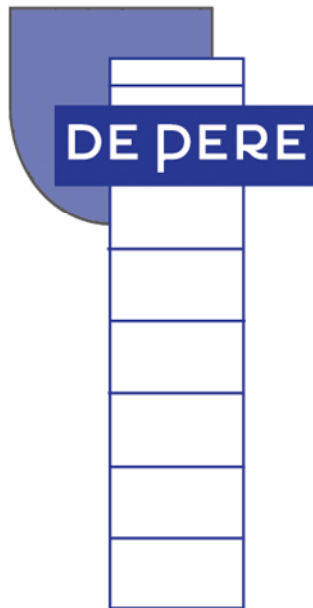
Option A: Maintenance Only.

Replace Internal LED lights and power supplies in (2) sets of 2'-5 3/4" "DEPERE" face and halo lit letters - clean faces on the pole cover.

Estimate \$14,500

Option B: Reconstruct sign incorporating City branding, repair internal issues.
 Design, fabricate and install Internally Lit Pylon Sign - reuse pipe/footing.
Estimate \$165,000 to \$228,000 depending on preferred design.

Option B example. Color changing LEDs in City shield, cycling through City color palate.





City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 10, 2023

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and Possible Action for an Amendment to the Agreement with Cedar Corporation for Phase 2 Environmental Assessment for the S 100 Block of Broadway (Perrot Square Parking Structure).*

From Cedar Corp:

Cedar Corporation (Cedar) is providing you with this Proposal for additional Environmental Services for the City of De Pere (City) Perrot Square Parking Structure, located at the 100 Block of South Broadway Street, De Pere, Wisconsin (Site). This Proposal is presented to address the additional requests from the Wisconsin Department of Natural Resources (WDNR) for additional soil borings, groundwater monitoring wells, and sampling. Since the submission of the Site Investigation Report, the WDNR has communicated to Cedar the need for additional information including the further evaluation of the extent of groundwater and soil impacts on the Site. Discussions with the WDNR in March 2022 indicated that additional soil borings and groundwater monitoring wells will be required to complete the required investigation, pending the approval of a WDNR Work Plan for additional investigation. These discussions were summarized with the City on April 21, 2022, and a preliminary plan for further investigation was communicated. The preliminary plan included an additional groundwater sampling event would be conducted prior to finalizing a Work Plan for additional investigation. The purpose of the additional groundwater investigation (performed in August 2022) was to evaluate the current groundwater concentration trends, specifically, groundwater trends for polycyclic aromatic hydrocarbons (PAHs) as they have shown to be trending towards non-detection levels. Continued decreasing trends would allow for discontinuing the monitoring for PAHs.

Cedar completed the additional groundwater sampling event (August 2022) to confirm a decreasing trend in PAHs across the Site. Results from the August 2022 groundwater sampling event revealed no exceedances of WDNR groundwater standards for PAHs. Therefore, the objective of the additional groundwater sampling event was achieved and allows for the request to discontinue PAH groundwater sampling. However, further delineation of Resource Conservation and Recovery Act (RCRA) Metals and Petroleum Volatile Organic Compounds (PVOCs) will still be required. Satisfying the WDNR's requirements for completing the Site Investigation may uncover areas of un-impacted soils on the Site, reducing the potential for landfilling and/or continuing obligations for maintaining a protective cap for direct contact during redevelopment.

Cedar is recommending the following scope of work to satisfy the WDNR's site investigation requirements based on the data collected, to-date.

Development Services: If the Finance and Personnel Committee recommends approval, the funding for the study would could be assigned to TID No. 7.

ATTACHMENTS:

- Cedar Amendment for Additional Site Investigation_WDNR BRRTS No 02-05-58442 (PDF)
- De Pere Env Services-Additional Site Investigation Perrot Sq 2022 (PDF)

November 29, 2022

Daniel Lindstrom, Development Services Director
City of De Pere
335 South Broadway Street
De Pere, WI 54115

RE: **MEMO FOR AMENDMENT FOR ADDITIONAL ENVIRONEMNTAL
SERVICES FOR THE CITY OF DE PERE PEROT SQUARE PARKING
STRUCTURE, 100 BLOCK OF SOUTH BROADWAY STREET, DE PERE,
WISCONSIN, WDNR BRRTS No. 02-05-58442**

Dear Mr. Lindstrom:

Cedar Corporation (Cedar) is providing you with this summary of environmental services performed for the City of De Pere's (City) Perrot Square Parking Structure, located at the 100 Block of South Broadway Street, De Pere, Wisconsin (Site). Below is a summary of the original scope items, work performed, actions remaining and justification of recommended additional services - previously provided to the City on October 21, 2022 (attached for reference with revision for the schedule of work).

Original Scope:

The original scope of the Agreement was as follows:

1. Consultant agrees to perform those services as described in Exhibits A (WDNR Responsible Party Letter) and B (Accepted Cedar's Proposal). Any changes to the scope of services as identified therein shall be defined in writing and authorized by both parties prior to performing such work. Such writing shall include the scope of work to be done, schedule for commencing and completing the work and the basis for compensation for such work.

The scope of Exhibit A (WDNR Responsible Party Letter) includes the following:

1. Site Investigation Work Plan Submittal and Approval
2. Site Investigation
3. Sample Results Notification
4. Site Investigation Report Submittal and Approval
5. Remedial Actions Option Report (if applicable)
6. Remedial Action Design, Implementation, Operation, Maintenance, and Monitoring Reports (if applicable)
7. Notification of Residual Contamination or Continuing Obligations (if applicable)
8. Semi-Annual Reporting

The scope of Exhibit B (Accepted Cedar's Proposal) was prepared with the WDNR's input for completing the responsibilities in the Exhibit A (WDNR Responsible Party Letter), and included the following:

1. Prepare and submit site investigation work plan
2. Install three monitoring wells and five soils borings across the Site
3. Collection of 24 soil and 6 groundwater samples (2 rounds) for laboratory analysis of PVOCs/VOCs, PAHs, and metals
4. Coordination and proper disposal of investigative wastes
5. Preparation of a site investigation report and submittal to client and WDNR, including recommendations for additional work as needed based on results and proposed future development

Work Performed by Cedar To Date:

1. Prepared and submitted site investigation work plan. The site investigation work plan was approved by the WDNR.
2. Site investigation was performed in accordance with the WDNR-approved site investigation work plan.
3. Site investigation report was prepared and submitted to the WDNR.
4. Two additional rounds of groundwater sampling were performed under an approved Amendment in order to establish a decreasing contaminant concentration trend and attempt to reduce groundwater monitoring for PAHs.
5. Completed semi-annual reporting to date.

Remaining Actions:

1. Complete site investigation with WDNR's requested additional investigative activities (October 21, 2022 - Amendment for Additional Environmental Services) and submit site investigation report for WDNR approval.
2. Recommend and prepare Remedial Action Design, Implementation, Operation, Maintenance, and Monitoring report.

Justification for October 21, 2022 Amendment for Additional Environmental Services:

Upon review of the Site's soil and groundwater investigation report, the WDNR determined that additional work was necessary to determine the degree and extent of contamination at the Site. The WDNR acknowledged that while the original scope has been completed, the data from the original scope of work does not yet constitute a complete and approved site investigation and that further investigation tasks are necessary. The WDNR case manager is also part of the WDNR Bureau for Remediation and Redevelopment Case Closure Committee and assisted in the development of the scope of work in the October 21, 2022 Amendment to bring the site investigation phase to completion. Assuming favorable results from this scope of work Amendment, approved by WDNR, the site investigation will be completed with an amended site investigation report and remedial options for the Site's redevelopment can be discussed.

City of De Pere
Memo For Additional Environmental Services Amendment (2022)
Page 3

If you have any questions, please do not hesitate to contact myself at 920-785-7302, or Dan O'Connell at 920-785-7065.

Sincerely,

CEDAR CORPORATION

A handwritten signature in black ink, appearing to read "T. Majkowski".

Thad Majkowski, PE

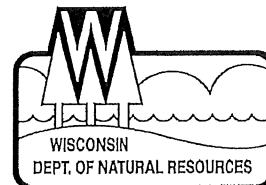
Director

Enclosures (3)

cc: Dan O'Connell, PR, CPG, Cedar Corporation

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
2984 Shawano Avenue
Green Bay WI 54313-6727

Tony Evers, Governor
Preston D. Cole, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



October 2, 2019

City of De Pere
Mayor Michael J. Walsh
335 S Broadway Street
De Pere WI 54115

Subject: Reported Contamination at City of De Pere Parking Lot, S Broadway St,
De Pere, WI
DNR BRRTS Activity # 02-05-584442

Dear Mayor Walsh:

In September 2019, Judy Schmidt-Lehman, attorney for the city of De Pere, notified the Department of Natural Resources ("department") that a hazardous substance discharge of volatile organic compounds (VOCs), polycyclic aromatic hydrocarbons (PAHs), metals, and arsenic was detected at the site described above.

Information submitted to the department regarding this site indicates you are responsible for the discharge of a hazardous substance or other environmental pollution (hereafter referred to as "contamination") at the above-described site. "Site" refers to the property where the contamination occurred and any other property it has migrated to, as defined in Wisconsin Administrative Code ("Wis. Admin. Code") § NR 700.03(56).

This letter explains how to initiate the investigation and cleanup of contamination of the site, and how to access further information and assistance from the department. The longer contamination is left in the environment, the farther it can spread and the more it may cost to clean up. Quick action may lessen damage to your property and neighboring properties and reduce your costs in investigating and cleaning up the contamination.

Legal Responsibilities:

Persons meeting the definition of "responsible party" under § NR 700.03(51) must follow applicable law to address the discharge of a hazardous substance to the environment or other environmental pollution. Wisconsin Statutes ("Wis. Stats.") ch. 292 and Wis. Admin. Code chs. NR 700 through NR 754 provide specific requirements for undertaking appropriate response actions to address contamination, including requirements for emergency and interim actions, public information, site investigations, remedy selection, design and operation of remedial action systems, and case closure.

General Recommendations for Responsible Parties:

The department recommends that you:

1. *Hire a Qualified Environmental Consultant*

City of De Pere
 Mayor Michael J. Walsh
 Responsible Party Letter
 BRRTS #02-05-584442
 October 2, 2019

Page 2 of 5

To ensure response actions you plan to undertake comply with Wisconsin law, you should hire an environmental consultant within **30 days**, by November 1, 2019, to meet the regulatory deadlines listed below. A delay in hiring an environmental consultant could result in you missing key submittal deadlines.

Hiring a consulting firm with staff that have the appropriate State of Wisconsin qualifications to supervise and certify the submittals is a critical component and necessary to meet your requirements. Further, an environmental consultant should be knowledgeable of Wisconsin's technical procedures and laws, and be able to answer questions regarding cleanup requirements. Required qualifications for environmental consultants are specified in Wis. Admin. Code ch. NR 712. Program guidance is available, see *Wis. Admin. Code ch. NR 712 Qualifications and Certifications, RR-081*.

2. Properly Submit Reports on Time with Required Information Included

Wisconsin law includes timeframes for submitting technical documents and conducting work, as well as specifications for what should be included in those submittals. This letter provides a general overview of the timeframes and first steps to take for site investigation and cleanup. For an overview of timing requirements, please refer to *NR 700 Process and Timeline Overview, RR-967, enclosed*.

The department developed the publication *Guidance for Electronic Submittals for the Remediation and Redevelopment Program, RR-690*, to assist responsible parties and consultants in properly submitting documents. Wis. Admin. Code § NR 700.11(3g), and other specific provisions within Wis. Admin. Code ch. NR 700, outline the requirements for submittals, including electronic submittals. Consultants and representatives of responsible parties are required to submit one paper copy and one electronic copy of submittals, including case closure documents. The electronic version must be an exact duplicate of the paper version. Failure to submit both a paper copy and electronic copy delays acceptance of your submittals.

3. Consider the Benefits of a Fee-based Technical Review of your Submittals

In-depth department review of technical reports and submittals is available for a fee. The Remediation and Redevelopment (RR) Program project managers are available throughout the process to answer general questions and provide general input as the site moves toward closure. However, if you want a formal written response from the department, a meeting or both on a specific submittal, a review fee will be required in accordance with Wis. Admin. Code ch. NR 749. **Obtaining technical assistance from department project managers throughout the process is an effective way to prevent problems and delays at the end of the process when case closure is requested.** Forms, a fee schedule, and further information on technical assistance is available at dnr.wi.gov and searching "brownfield fees".

Required Steps to Take and Documents to Submit:

The steps listed below serve as a general overview only — all mandatory steps and submittals specified in state law must be met before the department can grant "case closure", which is a determination by the department that no further cleanup is necessary at a site, as defined in Wis. Admin. Code § NR 700.03(3m).

1. **Scoping and Work Plan Submittal – NR 716.07 and 716.09:** The law requires that you appropriately scope out your site investigation and submit a work plan within **60 days of this notification**, by December 1, 2019, for completing a site investigation. The work plan must comply with the requirements in Wis. Admin. Code, chs. NR 700 through NR 754. For additional assistance, the department has extensive guidance on its web page at dnr.wi.gov and search “brownfield publications”.

Prior to and during a site investigation, you must evaluate whether any interim actions are needed to contain or stabilize a hazardous substance discharge or environmental pollution, pursuant to Wis. Admin. Code § NR 708.11. If you undertake an interim action (e.g., free product removal), you must submit documentation of the action per Wis. Admin. Code § NR 708.15.

As you develop the site investigation work plan, you must include an assessment of the vapor intrusion pathway. Wis. Admin. Code § NR 716.11(5) outlines the requirements for when to evaluate for the presence of vapors in the sub-surface and in indoor air. The results and conclusions from the vapor assessment must be included in the Wis. Admin. Code § NR 716.15 site investigation report whether or not you elected to take vapor samples. *Addressing Vapor Intrusion at Remediation & Redevelopment Sites in Wisconsin, RR-800*, is available to help responsible parties and their consultants comply with these requirements.

2. **Field Investigation – NR 716.11:** Following submission of the work plan, the site investigation must be started within the timeframe provided under law. The timeframe varies depending on whether you are requesting the department’s fee-based review of the work plan. If you do not request a fee-based review of the work plan, you must initiate the field investigation within 90 days of submitting the work plan, and you may proceed with the field investigation upon department notification to proceed; however, if the department has not responded within 30 days, from submittal of the work plan, you may then proceed with the field investigation. If a fee and request for department review of the work plan is submitted, the field investigation must begin within 60 days after receiving department approval.
3. **Sample Results Notification Requirements – NR 716.14:** You must report sampling results to the department, owners, occupants, and various other parties within 10 business days after receiving the sampling results, unless a different timeframe is approved by the department, in accordance with Wis. Admin. Code § NR 716.14.
4. **Site Investigation Report – NR 716.15:** Within 60 days after completion of the field investigation and receipt of the laboratory data, the law requires you to submit a Site Investigation Report (SIR) to the department. As part of the SIR or in the Remedial Actions Options Report (RAOR), if there is soil contamination, the responsible party shall identify the current land use (*i.e.*, industrial or non-industrial) and zoning for the site or facility in accordance with Wis. Admin. Code § NR 720.05(5). Also, as part of the SIR or in the RAOR, you must include any interim action report that may be required under Wis. Admin. Code § NR 708.15.
5. **Remedial Actions Options Report – NR 722:** Within 60 days after submitting the SIR, the law requires you to submit a RAOR. The selected remedy in the RAOR should include an evaluation of green and sustainable remediation criteria, as appropriate, as required by Wis. Admin. Code § NR 722.09(2m). This may be submitted as part of a broader SIR.

City of De Pere
 Mayor Michael J. Walsh
 Responsible Party Letter
 BRRTS #02-05-584442
 October 2, 2019

Page 4 of 5

6. **Remedial and Interim Action Design, Implementation, Operation, Maintenance and Monitoring Reports – NR 724:** Unless otherwise directed by the department, the responsible party shall submit all plans and reports required in Wis. Admin. Code ch. NR 724.
7. **Notification of Residual Contamination or Continuing Obligations – NR 725:** In situations where notification is required, the responsible party must provide submittal(s) that confirms that continuing obligations have been identified and affected property owners have been notified by the responsible parties 30 days prior to case closure, as required by Wis. Admin. Code ch. NR 725.
8. **Semi-annual Reporting -- NR 700.11:** Wis. Admin. Code § NR 700.11(1)(a) requires responsible parties to submit semi-annual site progress reports to the department until final case closure is granted. The reports summarize the work completed over six months and additional work planned to adequately complete the response action at the site. Consultants may submit these reports on behalf of responsible parties. These reports are due in January and July of each year. Please refer to department publication *NR 700 Semi-Annual Site Progress Report, RR-082*, for more information.

Submittals required under Wis. Admin. Code chs. NR 700 - 726

These documents, as applicable, must be submitted to the department prior to the responsible party requesting case closure, unless otherwise directed by the department:

- ☐ Ch. NR 708 reports and documentation for any immediate or interim actions.
- ☐ Ch. NR 712 professional certifications and signatures are included with applicable submittals.
- ☐ Ch. NR 716 work plan(s) and site investigation report.
- ☐ Ch. NR 722 remedial action options report (exception is for Dry Cleaners Environmental Response Fund sites), with the selected remedial action identified.
- ☐ Ch. NR 724 design, construction documentation, operation, maintenance and monitoring plans and reports, including vapor mitigation commissioning.
- ☐ Ch. NR 725 submittal(s) that confirms that continuing obligations have been identified and affected property owners have been notified by the responsible parties 30 days prior to case closure.
- ☐ If requesting case closure, the Ch. NR 726 case closure form and documentation substantiating compliance with the NR 700 rule series.
- ☐ Ch. NR 749 fees have been paid, as applicable, including closure and database fees.
- ☐ Ch. NR 700 semi-annual site progress reports starting six months after notification.

Additional Information:

The department tracks information on all cleanup sites in a department database available at dnr.wi.gov and search "BOTW". The Bureau for Remediation and Redevelopment Tracking System (BRRTS) identification number for this site is listed at the top of this letter. You may view information related to your site on this database at any time.

City of De Pere
Mayor Michael J. Walsh
Responsible Party Letter
BRRTS #02-05-584442
October 2, 2019

Page 5 of 5

All correspondence regarding this site should be directed to:

Josie Schultz
Remediation and Redevelopment Program
Wisconsin Department of Natural Resources
2984 Shawano Avenue
Green Bay WI 54313-6727
josie.schultz@wisconsin.gov

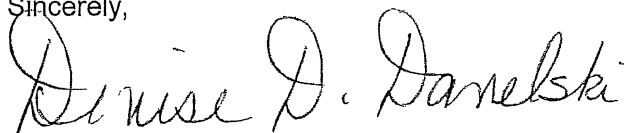
As previously noted, you are required to submit one paper copy and one electronic copy of plans and reports. To speed up processing, your correspondence should reference the BRRTS and Facility Identification (FID) numbers (if assigned) listed at the top of this letter.

Please visit the department's Remediation and Redevelopment Program website at dnr.wi.gov and search "Brownfields", for information on selecting a consultant, seeking financial assistance, and understanding the investigation and cleanup process. Information regarding review fees, liability clarification letters, post-cleanup liability and more is also available.

If you have questions, please call Josie Schultz at 920-662-5424 for more information.

Thank you for your cooperation.

Sincerely,



Denise D. Danelski
Environmental Program Associate - Remediation & Redevelopment Program
Northeast Region

Enclosures:

1. NR 700 Process and Timeline Overview, RR-967
2. Environmental Contamination Basics, RR-674
3. Selecting a Consultant, RR-502
4. Environmental Services Contractor List, RR-024

cc: Judy Schmidt-Lehman, City of De Pere, jschmidt-lehman@mail.de-pere.org



engineering | architecture | environmental | surveying
landscape architecture | planning | economic development

Exhibit B
Page 1 of 14
1695 Bellevue Street
Green Bay, WI 54311
920-491-9081
800-472-7372
FAX 920-491-9020
www.cedarcorp.com

8.a

December 23, 2019

Attention: Lawrence Delo, City Administrator
City of De Pere
335 S Broadway Street
De Pere, WI 54115

**Ref. Project: Reported Contamination of City of De Pere Parking Lot,
S Broadway St, De Pere, WI
DNR BRRS Activity #02-05-58442**

Dear Mr. Delo:

Cedar Corporation (Cedar) appreciates the opportunity to be part of this project and offers our proposal to provide site investigation services for the City of De Pere. Proposal documents are attached.

We understand the project is to include site investigation services for the City of De Pere Parking Lot site (WDNR BRRS#02-05-584442) location specifically identified in the City's December 4, 2019, RFP (Attachment A).

Our Environmental Services Team has successfully completed similar site investigation service projects as documented by our Cedar Corporation Professional Services information. Our project team includes Ken Jaworski, Senior Consultant as the Project Manager; Mitch Evenson, Director of Environmental Services, as the Technical Coordinator; plus a full staff of Environmental Specialists trained and experienced to meet the specific requests of the WDNR.

We look forward to the opportunity to work with you and the City of De Pere on this project. If you have any questions, feel free to contact us at any time at 920-491-9081, or at ken.jaworski@cedarcorp.com, mitch.evenson@cedarcorp.com.

Sincerely,

CEDAR CORPORATION

Ken Jaworski
Senior Consultant

Mitch Evenson, C.H.M.M.
Director of Environmental Services



PROFESSIONAL SERVICES

Since 1975
85 Employees
4 Office Locations
Full-Service Design Firm



- CIVIL/MUNICIPAL ENGINEERING
- SURVEYING/GPS/GIS
- ARCHITECTURE
- WASTEWATER SERVICES
- TRANSPORTATION
- STRUCTURAL ENGINEERING
- WATER RESOURCE SERVICES
- ENVIRONMENTAL SERVICES
- LANDSCAPE ARCHITECTURE
- GRANTS/FUNDING ASSISTANCE
- PLANNING/ECONOMIC DEVELOPMENT

Corporate Profile

OVERVIEW

Our mission, as a full service design and engineering firm, is to provide the highest standards of design excellence and service to the Village of Cleveland. Our goal is to develop a team relationship between you and our staff. We possess the technical expertise necessary to meet your demands on a timely basis and within budget guidelines.

Business with public and private clients, especially smaller communities such as yours, attests to our ability to assemble a team concept with our clients working within their guidelines. We understand how important small communities are and we work hard to meet their needs to provide growth to the community.

SERVICES

Cedar Corporation is a professional service firm with disciplines in engineering, architecture, environmental repair, planning, landscape architecture, and land surveying. Founded in 1975, the company has grown in size and stature to its present staff of 85. Our staff is dedicated to the principles on which the firm was developed: professionalism, state-of-the-art technology, and exemplary service to clients. We have continued to grow because of our commitment to comprehensive service and good communication with our clients.

STAFF RESOURCES

Our staff resources include 18 Professional Engineers, 3 Licensed Wastewater Treatment Facility Operators, 2 Licensed Water System Operators, 3 Professional Land Surveyors, 6 Planners, 1 Economic Development Specialist, 2 Registered Architects, 1 Interior Designer, 1 Registered Landscape Architect, 3 Professional Geologists, 4 Environmental Specialists, 1 Hazardous Materials Manager, and a strong support staff of technicians and administrative personnel. All of these individuals take pride in continuing education course work to stay abreast of current developments within their professions. To provide a work setting that meets the challenges of the industry, as well as the skill levels of the employees, the company maintains a state-of-the-art computer network and related technology.

LOCATION

Cedar Corporation's corporate headquarters is located in Menomonie, Wisconsin. To better serve our clients, we have additional offices located in Madison, Green Bay, and Cedarburg, Wisconsin.

PHILOSOPHY

Cedar Corporation undertakes each project with a pledge to you that you will receive the best value-per-dollar spent on your projects. We recognize that you may be concerned with three major issues as you engage the services of consultants – quality, timeliness, cost.

Quality

Cedar Corporation is committed to providing you with the best solutions, satisfying the programmatic parameters. We strive to provide the best service to you by promoting excellence within our own firm.

Timeliness

Equal in importance to quality is timeliness, which is critical to you in making swift and accurate decisions regarding project development. The success or demise of a project is tied directly to the timing of the documents necessary for funding, municipal approvals, and construction. As important as any design issue is scheduling; we have the flexibility to mobilize our resources according to the demands of the project and maintain continuity of its development.

Cost

The project budget is based on the scope of services provided. Cost estimating will verify compliance with the established budgets or, in some cases, point out programmatic or design deficiencies. Through our experience and industry aids, we have an exemplary record of predicting costs of our services and of construction costs—well within industry standards.

The issues of timeliness and cost are interlocked with each one influencing the project as a whole, as well as each other. We recognize this relationship and consider each to be critical to the success of the project, while also being the judge of our performance. It is this attention to our clients' concerns that sets Cedar Corporation apart from our peers—we pledge to you our commitment to excellent service.



Professional Services

CIVIL/MUNICIPAL ENGINEERING

- Streets, Roads, and Highways
- Water Supply, Storage, Distribution
- Municipal Engineering
- Site Selection Studies
- Traffic Studies
- Storm Water Management
- Industrial Park Layout
- Flood Control Analysis
- Solid Waste
- Cost Estimating

STRUCTURAL ENGINEERING

- Bridge Design
- Bridge Inspections
- Construction Inspection
- Dam Design and Analysis
- Building Design and Analysis
- Structural Assessments
- Foundation Design and Analysis

WASTEWATER SERVICES

- Facility Planning
- Wastewater Treatment Facility Design
- Construction Services

PLANNING/ECONOMIC DEVELOPMENT

- Municipal Comprehensive Plans
- Planning and Zoning Administration Services
- Zoning Ordinances Preparation
- Block Grants
- Public Facility Grants
- Feasibility Studies
- Relocation Plans
- Redevelopment Planning
- Economic Development Strategies
- Identification of Project Funding
- Public Information Surveys
- Mapping/GIS
- Funding Assistance/Project Proformas
- Impact Fees
- Tax Incremental Finance Districts

SURVEYING

- Plats and Subdivisions
- Property Surveys
- GPS Surveys
- Topographic and Site Surveys
- Aerial Control Surveys
- Re-Monumentation Surveys
- Right-of-Way Plats
- County and Transportation Project Plats (TPP)

ARCHITECTURE

- Industrial, Commercial, Retail Design
- Municipal Buildings
- Libraries
- Educational
- Religious
- Recreation
- Multi-family Residential
- Nursing Homes and Congregate Care
- EMS and Fire Stations
- Fire Protection Systems
- Fire Alarm Design
- Building Envelope/Energy Retrofit
- Heat Recovery Systems
- Energy Management Studies
- Plumbing and HVAC Design
- Adaptive Re-use
- Retrofit Design

ENVIRONMENTAL SERVICES

- Groundwater Monitoring
- Soil and Groundwater Remediation & Design
- Monitoring – Air, Water, Noise, Particulate
- Phase I and Phase II Site Assessments
- Environmental Investigations
- WDNR Assured Wetland Delineations
- Asbestos and Lead Assessment and Monitoring
- Hazardous Building Materials Assessments and Abatement Oversight
- Building Deconstruction Planning and Oversight
- Spill Prevention Control and Countermeasure Planning

LANDSCAPE ARCHITECTURE

- Site Design
- Park/Recreation Planning and Design
- Urban Streetscapes
- Planting Design
- Hydraulic Analysis
- Erosion Control Design

WATER RESOURCE SERVICES

- Analytical Modeling
- Water Quantity, Quality
- Wetland Delineation, Mitigation and Monitoring
- Storm Water Erosion Control
- Shoreline Restoration
- Storm Water: Best Management Practices
- Storm Water Pollution Prevention Planning

Date: December 23, 2019

**Scope of Services
Between Cedar Corporation (ENGINEER)
and City of De Pere (CLIENT)**

Proposal to Perform Site Investigation Services

ENGINEER is hereby proposing to proceed with the Project listed below, constituting Exhibit B to CLIENT's RFP for DNR BRRTS Activity #02-05-58442. The services are to be completed in a timely manner mutually agreeable with the CLIENT and ENGINEER.

Project: Environmental Site Investigation services for City of De Pere Parking Lot,
S Broadway St, De Pere, WI

Project Description: The project involves completing Environmental Site Investigation for property at S. Broadway Street, De Pere, WI (BRRTS # 02-05-584442).

Proposed Scope of Work: ENGINEER is proposing to provide Environmental Site Investigation services and related activities to address site conditions based on current development and results of previous Phase II Environmental Site Assessment completed by Sigma Group on Lots 1, 4/5, and 7, S. Broadway Street.

Environmental Site Investigation (Investigation) in accordance with NR 716 as outlined the WDNR's October 2, 2019, letter to the CLIENT (Attachment A). The Investigation will evaluate the property for impacts to soil and groundwater from historic uses (including a gas station).

Based on the Phase II results and WDNR's requirements in NR 716, ENGINEER proposes the following is the proposed scope of work:

- Prepare and submit to WDNR a site investigation work plan;
- Installation of three monitoring wells and five soil borings across the property;
- Collection of 24 soil and 6 groundwater samples for laboratory analysis for PVOC or VOC, PAH, and metals;
- Coordination and proper disposal of investigative wastes;
- Preparation of a site investigation report and submittal to CLIENT and WDNR, including recommendations for additional work as needed based on results and proposed future development.

Electronic (.pdf) report(s) will be delivered to CLIENT and WDNR. Recommendations for any work beyond the scope of work shown herein or attached will be made by ENGINEER and cost estimates to perform such work will be presented for CLIENT's consideration prior to additional work being completed.

The proposed scope is based on Investigation services on the property(s) described above. Note that a change in the scope of the Project may increase costs for the Project, CLIENT will be notified of any increase in cost prior to cost being incurred.



CERTIFICATE OF LIABILITY INSURANCE

Exhibit B

8.a

Page 5 of 14
DATE (MM/DD/YYYY)
3/7/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cobb Strecker Dunphy & Zimmermann 225 South Sixth Street Suite 1900 Minneapolis MN 55402	CONTACT NAME: Marilyn Olson	FAX (A/C, No):	
	PHONE (A/C, No, Ext): 612-349-2434	E-MAIL ADDRESS: molson@csdz.com	
INSURED CEDACORI Cedar Corporation 604 Wilson Ave Menomonie, WI 54751	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: RLI Insurance Company		13056
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:** 350403187**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	☐ CLAIMS-MADE ☐ OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	☐ EXCESS LIAB ☐ OCCUR						AGGREGATE \$
	☐ CLAIMS-MADE						\$
	☐ DED ☐ RETENTION \$						PER STATUTE ☐ OTH-ER ☐
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						E.L. EACH ACCIDENT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N						E.L. DISEASE - EA EMPLOYEE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. DISEASE - POLICY LIMIT \$
A	Architects & Engineers Professional Liability Claims Made			RDP0035463	3/4/2019	3/4/2020	Each Claim \$3,000,000 Annual Aggregate \$5,000,000 Including Pollution

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For bid purposes.

CERTIFICATE HOLDER**CANCELLATION**

Sample/Company
Sample Address
Sample City/State/Zip

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

Exhibit B

8.a

Page 1 of 14

DATE (MM/DD/YYYY)

3/29/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Indianhead Insurance Agency, Inc. 3101 Schneider Ave. Ste 2 P.O. Box 99 Menomonie WI 54751		CONTACT NAME: Linda Puig PHONE (A/C, No. Ext): (715) 235-6131 FAX (A/C, No.): (715) 235-4208 E-MAIL ADDRESS: lpuig@indianhead-insurance.com	
INSURED Cedar Corporation 604 Wilson Ave. Menomonie WI 54751		INSURER(S) AFFORDING COVERAGE INSURER A: The Hanover Insurance Group INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** CL1932919144**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			ZB1D869254 00	4/1/2019	4/1/2020	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Employee Benefits \$ 1,000,000
A	☒ AUTOMOBILE LIABILITY			AW1D870006 00	4/1/2019	4/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
						@DI01 \$	
A	☒ UMBRELLA LIAB			UH1D869255 00	4/1/2019	4/1/2020	EACH OCCURRENCE \$ 5,000,000
	☐ EXCESS LIAB	☒ OCCUR					AGGREGATE \$ 5,000,000
	☐ DED ☒ RETENTION \$ 10,000	☐ CLAIMS-MADE					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WB1D828037 00	4/1/2019	4/1/2020	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Example Cert

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

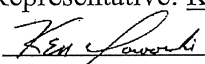
AUTHORIZED REPRESENTATIVE

Linda Puig/LINDA

Linda A. Puig

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Date: December 23, 2019**Proposed Fee Schedule:**

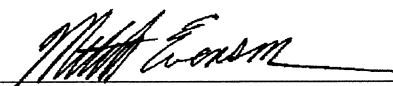
Company Name: Cedar Corporation
 Company Address: 1695 Bellevue Street
 Company Address: _____
 Company Representative: Ken Jaworski, Project Manager
 Signature: 
 Fee (Total): \$23,850
 Hourly Fee for Additional Work Required by the DNR: Environmental Specialist: \$91.00/hr.

Method of Compensation: Work will be completed on a lump sum basis to provide the proposed scope of services, as described above. The following is the engineering cost(s).

<u>Service:</u>	<u>Cost:</u>
Environmental Consulting/sampling/reporting	\$ 10,400.00
Soil boring (8)/monitoring well (3) construction	\$ 7,900.00
Laboratory analysis (soil and groundwater)	\$ 4,030.00
Waste disposal (12 drums cuttings, purge water)	\$ <u>1,520.00</u>
Total:	\$ 23,850.00

Timetable: Proposed Work can begin immediately following selection.

CEDAR CORPORATION
 1695 Bellevue Street
 Green Bay, WI 54311

By: 

Name: Mitch Evenson, C.H.M.M.

Title: Director of Environmental Services

November 29, 2022

Daniel Lindstrom, Development Services Director
City of De Pere
335 South Broadway Street
De Pere, WI 54115

RE: Amendment for Environmental Services for the City of De Pere Perrot Square Parking
Structure, 100 Block of South Broadway Street, De Pere, Wisconsin
WDNR BRRTS No. 02-05-58442

Dear Mr. Lindstrom:

Cedar Corporation (Cedar) is providing you with this Proposal for additional Environmental Services for the City of De Pere (City) Perrot Square Parking Structure, located at the 100 Block of South Broadway Street, De Pere, Wisconsin (Site). This Proposal is presented to address the additional requests from the Wisconsin Department of Natural Resources (WDNR) for additional soil borings, groundwater monitoring wells, and sampling. Since the submission of the Site Investigation Report, the WDNR has communicated to Cedar the need for additional information including the further evaluation of the extent of groundwater and soil impacts on the Site. Discussions with the WDNR in March 2022 indicated that additional soil borings and groundwater monitoring wells will be required to complete the required investigation, pending the approval of a WDNR Work Plan for additional investigation. These discussions were summarized with the City on April 21, 2022, and a preliminary plan for further investigation was communicated. The preliminary plan included an additional groundwater sampling event would be conducted prior to finalizing a Work Plan for additional investigation. The purpose of the additional groundwater investigation (performed in August 2022) was to evaluate the current groundwater concentration trends, specifically, groundwater trends for polycyclic aromatic hydrocarbons (PAHs) as they have shown to be trending towards non-detection levels. Continued decreasing trends would allow for discontinuing the monitoring for PAHs.

Cedar completed the additional groundwater sampling event (August 2022) to confirm a decreasing trend in PAHs across the Site. Results from the August 2022 groundwater sampling event revealed no exceedances of WDNR groundwater standards for PAHs. Therefore, the objective of the additional groundwater sampling event was achieved and allows for the request to discontinue PAH groundwater sampling. However, further delineation of Resource Conservation and Recovery Act (RCRA) Metals and Petroleum Volatile Organic Compounds (PVOCs) will still be required. Satisfying the WDNR's requirements for completing the Site Investigation may uncover areas of un-impacted soils on the Site, reducing the potential for landfilling and/or continuing obligations for maintaining a protective cap for direct contact during redevelopment.

Cedar is recommending the following scope of work to satisfy the WDNR's site investigation requirements based on the data collected, to-date.

- Complete eleven (11) soil borings to approximately 5-25 feet below ground surface (bgs) or until encountering native soils. The location of the proposed soil borings can be found on Figure 1 –Proposed Sampling Locations Map, attached.
- Convert two (2) of the soil borings into temporary monitoring wells, using 1” Schedule 40 poly vinyl chloride (PVC), with a 10-foot slotted screen and solid PVC riser to the surface.
- Convert seven (7) of the soil borings into permanent monitoring wells, using 2” Schedule 40 PVC, with a 10-foot slotted screen and solid PVC riser to the surface. Each groundwater monitoring well will be completed with a flushmount protective casing.
- Encountered soils will be geologically profiled and if fill or waste materials are observed, the depth and thickness of such materials will be noted. All soils will be field screened using a photoionization detector (PID).
- Collect two (2) soil samples for laboratory analysis from each boring to determine if contamination is present and presents a risk to human contact. One sample will be collected within the direct contact zone (0–4 feet bgs). The second sample will be collected from beneath the anticipated fill layer to determine if the fill is impacting soils below, or from just above the water table (whichever is deeper). If an interval has an elevated PID reading or an obvious odor, staining, or sheen, an additional sample will be submitted for laboratory analyses from this interval.
- Analyze all soil samples for PAHs, PVOCs, and RCRA metals. A dry weight sample will accompany each sampled interval. Two (2) composite soil samples will be submitted for laboratory analysis of Protocol B to generate a waste profile for landfill disposal of soil for property redevelopment.
- A minimum of two (2) soil samples will be submitted for laboratory analysis of TCLP for lead for landfill disposal of soils.
- Groundwater monitoring wells will be developed in accordance with WAC NR 141.21 by surging and purging the well screens. Temporary monitoring wells will also be developed prior to sampling, to rid the well of sediment, to extent practical. Groundwater will be containerized in 55-gallon drums. Purged groundwater will be disposed of pending the groundwater analytical results.
- Once groundwater monitoring wells have been developed, groundwater samples will be collected via low flow sampling methods for the laboratory analysis of PVOCs and RCRA metals.
- Three quarterly rounds of groundwater sampling events are anticipated to establish a trend or confirm no impacts to groundwater. If a monitoring well does not have any exceedances of PVOCs or RCRA Metals for two consecutive quarters, then this parameter will be removed from the sampling plan.

- Following installation, survey data will be collected for each soil boring and monitoring well.
- Per WAC NR 716.07 and NR 716.09, and WDNR guidance document RR-101, Identifying Contaminants of Concern, site investigation work plans should include an evaluation of potential perfluoroalkyl and polyfluoroalkyl substances (PFAS), and other applicable contaminants that were historically or are presently produced, used, handled, or stored at the Site. Cedar conducted a desktop emerging contaminant assessment of the Site. The emerging contaminants assessed were PFAS. These substances were created and used in many applications dating back to the 1950's. The most popular uses of these chemicals have been in the form of stain resistant carpet and fabric, non-stick cookware, firefighting foam, and fast-food packaging. Cedar determined that the historic use as a commercial property (business included fueling station, printing business, hotel, and parking lot) and the lack of other industrial-based hazardous substances discovered as part of the site investigation, PFAS is not considered a concern. It is Cedar's recommendation for no further analysis for PFAS or other applicable contaminants for this site investigation.
- Results of the soil and groundwater sampling will be tabulated, accompanying engineer drawings, and documentation of the Site, the activities performed, the results, findings, and conclusions into a WAC NR 700 compliant Site Investigation Report.

The above-mentioned Scope will be performed on a lump sum basis, amended to the existing contract. The following are the anticipated cost(s).

Cedar Fees	\$11,650
Subcontracted Work (Drilling, Analytical, and Waste Disposal)	\$25,400
WDNR Fee	\$1,350
Total	\$38,400

Cedar's anticipated schedule for this work is summarized below. The schedule can be expedited if necessary.

Task	Anticipated Date (Week Of)
Authorization	January 2, 2023
Soil Boring and GW Well Installation	January 16, 2023
GW Well Development	January 23, 2023
Groundwater Sampling 1 st event	January 30, 2023
Groundwater Sampling 2 nd event	March 27, 2023
Groundwater Sampling 3 rd Event	June 26, 2023
Report Submittal	July 31, 2023

City of De Pere
Additional Environmental Services (2022)
Page 4

Please review these services and tasks. You may authorize us to proceed with this work by forwarding a City Agreement with the above scope for signature. If you have any questions, please do not hesitate to contact myself at 920-785-7302, or Dan O'Connell at 920-785-7065.

Sincerely,

CEDAR CORPORATION

A handwritten signature in black ink, appearing to read 'Thad Majkowski', written in a cursive style.

Thad Majkowski, PE
Director

cc: Dan O'Connell, PG, CPG, Cedar Corporation



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 10, 2023

DEPARTMENT: Plan Commission

FROM: Daniel Lindstrom

SUBJECT: Consideration and Possible Action for a Professional Services Agreement with MSA for WEDC – Community Development Investment (CDI) Grant Application, Management, and Reporting Services.*

Staff requests approval of the Professional Services Agreement (PSA) for grant application, management, and reporting services for the Community Development Investment (CDI) Grant.

Services would include:

- (1) Reporting and closeout management of a CDI grant received in 2021 for the Cobblestone Hotel.
- (2) Preparation of an anticipated grant application, and if awarded, management, for the redevelopment of the former Shopko site.

TID No. 9 shall fund the reporting and closeout management for the Cobblestone Hotel project and the Development Services Budget; however, if requested by the Committee the City could require a professional services reimbursement to be included in any future TIF request by the property owner.

Staff recommends approval subject to any additional comments and revisions suggested by the City Attorney prior to Common Council review.

ATTACHMENTS:

- 09441028 De Pere CDIG PSA_01-17-22 (PDF)



Professional Services Agreement

MSA Project Number: 09441028

This AGREEMENT (Agreement) is made today January 17, 2023 by and between CITY OF DE PERE (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: WEDC Community Development Investment Grant Services 2021-2025

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: Approximate Start Date: January 17, 2023
Approximate Completion Date: December 21, 2025

The lump sum fee for the work is:	2021 CDIG Closeout	\$2,100
	2023 CDIG Application (Shopko)	\$8,400
	2023 CDIG Administration	<u>\$4,200</u>
	Total	\$14,700

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF DE PERE

MSA PROFESSIONAL SERVICES, INC.

James Boyd, Mayor

Brittney Mitchell, Team Leader

Date: _____

Date: _____

335 S. Broadway Street
De Pere, WI 54115
Phone: 920-339-4040

1500 N. Casaloma Drive, Suite 100
Appleton, WI 54913
Phone: 920-545-2083

OWNER ATTEST:

Carey Danen
City Clerk
Date: _____

David M. Rasmussen, Project Manager
Community Development Specialist
Date: _____

**ATTACHMENT A:
SCOPE OF SERVICES**

Working with the Development Service Director, MSA will provide professional services relating to the administrative for the City's existing WEDC Community Development Investment Grant (CDIG) and application and administrative services relating to the proposed CDIG for the former Shopko property. The following services will be provided:

Task #100 – Administrative services relating to the existing CDIG (Contract #CDI FY21-52839) to include the following:

- Performance Reporting for the period of April 28, 2022 – June 20, 2023 (due on or before September 30, 2023);
- Submit to the WEDC, on forms provided by the WEDC, a Request for WEDC Payment in accordance with the grant agreement;
- Submit to the WEDC, consistent with the requirements of WI Statute 238.03(3)(a) and the grant agreement a Schedule of Expenditure for grant and matching funds related to the Project. This does not include the services of the City's CPA>

Task #200 – Provide grant writing services related to a CDIG application for the former ShoKo in accordance with the current WEDC application process.

Task #300 – Provide administrative service as outline by the WEDC and grant agreement for the ShopKo CDIG, if awarded.

MSA PROFESSIONAL SERVICES, INC. (MSA) – GENERAL TERMS AND CONDITIONS OF SERVICES

1. The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. MSA will bill the OWNER monthly with net payment due upon receipt. Past due balances shall be subject to an interest charge at a rate of 12% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

3. Costs and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

4. MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not guarantee that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

5. This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.

6. In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

7. This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the

termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

8. The OWNER agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project.

9. MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

10. Reuse of any documents and/or services pertaining to this project by the OWNER or extensions of this project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

11. To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

12. OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in any state or federal court having jurisdiction.

13. This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

14. OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be, at MSA's option, Sauk County, Wisconsin, or any county in which MSA has an office.

15. This agreement contains the entire understanding between the parties on the subject matter hereof and no representations, inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 10, 2023

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Discussion Regarding the use of the Affordable Housing Funding from the Extension of TID No. 6.

ATTACHMENTS:

- Housing Program Memo - Jan 2023 (PDF)

CITY OF DE PERE

MEMO



To: Honorable Mayor James Boyd
Finance and Personnel Committee

From: Daniel Lindstrom, Development Services Director

Date: January 10, 2023

RE: Discussion regarding the use of the Affordable Housing Funding from the Extension of TID No. 6.

The City created TID No. 6 as an industrial TID on the west side on March 3, 1998. The TID had a maximum life of March 3, 2021 and extended TID No. 6 for 1 year to capture funds for affordable housing. In 2022, The City received \$1,968,527 to use in affordable housing and for general housing stock improvement. Each municipality must identify its affordable housing needs and develop a plan. State law requires a municipality to use the funds for affordable housing and to describe how it will use the funds in its affordable housing extension resolution. In 2021 the City stated 75% of the funds received by extending TID No. 6 for affordable housing throughout the community by implementing neighborhood and affordable housing initiatives that included:

- (1) An affordable housing development program to include affordable units, as defined by WHEDA and CDBG limits, in residential or mixed-use developments;
- (2) A second story/upper story activation program to renovate and update units within and around the downtown for affordable units; and
- (3) A housing stock improvement program for those that qualify under the affordable housing program

The City can amend desired programs after receiving the funds provided 75% of the funds are still used for affordable housing and is stated in a new approval resolution.

At this time, the Development Services Department has included seven different uses of funds to present to the Finance and Personnel Committee for general discussion. The programs are listed below and generally detailed in the following pages. Each sheet includes the general summary, recommended funding source, and general program requirements. Staff would draft the complete and detailed program requirements and applications for any of the programs recommended by the Finance and Personnel Committee.

- § De Pere Housing Action Plan
- § "Affordable Housing Stock Improvement Loan Program (Name Pending)"
- § "Deeper Roots - Down payment Assistance Program (Name Pending)"
- § "Rock The Block" by Habitat for Humanity
- § "Look Up De Pere" - Upper Story Housing Activation (Name Pending)"
- § Affordable Lot Purchase Program
- § Affordable Housing in Multi-Family TIF Developments

Staff can facilitate a discussion with the Finance and Personnel Committee to review and evaluate the example programs.



DRAFT

De Pere - Housing Action Plan

Program Overview:

The City of De Pere's Housing Action Plan would identify actions the city can take to increase the housing supply, bolster the diversity of housing options and increase affordability and stability for residents.

The Housing Action Plan is a priority recommendation of the existing Comprehensive Plan and the comprehensive plan update underway. It will include a detailed inventory of housing resources, an analysis of demographic trends, and a housing market analysis. The information collected will be used to identify gaps between our housing supply and current and future market demand.

Additionally, the Housing Action Plan will expand on prior city efforts to address housing needs. Such efforts could include establishing more flexible codes and pre-approved plan sets to encourage accessory-dwelling units, discussing fee reduction that applies only to affordable-housing projects, and implementing affordable housing projects in TIF agreements.

Recommended Funding: TIF Affordable Housing Extension

Other Possible Funding: ARPA

Program Funding Amount: \$50,000 (\$40,000 2022 budget allocation roll-over, and \$10,000 from TIF Affordable Housing Extension)

General Program Requirements: N/A



DRAFT

"Affordable Housing Stock Improvement Loan Program (Name Pending)"

Program Overview:

The Affordable Housing Stock Improvement Program would be intended to modernize and improve the housing stock in De Pere while maintaining affordability for homeowners and buyers.

Loans would consist of 0% interest over the life of the loan, and act as a deferred second mortgage with no principal or payments due until after ____ years following the award of the loan, or at sale (or refinancing) of the home, whichever comes sooner. The expectation is that the borrower will preserve sufficient equity to allow for the repayment of the De Pere Housing Stock Improvement Loan at the end of the loan term. At the end of the loan term, the amount of the loan must be repaid in full. The maximum amount of any loan award will be \$10,000 or 50% of the total improvement costs for owner-occupied single or two-family units.

Recommended Funding:

TIF Affordable Housing Extension
Private/corporate match donations

Other Possible Funding:

ARPA

Program Funding Amount:

TBD following Discussion with Finance and Personnel Committee

General Program Requirements:

Funds may be used to make upgrades to home systems including electrical, plumbing, mechanical, or other systems or functionally outdated features, to bring them into compliance with current standards and codes, or to modernize them to current quality, efficiency, and performance levels. Replacement or maintenance of home components that are expected to be replaced periodically such as roofing, water heaters, and fixtures will not be funded.

Homes must be occupied by the funding applicant as the owner for five (5) years after the time improvements.

The program is limited to those making ____% (80%,100, or 120%?) or less than the county median income. 80% shown below

FAMILY SIZE	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE
COUNTY:									
Brown	50,560	57,760	64,960	72,160	78,000	83,760	89,520	95,280	101,040

The program is limited to owner-occupied 1 and 2-family homes with a most recent assessed value at or below 120% of the median assessed value of 1 and 2-family properties in the City of De Pere.

The household's housing costs may not exceed 30% of household income and the total loan-to-value for all mortgages shall be less than 90%.

Eligible properties are owner-occupied 1 and 2-family homes with a most recent assessed value at or below 120% of the median assessed value of 1 and 2-family properties in the City of De Pere.



DRAFT

Deeper Roots - Down payment Assistance Program (Name Pending)"

Program Overview:

The De Pere Deeper Roots program would be designed to serve current and future residents of De Pere that meet eligibility criteria. Eligible buyers may receive a \$5,000 grant (forgivable loan) in addition to other assistance programs for which they may qualify. They could be eligible for up to \$10,000 if their employer is a partnering business that would match their award. Owner-occupied 1 and 2-family homes with a most recent assessed value at or below 120% of the median assessed value of 1 and 2-family properties.

Recommended Funding:

TIF Affordable Housing Extension
Private/corporate match donations

Other Possible Funding:

ARPA

Program Funding Amount:

TBD following Discussion with Finance and Personnel Committee

General Program
Requirements:

To be eligible, buyers must be at or below 80% of the area median income based on family size.

FAMILY SIZE	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE
COUNTY:									
Brown	50,560	57,760	64,960	72,160	78,000	83,760	89,520	95,280	101,040

For buyers above 80%, but below 120% of the County Median Income, the home must be in a targeted defined area.

Applicant agrees to repay the grant if they sell the building to a new entity they do not have an ownership stake during the 5 years following the purchase.

The home must be in the City of De Pere.

Buyer must not have owned a home within the last three years.

Buyers must have a minimum of \$1,000 of their own funds to contribute to the transaction.

Buyer must obtain a third-party Home Inspection as part of the purchase. (keep as a requirement is this market?).

Loan origination/funding fees must not be more than 2% of the loan amount.

The interest rate on the buyer's first mortgage must be no more than 2% above the average mortgage for a 30-year fixed-rate mortgage contained in Freddie Mac's Primary Mortgage Survey ([www. FreddieMac.com/pmms](http://www.FreddieMac.com/pmms)).

No cash out can be received as part of the transaction.

Payment if the property sold within the forgivable loan period:

12 Months	100%
12 months & and 1 day – 24 months	80%
24 months and 1 day – 36 months	60%
36 months and 1 day – 48 months	40%
48 months and 1 day – 60 months	20%

DRAFT



Look Up De Pere - Upper Story Housing Activation (Name Pending)"

Program Overview:

The "Look Up De Pere" program would offer forgivable loans to existing property owners and those interested in purchasing older downtown properties for improvements to the second stories to reactivate and renovate units into downtown. Property owners within the Main Street District of the City of De Pere are eligible for matching grant funds for improvements made to improve, renovate, or establish residential units above storefronts. The program would be designed as a matching grant program, the City would reimburse the property owner for up to 50% of the expense, to a maximum match of \$5,000 for each unit. Each parcel with an existing building is eligible for up to a total of \$30,000 (6 units). Grants will be awarded to eligible applicants while funds are available. Façade grant funds may not be used as matching funds to the "Look Up De Pere" Program; however, receiving a façade grant does not prohibit the application to this program and vice versa.

Recommended Funding:

TIF Affordable Housing Extension
TID No. 7 and TID No. 9 funds were appropriate

Other Possible Funding:

N/A

Program Funding Amount:

TBD following Discussion with Finance and Personnel Committee

General Program

Requirements:

Units must be affordable as the following.

- Rented to an individual or family at 80% of the county median income.
- Rents are capped at WHEDA Rent Limits published annually.
- Renters may not spend more than 30% of their income on housing-related expenses.

Income Limits (2022)

FAMILY SIZE	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE
COUNTY:									
Brown	50,560	57,760	64,960	72,160	78,000	83,760	89,520	95,280	101,040

Rent Limits (2022)

WISCONSIN STANDARD MULTIFAMILY TAX SUBSIDY PROJECT INCOME LIMITS							
Estimated Maximum Rent Limits at 80% 2022 County Median Income							
Effective April 18, 2022							
BEDROOM SIZE:	EFF.	ONE	TWO	THREE	FOUR	FIVE	SIX
COUNTY:							
Brown	1264	1354	1624	1877	2094	2310	2526

Applicant agrees to replay the grant if they sell the building to a new entity they do not have an ownership stake during the 5 years following the implementation of the improvements. Moreover, if the applicant wishes to return to the unit to market rates, they shall also return a prorated portion of the grant. The repayment shall be prorated for any years in which the unit was held for affordable housing purposes. The grant repayment schedule shall be structured as follows.

Payment if the property sold within the forgivable loan period:

12 Months	100%
12 months & and 1 day – 24 months	80%
24 months and 1 day – 36 months	60%
36 months and 1 day – 48 months	40%
48 months and 1 day – 60 months	20%

Note: If the program is structured as a loan, it likely will not be used for affordable housing since the owner would not be able to capture the market-rate rent to pay off the loan. A forgivable loan would allow the city to require the units to be affordable for a certain number of years – i.e. capitalizing the lost revenue from affordable housing units compared to market rate units.



DRAFT

"Rock The Block" by Habitat for Humanity

Program Overview:

Greater Green Bay Habitat for Humanity is launching Rock the Block program, a weeklong event that brings together residents, municipalities, community partners, and donors to repair homes for eligible low-income homeowners and improve community spaces. Typically, 20 to 30 projects are completed with the help of more than 150 volunteers over a few blocks to make a big impact in the area. These projects improve and beautify neighborhoods, increase property values, and have a ripple effect on all homes in the neighborhood.

The Rock the Block is a partnership between Greater Green Bay Habitat for Humanity, volunteers, donors, community partners, and municipalities to provide affordable repairs and maintenance to properties. Participation will include prep work, working alongside the volunteers, and other tasks as homeowners are able.

The program would be managed by Habitat for Humanity.

The cost of the program is approximately \$400,000 per project.

Recommended Funding:

TIF Affordable Housing Extension
ARPA
Private/corporate match donations

Other Possible Funding:

N/A

Program Funding Amount:

Staff would recommend requiring Habitat for Humanity to find corporate donations to match the city investment so the City could complete two separate projects. If recommended for approval, staff anticipates focusing on one east or west side neighborhood in 2023 and in 2024 or 2025 focusing on a neighborhood on the opposite side of the river. Habitat for Humanity can only focus on one community each year and they are also in discussions with the City of Green Bay for the program schedule.

General Program Requirements:

Eligibility is based on income guidelines and proof of homeownership. The cost of repairs can be secured by a zero percent interest deferred loan or paid in full upfront. The loan must be repaid upon moving or selling the home. Qualified repairs include but are not limited to painting, gutters, landscaping, roofing, siding, porch repair, and more.



DRAFT

Lot Purchase Program

Program Overview:

The Lot Purchase Program would allow for the purchase of new lots in existing and new subdivisions that would be reserved for affordable units. To achieve that goal the City of De Pere would purchase lots in a proposed subdivision to sell to non-profit organizations for the development of affordable housing.

This program could be coupled with the request for the city to finance residential infrastructure projects. Therefore, if the developer is receiving the benefits of the city borrowing at lower interest rates and deferred special assessments, the community would receive the benefits of more affordable lots and new homes within the community.

Homes built within the subdivisions would be required to follow all developer-created restrictive covenants to ensure the home fits within the subdivision's character.

Recommended Funding: TIF Affordable Housing Extension
ARPA

Other Possible Funding: N/A

Program Funding Amount: TBD following discussion with Finance and Personnel Committee

General Program

Requirements: TBD following discussion with Finance and Personnel Committee



DRAFT

Affordable Housing in Multi-Family TIF Developments

- Program Overview:** A program to offer additional incentives to include affordable units as defined by WHEDA and CDBG rent limits, in multi-family residential or mixed-use developments. This program could mirror the WHEDA Section 42 program, but at a local level with fewer reporting requirements.
- Recommended Funding:** TIF Affordable Housing Extension
TID No. 7 and TID No. 9 funds were appropriate
- Other Possible Funding:** N/A
- Program Funding Amount:** TBD following discussion with Finance and Personnel Committee
- General Program Requirements:** TBD following discussion with Finance and Personnel Committee; however, some of the program requirements could include:

The designated number of affordable units must be affordable as the following.

- Rented to an individual or family at 80% of the county median income.
- Rents are capped at WHEDA Rent Limits published annually.
- Renters may not spend more than 30% of their income on housing-related expenses.

Income Limits (2022)

FAMILY SIZE	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE
COUNTY:									
Brown	50,560	57,760	64,960	72,160	78,000	83,760	89,520	95,280	101,040

Rent Limits (2022)

WISCONSIN STANDARD MULTIFAMILY TAX SUBSIDY PROJECT INCOME LIMITS							
Estimated Maximum Rent Limits at 80% 2022 County Median Income							
Effective April 18, 2022							
BEDROOM SIZE:	EFF.	ONE	TWO	THREE	FOUR	FIVE	SIX
COUNTY:							
Brown	1264	1354	1624	1877	2094	2310	2526

The developer shall include income limit units for __ years and shall/must contract with WHEDA for monitoring.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: January 10, 2023

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Review and possible action on City of De Pere Investments and Cash Detail report for Nov. 2022.

ATTACHMENTS:

- November 2022 Investment Memo and Schedule_1-10-23 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: January 5th, 2022
Subject: Cash and Investments Report for November 30th, 2022

I have attached a summary of the City's Cash and Investments for your information and review as of November 30th, 2022. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2021 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments return decreased \$238,809 in **market** value for the **year** through November 30th, 2022. For your information, our budgeted annual amount for general fund investment income for 2022 is \$100,000. The LGIP investment account decreased over \$1,045,000 in **November** of 2022 due to receipt of state shared revenues of \$1,221,000 and interest of \$50,000 offset by payments for account payable and payroll of \$1,500,000 and \$816,000. Our Associated Money Market increased \$3,500 for interest in **November** of 2022. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

November 30, 2022

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 1,189,749.44
HEALTH CHECKING	\$ 1,848,566.32
DENTAL CHECKING	\$ 89,569.90
SUBTOTAL	\$ 3,127,885.66
TOTAL CASH	\$ 3,127,885.66

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 15,716,845.36	\$ 186,120.02	1.36%
ASSOCIATED BANK TRUST	\$ 4,862,723.22	\$ (215,306.85)	-4.63%
CHARLES SCHWAB INVESTMENTS	\$ 6,116,259.49	\$ (243,122.96)	-4.17%
MONEY MARKET	\$ 3,420,847.99	\$ 33,500.58	1.26%
TOTAL INVESTMENTS	\$ 30,116,676.06	\$ (238,809.21)	
TOTAL CASH AND INVESTMENTS	\$ 33,244,561.72		

NOTE: The City budgeted \$100,000 for general fund revenues in the 2022 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
November 30, 2022

	31-Jan-2022	28-Feb-2022	31-Mar-2022	30-Apr-2022	31-May-2022	30-Jun-2022
CHECKING ACCOUNTS						
CITY CHECKING	1,882,432.25	1,656,061.96	1,252,891.03	1,426,451.35	1,536,669.18	2,289,596.82
HEALTH CHECKING	2,055,650.69	1,940,553.16	1,916,059.42	1,899,131.96	1,909,738.45	1,932,450.88
DENTAL CHECKING	76,478.58	77,741.34	79,124.80	81,774.28	78,088.86	76,231.42
SUBTOTAL	\$ 4,014,561.52	\$ 3,674,356.46	\$ 3,248,075.25	\$ 3,407,357.59	\$ 3,524,496.49	\$ 4,298,279.12
TOTAL CASH	\$ 4,014,561.52	\$ 3,674,356.46	\$ 3,248,075.25	\$ 3,407,357.59	\$ 3,524,496.49	\$ 4,298,279.12
INVESTMENTS						
LGIP	8,036,518.10	7,437,020.05	8,496,842.98	8,866,665.54	9,013,513.87	10,327,894.63
ASSOCIATED BANK TRUST	5,035,698.64	5,015,530.03	4,940,436.94	4,910,138.71	4,939,133.74	4,912,204.19
CHARLES SCHWAB INVESTMENTS	6,330,928.23	6,300,725.14	6,239,753.59	6,207,989.76	6,213,759.36	6,188,228.26
MONEY MARKET	18,842,507.70	12,690,550.12	11,691,830.39	10,192,939.12	9,195,922.20	6,200,046.32
TOTAL INVESTMENTS	\$ 38,245,652.67	\$ 31,443,825.34	\$ 31,368,863.90	\$ 30,177,733.13	\$ 29,362,329.17	\$ 27,628,373.40
TOTAL CASH AND INVESTMENTS	\$ 42,260,214.19	\$ 35,118,181.80	\$ 34,616,939.15	\$ 33,585,090.72	\$ 32,886,825.66	\$ 31,926,652.52

	31-Jul-2022	31-Aug-2022	30-Sep-2022	31-Oct-2022	30-Nov-2022	31-Dec-2022
CHECKING ACCOUNTS						
CITY CHECKING	822,949.66	953,122.70	1,901,788.97	1,535,230.43	1,189,749.44	-
HEALTH CHECKING	1,954,331.82	1,981,651.18	1,992,335.23	1,986,103.44	1,848,566.32	-
DENTAL CHECKING	80,211.31	84,975.21	88,158.71	92,293.53	89,569.90	-
SUBTOTAL	\$ 2,857,492.79	\$ 3,019,749.09	\$ 3,982,282.91	\$ 3,613,627.40	\$ 3,127,885.66	\$ -
TOTAL CASH	\$ 2,857,492.79	\$ 3,019,749.09	\$ 3,982,282.91	\$ 3,613,627.40	\$ 3,127,885.66	\$ -
INVESTMENTS						
LGIP	15,457,457.14	10,513,113.79	17,600,772.37	16,761,594.21	15,716,845.36	-
ASSOCIATED BANK TRUST	4,931,903.14	4,881,928.96	4,826,928.96	4,814,746.43	4,862,723.22	-
CHARLES SCHWAB INVESTMENTS	6,204,320.19	6,167,572.91	6,110,761.69	6,097,149.08	6,116,259.49	-
MONEY MARKET	6,204,659.81	3,410,209.27	3,413,712.90	3,417,337.04	3,420,847.99	-
TOTAL INVESTMENTS	\$ 32,798,340.28	\$ 24,972,824.93	\$ 31,952,175.92	\$ 31,090,826.76	\$ 30,116,676.06	\$ -
TOTAL CASH AND INVESTMENTS	\$ 35,655,833.07	\$ 27,992,574.02	\$ 35,934,458.83	\$ 34,704,454.16	\$ 33,244,561.72	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2021

	31-Jan-2021	28-Feb-2021	31-Mar-2021	30-Apr-2021	31-May-2021	30-Jun-2021
CHECKING ACCOUNTS						
CITY CHECKING	2,331,022.04	622,001.07	1,751,077.31	1,053,658.55	823,811.66	159,026.31
HEALTH CHECKING	2,381,833.73	2,382,587.48	2,266,097.52	2,513,911.76	2,442,426.74	2,257,079.41
DENTAL CHECKING	61,720.12	65,793.24	55,511.60	72,493.72	71,018.59	71,572.27
SUBTOTAL	\$ 4,774,575.89	\$ 3,070,381.79	\$ 4,072,686.43	\$ 3,640,064.03	\$ 3,337,256.99	\$ 2,487,677.99
RESTRICTED						
WATER BOND MM	212,746.68	212,771.16	212,798.27	212,824.50	212,847.24	212,868.23
SUBTOTAL	\$ 212,746.68	\$ 212,771.16	\$ 212,798.27	\$ 212,824.50	\$ 212,847.24	\$ 212,868.23
TOTAL CASH	\$ 4,987,322.57	\$ 3,283,152.95	\$ 4,285,484.70	\$ 3,852,888.53	\$ 3,550,104.23	\$ 2,700,546.22
INVESTMENTS						
LGIP	14,005,155.49	14,932,003.97	13,684,325.96	8,532,120.21	7,691,508.67	8,998,581.68
ASSOCIATED BANK TRUST	5,090,384.50	5,092,253.12	5,091,028.45	5,101,344.27	5,107,360.65	5,103,518.76
CHARLES SCHWAB INVESTMENTS	6,376,185.39	6,364,936.76	6,372,504.48	6,384,748.23	6,385,186.86	6,378,376.40
MONEY MARKET	27,440.86	27,444.02	27,447.52	27,450.90	27,453.83	27,456.54
TOTAL INVESTMENTS	\$ 25,499,166.24	\$ 26,416,637.87	\$ 25,175,306.41	\$ 20,045,663.61	\$ 19,211,510.01	\$ 20,507,933.38
TOTAL CASH AND INVESTMENTS	\$ 30,486,488.81	\$ 29,699,790.82	\$ 29,460,791.11	\$ 23,898,552.14	\$ 22,761,614.24	\$ 23,208,479.60

	31-Jul-2021	31-Aug-2021	30-Sep-2021	31-Oct-2021	30-Nov-2021	31-Dec-2021
CHECKING ACCOUNTS						
CITY CHECKING	669,513.93	5,185,089.85	767,962.29	1,177,465.91	1,121,443.34	698,333.09
HEALTH CHECKING	2,137,820.32	2,201,756.16	74,134.00	2,180,493.68	2,212,728.37	2,188,211.99
DENTAL CHECKING	71,327.28	71,277.13	2,169,637.44	76,145.39	78,237.64	72,478.76
SUBTOTAL	\$ 2,878,661.53	\$ 7,458,123.14	\$ 3,011,733.73	\$ 3,434,104.98	\$ 3,412,409.35	\$ 2,959,023.84
RESTRICTED						
WATER BOND MM	212,889.92	212,911.62	212,932.62	212,954.32	212,971.82	-
SUBTOTAL	\$ 212,889.92	\$ 212,911.62	\$ 212,932.62	\$ 212,954.32	\$ 212,971.82	\$ -
TOTAL CASH	\$ 3,091,551.45	\$ 7,671,034.76	\$ 3,224,666.35	\$ 3,647,059.30	\$ 3,625,381.17	\$ 2,959,023.84
INVESTMENTS						
LGIP	12,313,429.27	5,959,824.53	3,960,047.45	13,277,053.10	9,667,924.32	7,668,380.45
ASSOCIATED BANK TRUST	5,102,473.14	5,104,975.54	5,098,389.98	5,086,792.43	5,085,108.03	5,078,030.07
CHARLES SCHWAB INVESTMENTS	6,389,315.23	6,380,939.85	6,378,209.02	6,372,888.06	6,359,382.45	6,359,382.45
MONEY MARKET	27,459.34	27,462.14	27,464.85	27,467.65	27,470.36	14,814,830.53
TOTAL INVESTMENTS	\$ 23,832,676.98	\$ 17,473,202.06	\$ 15,464,111.30	\$ 24,764,201.24	\$ 21,139,885.16	\$ 33,920,623.50
TOTAL CASH AND INVESTMENTS	\$ 26,924,228.43	\$ 25,144,236.82	\$ 18,688,777.65	\$ 28,411,260.54	\$ 24,765,266.33	\$ 36,879,647.34