



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, January 9, 2018

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **January 9, 2018 at 7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the December 12, 2017, Regular Meeting of the Finance/Personnel Committee
3. Approval of Police Overtime for December 2017
4. Fire Department Overtime and LifeQuest Services Billing Reports for December, 2017.
5. Consideration of Donations to Police Department from Barbara Demoulin and Christian Outreach*
6. Consideration of Donation to Police Department from Kwik Trip*
7. Consider Community Center Boiler Repairs.*
8. Public comment and announcements.
9. Future agenda items.
10. Adjournment

Notice is also given that a majority of the members of the Common Council of the City of De Pere will attend this meeting to gather information about a subject(s) over which they have decision-making responsibility. As such, this committee meeting is also considered a meeting of the Common Council.

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

Agenda Sent To:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: January 9, 2018

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the December 12, 2017, Regular Meeting
of the Finance/Personnel Committee

ATTACHMENTS:

- December 12, 2017 DRAFT Minutes (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, December 12, 2017

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. City Administrator Lawrence Delo called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on December 12, 2017, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115 and requested a Motion for a Chair pro tem.

Aldersperson Crevier made a motion to nominate Aldersperson Lueck as the Chair pro tem, which was seconded by Aldersperson Hansen. Upon vote, motion carried unanimously.

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

Also Present: City Administrator Lawrence Delo, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, Human Resources Director Shannon Metzler, Public Works Director Scott Thoresen, Mechanic Leadperson Tom Blohowiak, Economic Development & Planning Director Kimberly Flom, and Finance Director Joe Zegers.

2. Approval of the Minutes of the November 14, 2017 Regular Meeting of the Finance/Personnel Committee.

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

3. Approval of Police Overtime for November 2017.

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

4. Fire Department Overtime and LifeQuest Services Billing Reports for November, 2017.

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

5. Recommendation of Public Works Department Organizational Changes.*

Aldersperson Crevier commented that he appreciated the organizational chart provided with this item.

Attachment: December 12, 2017 DRAFT Minutes (6563 : Approval of the Minutes of the December 12, 2017, Regular Meeting of the

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

6. Recommendation of the Building Inspection and Economic Development Department Organizational Changes.*

Alderperson Jennings asked what this department is called in other cities, and Economic Development and Planning Director Flom advised that Development Services is a common term in the industry utilized for Economic Development, Planning and Building.

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

7. Recommendation of Finance Department Organizational Changes.*

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

8. Recommended changes to the Employee Policy Manual.*

Human Resources Director Metzler answered Alderperson Crevier's questions on the reasons for the changes and explained that the updates are due to a combination of industry changes and suggestions made by the City's Performance Management Team. Further, HR Director Metzler gave an overview of some of the requested revisions regarding funeral leave and expressions of sympathy, changes to the Compensation Policy for employees receiving written warnings being non-eligible for performance awards and suspended employees being non-eligible for merit pay or performance awards, and merit pay competencies changing from 10 to 8. Alderperson Crevier made a Motion, seconded by Alderperson Jennings, to add the words "per request" to clarify that an employee may donate no more than 40 hours of vacation time to another employee under Section 7.3 Vacation Donation. Upon vote, Motion carried unanimously.

Alderperson Nelson asked about the proposed change to the length of skirts and indicated that he believes if a change is suggested that instead the language should be removed as it is covered under the expectation of clothing that projects a professional image.

Alderperson Nelson made a Motion to remove the reference to skirt length measurement entirely, seconded by Alderperson Lueck. A discussion was held on the Motion, and in answer to Alderperson Crevier's question, HR Director Metzler advised that upon a review of other communities, three inches above the knee for skirts seemed to be the standard for dress codes, but she has no objection to removing the language. Alderperson Crevier questioned whether there could be a situation where the manual doesn't back up the actions of a department head, and HR Director Metzler advised that the City is not measuring skirt lengths, body types are different and three inches can make a difference due to an individual's height; she has no objection to the language either way, with the

expectation ultimately being workplace appropriate. HR Director Metzler highlighted other dress code changes and advised that the redlined Addendum I would be added to the packet for the Common Council meeting. In answer to Alderperson Crevier's question, HR Director Metzler advised that there are typically only one or two dress code issues per year, which are resolved through discussion. Upon vote, Motion carried unanimously.

Alderperson Nelson asked whether Section 2.11 (EEO) would be updated after the Non-discrimination ordinance takes effect and HR Director Metzler advised that was correct. Alderperson Nelson made a Motion to add gender identity and gender expression to list of protected classes listed in Section 2.11, which was seconded by Alderperson Jennings. Upon discussion of the Motion, Alderperson Lueck asked Administrator Delo whether upon an ordinance being enacted that triggers a review of City ordinances, and Administrator Delo confirmed that all appropriate references should be changed and that once or twice a year a company in Florida also does a review of the ordinances to assist in catching changes/updates that need to be made for consistency. Upon vote, Motion carried with Alderpersons Nelson, Jennings and Lueck voting aye and Alderperson Crevier voting nay.

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

9. Consideration of 2017 Short-Term Note Terms.

In response to Alderperson Nelson's and Jennings question's Finance Director Zegers explained that after the last bonding and budget are completed, it is advantageous for the City to move financing to a one year level to pay it off quicker and because these items are considered debt, items that are selected for short-term financing are items that are more naturally borrowed for less than five or ten years.

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

10. Public Comment and announcements.

None.

11. Future agenda items.

None.

12. Adjournment.

Upon Motion of Alderperson Lueck, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 7:57 PM.

Respectfully submitted,
Angela Zills

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: January 9, 2018

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Police Overtime for December 2017

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

Miscellaneous OT of 20.25 hours is comprised of 9.75 hours of Patrol fraction allotments, and 10.5 hours for Field Training Daily Observation Reports.

Reimbursed Miscellaneous OT of 19 hours is comprised of 6.5 OWI task force hours and 12.5X Drug Task Force Hours.

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

ATTACHMENTS:

- 2015 PD OT Report Summary (PDF)
- 2016 PD OT Report Summary (PDF)
- December 2017 PD OT Report (PDF)

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

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	32.00	77.50	59.50	59.50	54.50	23.50	23.00	70.50	29.00	22.50	45.00	28.00	524.50
OFFICER WORKED ON HOLIDAY	8.00	18.00	4.00	26.00	12.00	97.50	63.00	13.00	129.25	14.00	16.00	233.25	634.00
OFFICER FOR COURT	14.00	22.00	18.50	8.00	6.00	16.00	12.00	10.00	11.00	12.00	6.00	11.50	147.00
OFFICER TRAINING	19.00	144.50	132.50	73.75	78.00	54.50	17.00	65.50	179.50	97.50	99.25	75.50	1036.50
OFFICER RELIEF FOR FUNERAL			7.50										7.50
OFFICER ATTEND MEETING	12.00		12.00	7.50	0.50	16.00	4.00	22.50		17.00	8.50	18.00	118.00
STAFFING LEVEL	45.00	47.50	49.50	67.00	103.00	105.00	112.00	102.25	98.00	59.00	105.00	119.00	1012.25
INVESTIGATION	20.25	78.00	43.25	34.50	35.00	48.00	49.00	25.00	26.00	26.00	51.50	37.00	473.50
HONOR GUARD FOR FUNERAL				22.00	8.00	2.00				3.00	12.00		47.00
SCHOOL LIAISON REIMBURSED	17.00	35.00	19.00	21.50	8.50	21.50		14.00	30.50	38.50		9.00	214.50
COMMUNITY RELATIONS	1.00		2.00							3.50			6.50
SPECIAL ASSIGNMENT									22.50	24.50			47.00
SPECIAL ASSIGNMENT REIMBURSED		10.00		10.50	26.00	178.00	6.00		10.00			38.50	279.00
MISCELLANEOUS	6.00	14.25	7.75	8.75	35.00	18.50	9.75	8.75	53.25	6.25	25.50	22.00	215.75
MISCELLANEOUS REIMBURSED	59.50	33.50	24.00	39.00	20.50	28.50	33.25	30.00	44.00	15.00	46.00	71.50	444.75
Gross OFFICER OVERTIME	233.75	480.25	379.50	378.00	387.00	609.00	329.00	361.50	633.00	338.75	414.75	663.25	5207.75
SUBTOTAL REIMBURSED OVERTIME	(76.50)	(78.50)	(43.00)	(71.00)	(55.00)	(228.00)	(39.25)	(44.00)	(84.50)	(53.50)	(46.00)	(119.00)	(938.25)
NET OFFICER OVERTIME	157.25	401.75	336.50	307.00	332.00	381.00	289.75	317.50	548.50	285.25	368.75	544.25	4269.50
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$150,000.00

Est. Expenditures through 1/06/2016 \$122,227.00

Percent of Total Budget: 81.48%

NOTES:

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

+Period 3/28/2015 - 4/24/2015

#Period 7/4/2015 - 7/31/2015

^^Period 9/26/2015 - 10/23/2015

**Period 1/31/2015 - 2/27/2015

++Period 4/25/2015 - 5/22/2015

##Period 8/1/2015 - 8/28/2015

*+Period 10/24/2015 - 11/20/2015

***Period 2/28/2015 - 3/27/2015

^Period 5/23/2015 - 7/03/2015

^^Period 8/29/2015 - 9/25/2015

*+*Period 11/21/2015 - 1/1/2016

Attachment: 2015 PD OT Report Summary (6559 : Police December Overtime 2017)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2016**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*++	TOTAL
OFFICER SICK RELIEF	42.00	8.00	21.00	29.00	71.50	12.50	30.50	71.75	60.50	119.50	113.50	38.50	618.25
OFFICER WORKED ON HOLIDAY	8.00	8.00	36.00	4.00	80.75	20.00	60.00	2.25	121.75	4.00	64.00	77.00	485.75
OFFICER FOR COURT	13.00	10.50	12.00		22.00	34.00	8.00	2.00	48.25	29.50	14.50	6.00	199.75
OFFICER TRAINING	40.50	42.50	155.75	227.50	132.25	191.00	35.00	90.25	45.25	131.00	209.50	103.25	1403.75
OFFICER RELIEF FOR FUNERAL		7.50		7.50	4.00								19.00
OFFICER ATTEND MEETING	14.00	10.00	20.00	14.00	4.50	15.50	10.00	7.50	16.00	7.00	2.50	11.50	132.50
STAFFING LEVEL	8.00	19.00	34.50	28.50	135.50	142.50	159.00	172.00	131.00	173.00	154.00	107.50	1264.50
INVESTIGATION	39.50	25.50	18.25	49.50	47.00	28.75	55.00	41.00	26.00	37.75	73.00	21.00	462.25
HONOR GUARD FOR FUNERAL		7.50						3.00			15.00		25.50
SCHOOL LIAISON REIMBURSED	21.50	20.00	7.00	17.50	26.00	13.50		9.50	56.50	39.00	15.50	11.00	237.00
COMMUNITY RELATIONS										16.50	5.50		22.00
SPECIAL ASSIGNMENT						9.00	2.00		4.00	4.00	28.00		47.00
SPECIAL ASSIGNMENT REIMBURSED		12.50			197.75								210.25
MISCELLANEOUS	8.00	17.25	46.00	15.50	36.75	18.00	11.25	27.50	23.25	21.75	32.00	16.75	274.00
MISCELLANEOUS REIMBURSED	76.50	42.00	112.00	89.00	43.00	24.00	14.00	19.50	7.00	25.00	39.50	5.50	497.00
Gross OFFICER OVERTIME	271.00	230.25	462.50	482.00	801.00	508.75	384.75	446.25	539.50	608.00	766.50	398.00	5898.50
SUBTOTAL REIMBURSED OVERTIME	(98.00)	(74.50)	(119.00)	(106.50)	(266.75)	(37.50)	(14.00)	(29.00)	(63.50)	(64.00)	(55.00)	(16.50)	(944.25)
NET OFFICER OVERTIME	173.00	155.75	343.50	375.50	534.25	471.25	370.75	417.25	476.00	544.00	711.50	381.50	4954.25
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$140,000
Expenditures through 12/23/2016 \$173,667
Percent of Total Budget: 124.05%

NOTES:

* Period 01/02/2016 - 01/29/2016
 **Period 1/30/2016 - 02/26/2016
 ***Period 02/27/2016 - 03/25/2016

+Period 3/26/2016 - 4/22/2016
 ++Period 4/23/2016 - 6/3/2016
 ^Period 6/4/2016 - 7/1/2016

#Period 7/2/2016 - 7/29/2016
 ##Period 7/30/2016 - 8/26/2016
 ^^Period 8/27/2016 - 9/23/2016

^^^Period 9/24/2016 - 10/21/2016
 *+Period 10/22/2016 - 12/2/2016
 **Period 12/3/2016 - 12/30/2016

Attachment: 2016 PD OT Report Summary (6559 : Police December Overtime 2017)

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

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

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

01/02/2018
Report Date

NOTES:

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

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

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

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

Attachment: December 2017 PD OT Report (6559 : Police December Overtime 2017)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: January 9, 2018

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Reports
for December, 2017.

ATTACHMENTS:

- FD Overtime Report (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2016

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	124.25	126.00	168.00	126.00	108.75	137.75	186.00	101.25	170.00	239.75	221.50	203.75	1,913.00
EMS TRAINING	84.00	86.50	66.25	74.25	17.50	2.25	0.00	27.00	90.00	72.75	67.50	67.50	655.50
FIRE TRAINING	0.00	368.50	357.25	61.50	31.25	4.25	4.50	28.50	18.00	86.50	57.25	0.00	1,017.50
RESCUE CALLS	7.50	7.50	8.00	9.00	4.50	6.25	16.00	9.25	9.50	8.25	26.50	4.00	116.25
FIRE CALLS	7.25	0.00	0.00	0.00	5.50	0.00	0.00	0.00	3.25	7.50	0.00	3.50	27.00
MEETINGS	89.00	33.25	29.25	60.75	57.75	24.25	11.50	156.50	47.25	40.50	85.50	43.25	678.75
STAFFING REP.	0.00	4.50	0.00	132.75	0.00	0.00	144.00	231.00	13.50	43.00	734.25	144.00	1,447.00
MAINTENANCE	0.00	0.00	3.00	20.25	9.50	11.00	0.00	0.00	0.00	0.00	0.00	0.00	43.75
PUB. ED.	9.00	59.25	2.75	7.50	38.75	3.00	0.00	27.00	105.50	13.50	22.50	1.50	290.25
SPECIAL EVENTS	0.00	0.00	0.00	0.00	235.00	0.00	0.00	26.50	73.50	0.00	0.00	0.00	335.00
# FIRE RUNS	34.00	31.00	42.00	22.00	23.00	49.00	36.00	35.00	33.00	30.00	25.00	51.00	411.00
# EMS RUNS	137.00	115.00	130.00	169.00	182.00	153.00	178.00	154.00	175.00	145.00	148.00	170.00	1,856.00
DISPATCH ERRORS	6.00	3.00	11.00	11.00	8.00	5.00	3.00	11.00	1.00	2.00	2.00	3.00	66.00
TOTAL HRS.	321.00	685.50	634.50	492.00	508.50	188.75	362.00	607.00	530.50	511.75	1,215.00	467.50	6,524.00

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2017

REASON	Jan.	Feb.	Mar. *	Apr.**	May***	June+	July++	Aug.+++	Sept.^	Oct.^	Nov.^^	Dec.**	TOTAL
DUTY CREW	219.75	184.50	154.50	147.00	184.75	75.00	132.00	78.00	51.00	100.25	54.00	168.00	1,548.75
EMS TRAINING	24.00	257.50	72.00	40.50	89.00	0.00	0.00	0.00	75.00	81.00	81.00	66.50	786.50
FIRE TRAINING	35.00	0.00	10.50	89.50	316.25	21.25	12.75	0.00	3.75	54.25	22.25	62.50	628.00
RESCUE CALLS	5.50	6.75	39.25	8.50	6.00	9.25	0.00	19.50	7.25	18.00	6.75	8.50	135.25
FIRE CALLS	0.00	0.00	8.75	0.00	0.00	0.00	6.00	0.00	1.25	0.00	0.00	14.50	30.50
MEETINGS	37.00	55.25	60.00	53.00	16.75	22.50	5.25	0.00	15.00	32.00	33.25	4.50	334.50
STAFFING REP.	34.50	0.00	0.00	72.00	99.75	72.00	64.25	0.00	20.25	11.00	85.50	36.00	495.25
MAINTENANCE	0.00	0.00	0.00	0.00	0.75	14.25	0.00	0.00	0.00	16.50	12.00	0.00	43.50
PUB. ED.	9.75	0.00	9.00	15.00	3.75	5.00	0.00	3.75	9.00	81.25	0.00	0.00	136.50
SPECIAL EVENTS	0.00	0.00	0.00	0.00	274.00	0.00	0.00	29.50	66.00	22.50	6.00	0.00	398.00
# FIRE RUNS	42.00	32.00	33.00	15.00	35.00	31.00	41.00	41.00	22.00	31.00	25.00	48.00	396.00
# EMS RUNS	174.00	163.00	172.00	178.00	187.00	180.00	170.00	182.00	161.00	180.00	151.00	204.00	2,102.00
DISPATCH ERRORS	2.00	5.00	7.00	7.00	0.00	6.00	4.00	1.00	1.00	3.00	4.00	1.00	41.00
TOTAL HRS.	365.50	504.00	354.00	425.50	991.00	219.25	220.25	130.75	248.50	416.75	300.75	360.50	4,536.75

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through January 2, 2018 \$67,502, 71%

Notes: Effective March, 2017

*Period: 02/25/17-03/24/17 +Period: 06/03/17-06/30/17 ^Period: 08/26/17-09/22/17 *+Period: 12/02/17-12/29/17

**Period: 03/25/17-04/21/17 ++Period: 07/01/17-07/28/17 ^^Period: 09/23/17-11/03/17

***Period: 04/22/17-06/02/17 +++Period: 07/29/17-08/25/17 ^^+Period: 11/04/17-12/01/17

Attachment: FD Overtime Report (6562 : Fire Department Overtime and LifeQuest Services Billing Reports for December, 2017.)

**DE PERE FIRE RESCUE
DECEMBER 2017
*OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
12/10/17	24	36
TOTALS	24	36

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

**LIFEQUEST MEDICAL BILLING - 2017
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	155,297	111,851	117,957	107,123	147,335	111,145
PAYMENTS	65,035	53,532	79,615	47,651	37,737	60,272
CREDIT ADJUSTMENTS	70,467	39,304	53,476	37,865	50,331	45,957

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	151,958	110,021	127,032	108,119	135,674	138,993
PAYMENTS	73,959	61,576	52,414	50,923	47,817	65,833
CREDIT ADJUSTMENTS	87,127	56,791	52,076	62,746	39,403	63,872

Payments to LifeQuest	
Jan. 2017	2,927
Feb. 2017	2,409
March 2017	3,535
April 2017	2,177
May 2017	1,757
June 2017	2,771
July 2017	3,336
Aug. 2017	3,044
Sept. 2017	2,668
Oct. 2017	2,462
Nov. 2017	3,340
Dec. 2017	3,431
Total Paid	\$33,855



Billing, Collection, & Data Management Services

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N2930 State Road 22, Wautoma, WI 54982-5267

De Pere Fire Rescue

Income and Expenditures

252

December 2017

All Phases

Charges	Billing Phase 1	Collections Phases 2 & 3	Total
Collection Placements / Charges	\$104,705.80	\$34,287.36	\$138,993.16
Interest on Delinquent Accounts	\$0.00	\$0.00	\$0.00
Insurance Interest	\$0.00	\$0.00	\$0.00
Transaction Fees	\$0.00	\$0.00	\$0.00
Probate Fees	\$0.00	\$0.00	\$0.00
Subtotal of Charges	\$104,705.80	\$34,287.36	\$138,993.16
Account Transfers	\$19,867.33	\$14,420.03	\$34,287.36
Credit Summary			
Total Credits - All Types	\$126,781.56	\$3,991.86	\$130,773.42
Total Credit Adjustments	\$63,872.01	\$0.00	\$63,872.01
Total Closed Account Adjustments	\$0.00	\$1,266.20	\$1,266.20
Total Payments Received (Applied to Acct Bal's)	\$62,909.55	\$2,725.66	\$65,635.21
Total Overpayments (OP)	\$(272.64)	\$0.00	\$(272.64)
Total Payments Received (plus overpayments)	\$63,182.19	\$2,725.66	\$65,907.85
Total Overpayment Returns (\$ not deposited)	\$(75.00)	\$0.00	\$(75.00)
Total Payments Received (less OP returns)	\$63,107.19	\$2,725.66	\$65,832.85
Less Payment Kept By (PKB, \$ kept by service)	\$0.00	\$0.00	\$0.00
Total Deposits	\$63,107.19	\$2,725.66	\$65,832.85
Summary of Disbursement			
Total Deposits & Payments Kept By	\$63,107.19	\$2,725.66	\$65,832.85
Less Overpayment Refunds (patient / ins reimbursement)	\$(197.64)	\$0.00	\$(197.64)
Gross Revenue	\$62,909.55	\$2,725.66	\$65,635.21
Total LifeQuest Fee	\$2,830.93	\$599.64	\$3,430.57
Probate Fees	\$0.00	\$0.00	\$0.00
Other / Fees			\$0.00
Total Due LifeQuest	Check #	EFT	\$3,430.57
Total Service Revenue	\$60,078.62	\$2,126.02	\$62,204.64
Total Payment Kept By	\$0.00	\$0.00	\$0.00
Total Service Payable	\$0.00	\$0.00	\$0.00
Probate Fees	\$0.00	\$0.00	\$0.00
Other / Fees	\$0.74	\$0.00	\$0.74
Total Due Service	Check #	EFT	\$60,078.62

Messages:

Service revenue adjustment of \$.74 test deposits. blt 1.3.18

Quality

Speed

Service

Attachment: FD Overtime Report (6562 : Fire Department Overtime and LifeQuest Services Billing Reports for December, 2017.)



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De Pere Fire Rescue

Billing Summary

252

December 2017

Phase 1 - 4.500%

Charges

Charges	\$104,705.80	
Interest on Delinquent Accounts	\$0.00	
Insurance Interest	\$0.00	
Transaction Fees	\$0.00	
Probate Fees	\$0.00	
Subtotal of Charges		\$104,705.80

Account Transfers

Transferred out of Phase 1	\$19,867.33	
----------------------------	-------------	--

Credit Summary

Total Credits - All Types	\$126,781.56	
Total Credit Adjustments	\$63,872.01	
Total Closed Account Adjustments	\$0.00	
Total Payments Received (Applied to Acct Bal's)	\$62,909.55	
Total Overpayments (OP)	\$(272.64)	
Total Payments Received (plus overpayments)	\$63,182.19	
Less Overpayment Returns (\$ not deposited)	\$(75.00)	
Total Payments Received (less OP returns)	\$63,107.19	

Net Monthly Activity

\$(22,075.76)

Summary of Disbursement

Total Deposits & Payments Kept By	\$63,107.19	
Less Overpayment Refunds (patient / ins reimbursement)	\$(197.64)	
Gross Revenue	\$62,909.55	
Total LifeQuest Fee	\$2,830.93	
Probate Fees	\$0.00	
Total Due LifeQuest	\$2,830.93	
Total Service Revenue	\$60,078.62	
Total Payment Kept By	\$0.00	
Total Service Payable	\$0.00	
Probate Fees	\$0.00	
Other / Fees	\$0.00	
Total Due Service	\$60,078.62	

Messages:

Attachment: FD Overtime Report (6562 : Fire Department Overtime and LifeQuest Services Billing Reports for December, 2017.)

Total Page : 1 of 1
 Page : 1 of 1
 Date : 12/31/2017
 Time : 17:11:05

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

<u>Charges</u>	<u>Jan 2017</u>	<u>Feb 2017</u>	<u>Mar 2017</u>	<u>Apr 2017</u>	<u>May 2017</u>	<u>Jun 2017</u>	<u>Jul 2017</u>	<u>Aug 2017</u>	<u>Sep 2017</u>	<u>Oct 2017</u>	<u>Nov 2017</u>	<u>Dec 2017</u>	<u>Totals</u>
Jan 2017	1058	17240	24091	10789	1553	4176	854	92	169	963	194	0 \$	61178
113717	0.9	15.2	21.2	9.5	1.4	3.7	0.8	0.1	0.1	0.8	0.2	0 %	53.8
Feb 2017		0	24766	11607	5859	1544	3858	2486	205	0	1558	0 \$	51884
110798		0	22.4	10.5	5.3	1.4	3.5	2.2	0.2	0	1.4	0 %	46.8
Mar 2017			6291	15478	13033	8750	4355	2979	218	231	1857	0 \$	53191
109191			5.8	14.2	11.9	8	4	2.7	0.2	0.2	1.7	0 %	48.7
Apr 2017				0	8066	20412	7986	8243	5244	1233	2349	0 \$	53532
107626				0	7.5	19	7.4	7.7	4.9	1.1	2.2	0 %	49.7
May 2017					1798	22826	23795	7792	3294	1657	1104	0 \$	62267
133686					1.3	17.1	17.8	5.8	2.5	1.2	0.8	0 %	46.6
Jun 2017						3377	21992	14962	2548	563	2741	0 \$	46184
106453						3.2	20.7	14.1	2.4	0.5	2.6	0 %	43.4
Jul 2017							728	22797	13962	9092	3397	0 \$	49976
103344							0.7	22.1	13.5	8.8	3.3	0 %	48.4
Aug 2017								2988	24116	14116	9411	0 \$	50631
110742								2.7	21.8	12.7	8.5	0 %	45.7
Sep 2017									2844	20242	14852	0 \$	37938
100120									2.8	20.2	14.8	0 %	37.9
Oct 2017										0	19943	0 \$	19943
117402										0	17	0 %	17
Nov 2017											979	0 \$	979
96958											1	0 %	1
Dec 2017												0 \$	0
0												0 %	0
Averages	<u>1st Mo</u>	<u>2nd Mo</u>	<u>3rd Mo</u>	<u>4th Mo</u>	<u>5th Mo</u>	<u>6th Mo</u>	<u>7th Mo</u>	<u>8th Mo</u>	<u>9th Mo</u>	<u>10th Mo</u>	<u>11th Mo</u>	<u>12th Mo</u>	
Extended	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	1.7	17.7	15.1	6.9	2.9	3	1	0.7	0.6	1.1	0.2		

Attachment: FD Overtime Report (6562 : Fire Department Overtime and LifeQuest Services Billing Reports for December, 2017.)

Total Page : 27 of 28

Page : 1 of 2

Date : 12/31/2017

Time : 17:39:27

History ID : 42425403

Credit Summary

Summary By Credit Code - Report Category/Code ID

Phase 1 Credit Report**DE PERE FIRE RESCUE**

<u>ID</u>	<u>Description</u>	<u>Credits</u>	<u>QTY %</u>	<u>Amount</u>	<u>Amount %</u>
Report Category	ADJUSTMENTS				
8	A--MEDICARE ADJUSTMENT	150	26.22	17989.88	14.19
9	A--MEDICAL ASSIST ADJUST	20	3.50	4192.02	3.31
223	A--MC 2% SEQUESTERED AMT ADJ	41	7.17	215.24	0.17
778	A--OTHER MC/MA MANDATORY ADJ	45	7.87	21608.63	17.04
IO	A--INTEREST OFFSET	10	1.75	-1.09	0.00
LC	A--LIFEQUEST COLLECTIONS	35	6.12	19867.33	15.67
		-----		-----	
		301		63872.01	

Attachment: FD Overtime Report (6562 : Fire Department Overtime and LifeQuest Services Billing Reports for December, 2017.)

Total Page : 9 of 9
 Page : 1 of 1
 Date : 12/31/2017
 Time : 17:38:51
 History ID : 42425400

Aging Summary

Phase 1 Aging Report

Report As Of December 31, 2017

Grouped By Schedule on Call

DE PERE FIRE RESCUE

ID	Description	Calls	Current	31 to 60	61 to 90	91 to 120	121 to 150	151 to 180	Over 180	Total
ATTY-EMS	Attorney (EMS)	2	0.00	373.20	977.80	0.00	0.00	0.00	0.00	1351.00
CONT	CONTRACT SCHEDUL	3	692.40	0.00	1752.60	0.00	0.00	0.00	0.00	2445.00
DENY	PAYOR DENIED/NOT	22	3798.20	1964.20	1533.40	1687.40	510.00	0.00	1325.60	10818.80
HRDSHP-EMS	Financial Hardship - E	1	337.19	0.00	0.00	0.00	0.00	0.00	0.00	337.19
IE	Insurance (Electronic)	33	7467.95	13366.80	4578.00	2298.00	947.20	0.00	793.20	29451.15
IE2	Insurance 2ndary (Ele	2	100.00	0.00	0.00	76.59	0.00	0.00	0.00	176.59
IMA	INSURANCE/MA	1	887.00	0.00	0.00	0.00	0.00	0.00	0.00	887.00
IMAR	Insurance/MA Review	1	0.00	0.00	705.00	0.00	0.00	0.00	0.00	705.00
IP2	Insurance 2ndary (Pa	3	1109.87	204.45	0.00	0.00	0.00	0.00	0.00	1314.32
IPAY	Ins May Pay Pt (Elec) -	15	6980.80	3088.60	1847.80	937.20	0.00	0.00	930.00	13784.40
Lat	Latitude - Export to	5	0.00	0.00	834.00	0.00	2722.00	0.00	742.00	4298.00
MAHO	MA HMO/OUT OF STA	2	2082.60	0.00	0.00	0.00	0.00	0.00	0.00	2082.60
MAHOR	MA HMO/Out of State	2	0.00	0.00	0.00	0.00	0.00	0.00	1134.00	1134.00
MAWI	MEDICAID - WISCONSI	8	993.62	1357.00	0.00	0.00	255.00	0.00	0.00	2605.62
MCB	Medicare Part B	21	12228.60	5215.80	931.80	758.00	0.00	0.00	0.00	19134.20
MCIMA	PRIM PD/DENY 2ND IN	2	181.53	0.00	0.00	0.00	0.00	0.00	0.00	181.53
MRR	Medical Records Requ	2	1450.40	0.00	0.00	0.00	0.00	0.00	0.00	1450.40
NSA	NO SCHEDULE ASSIG	4	745.20	1900.00	850.09	0.00	0.00	0.00	0.00	3495.29
OPMT	OVERPAYMENT SCHE	8	-1949.96	-3476.80	0.00	0.00	-257.05	0.00	-1066.00	-6749.81
OPMTL	OVERPAYMENT - NEE	2	0.00	0.00	-185.10	0.00	0.00	0.00	0.00	-185.10
PRIV	Private (Self) Pay - EM	73	20224.98	20287.20	10084.00	7949.40	2539.80	986.80	928.00	63000.18
PRIV2	PRIM PAYOR PD PRIV	63	7765.75	2242.60	4911.28	2876.73	1672.40	0.00	111.30	19580.06
PRMX	Ins 2ndary (Auto X-O	14	1064.37	261.04	0.00	0.00	0.00	0.00	0.00	1325.41
PSMA	PRIMARY PAID - HOL	5	432.58	0.00	0.00	0.00	0.00	0.00	0.00	432.58
RCP	RECOUPMENT SCHED	3	0.00	0.00	0.00	0.00	-206.88	0.00	27.75	-179.13
RRE	RAILROAD MEDICARE	2	1461.60	0.00	0.00	0.00	0.00	0.00	0.00	1461.60
SIG	SIGNATURE NEEDED (	13	10196.80	0.00	761.20	0.00	0.00	0.00	0.00	10958.00
T1	TIME PAY PHASE 1	23	7442.88	1647.91	260.00	585.00	254.60	0.00	0.00	10190.39
TLOxpNM	No Match to TransUni	15	0.00	1086.40	856.80	250.00	3606.00	917.40	6408.40	13125.00
TLOxpNU	No Update to TransUni	12	0.00	0.00	41.20	275.00	742.00	1646.40	4487.20	7191.80
UHC	UHC DO NOT USE A0	4	0.00	0.00	0.00	0.00	1470.00	1123.80	3346.20	5940.00
VA	Veterans Admin Ins	3	1013.40	0.00	2136.40	0.00	0.00	0.00	0.00	3149.80
WORK	WORKER'S COMPENS	1	0.00	0.00	1199.60	0.00	0.00	0.00	0.00	1199.60

Company Totals: 252 DE PERE FIRE RESCUE

370	86707.76	49518.40	34075.87	17693.32	14255.07	4674.40	19167.65	226092.47
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Attachment: FD Overtime Report (6562 : Fire Department Overtime and LifeQuest Services Billing Reports for December, 2017.)



Billing, Collection, & Data Management Services

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DE PERE FIRE RESCUE

Billing Reconciliation Summary
December 2017

252

Charges

Prior Month's Balance	\$248,168.23
December Charges	\$104,705.80

Subtotal of Charges	\$352,874.03
----------------------------	---------------------

Adjustments

Intercept	\$0.00
Credit Tagged	\$0.00
Per Contract	\$0.00
LifeQuest Collections	\$19,867.33
Closed	\$0.00
Other	\$44,004.68

Total Adjustments for the Month	\$63,872.01
--	--------------------

Credits

Cash / Check	\$11,982.47
Contract Payments	\$1,787.80
Credit Card	\$0.00
Direct Deposit	\$41,144.11
Hospital	\$0.00
Insurance	\$8,267.81
Payment Kept By	\$0.00

Total Payments Received for the Month	\$63,182.19
--	--------------------

Overpayment

Recoupment	\$0.00
Refunds	\$-197.64
Returns	\$-75.00
Service Payable	\$0.00
Other	\$0.00

Total Overpayments for the Month	-\$272.64
---	------------------

Total for Reconciliation Summary	\$226,092.47
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Ending Balance of Accounts Receivables	\$226,092.47
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Attachment: FD Overtime Report (6562 : Fire Department Overtime and LifeQuest Services Billing Reports for December, 2017.)

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR DECEMBER 2017



Incident Date	Incident Location	Shift	Reported Situation	Units Dispatched	Disposition
12/02/2017	1808 Ridgeway Drive	C	Fire alarm sounding	E111, E121	Investigate, malfunction
12/03/2017	810 Elm Street	B	Building fire	C102, C103, E111, E121	Extinguishment, ventilate
12/04/2017	1725 Burgoyne Court	C	Fire alarm sounding	E111, E121	Investigate, unintentional
12/06/2017	2275 American	A	Sprinkler activation due to malfunction	E111	Investigate
12/06/2017	1110 Grant Street	C	Smoke or odor removal	E121	Investigate
12/07/2017	1750 Marissa Court	C	Carbon monoxide detector sounding	E121	Investigate, malfunction
12/07/2017	1901 Ridgeway	A	Fire alarm sounding	C101, E111, L111	Investigate, unintentional
12/08/2017	1970 Charles Street	B	Unauthorized burn	E111	Investigate
12/08/2017	430 Grant Street	B	Cooking fire, contained to container	A111, A121, E111, E121	Investigate, ventilate
12/08/2017	2001 Lost Dauphin Road	B	Fire alarm sounding	E121	Investigate, malfunction
12/10/2017	312 S. Webster Avenue	B	Chimney fire	C102, C103, E111, E121, Duty Crew	Extinguishment
12/11/2017	1012 Third Street	B	Building fire	C102, E111, E121, Duty Crew	Fire control, extinguishment
12/13/2017	1511 Lawrence Drive	C	Carbon monoxide incident	A112, E121	Investigate, ventilate, medical assistance

Incident Date	Incident Location	Shift	Reported Situation	Units Dispatched	Disposition
12/14/2017	2007 Bark River Court	A	Fire in structure, other than in a building	C102, C103, C190, E111, E121, Duty Crew	Investigate, search, electrical issue with microwave
12/15/2017	2001 American Blvd.	C	Fire alarm sounding	C102, E111	Investigate, unintentional
12/15/2017	115 N. Wisconsin Street	C	Smoke or odor removal	E111	Investigate
12/17/2017	102 N. Broadway Street	A	Sprinkler activation due to malfunction	C102, E111	Shut down system
12/20/2017	421 Lawrence Drive	C	Smoke alarm sounding	E111, E121	Investigate, malfunction
12/21/2017	1212 Charles Street	B	Smoke or odor removal	E111	Investigate
12/21/2017	1374 Kingston Terrace (Village of Bellevue)	B	Fire alarm sounding	C102, L111	Investigate, false alarm
12/23/2017	1218 Fox River Drive	A	Fire alarm sounding	E111, E121	Investigate, malfunction
12/24/2017	1864 S. Sunkist Circle	C	Fire alarm sounding	E111, E121	Investigate, unintentional
12/24/2017	1799 CTH PP	C	Outside rubbish fire	C190, L111	Standby
12/25/2017	802 Smits Street	A	Fire alarm sounding	E111	Investigate, malfunction, new smoke detector installed
12/26/2017	1881 Commerce Drive	A	Passenger vehicle fire	E111, E121	Investigate, no fire
12/28/2017	115 S. Eighth Street	B	Gas leak	E121	Investigate, nothing found
12/28/2017	1732 Keehan Lane (Village of Bellevue)	B	Building fire	C190, L111	Extinguishment by fire personnel

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: January 9, 2018

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration of Donations to Police Department from Barbara Demoulin and Christian Outreach*

The police department has received three donations in December 2017 that need acceptance by the Common Council.

The first was a donation of \$300 from Mrs. Barbara Demoulin in memory of her husband designated to the K-9 Fund.

The second was a donation from Christian Outreach for \$3,000 designated to the K-9 Fund.

The third was a donation from Christian Outreach for \$1,000 designated for training.

Please recommend accepting these donations and forward to the Common Council. If you have any questions about these donations, please contact me at your convenience. Thank you

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: January 9, 2018

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration of Donation to Police Department from Kwik Trip*

The police department has received a donation that need acceptance by the Common Council.

The donation is for \$1,000 from Kwik Trip, Inc and is designated to be for the K-9 Fund.

Please recommend accepting this donation and forward to the Common Council. If you have any questions about this donation, please contact me at your convenience. Thank you

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

MEETING DATE: January 9, 2018

DEPARTMENT: Public Works

FROM: Tom Blohowiak

SUBJECT: Consider Community Center Boiler Repairs.*

We are asking for approval of up to \$7,539.10 in funding to repair the HVAC at the Community Center. Due to the nature of the situation, staff was given approval to move forward with the repair process by City Administration under the emergency repair policy.

On December 25, 2017 staff uncovered a transformer failed in our HVAC control system, which caused multiple issues. The failed transformer shut down the HVAC, caused a coil to crack thus causing a water leak in an entry way. Staff called in B.A.T.I (Building Automation Technology, Inc.) to address the failed transformer and Tweet Garot to inspect and begin repairs on the HVAC.

Attached:

1. Invoice from BATI in the amount of \$1,143,60.
2. Tweet Garot email estimate for coil repairs in the amount of \$6,395.50.

The total cost of the repairs will not exceed \$7,539.10.

ATTACHMENTS:

- Community Center Cab Heater and AHU Coil Costs (PDF)
- B.A.T.I Invoice for Repairs Community Center Boiler Repairs (PDF)

Thomas Blohowiak

From: Dave LeMay <Dave.Lemay@tweetgarot.com>
Sent: Wednesday, January 03, 2018 9:34 AM
To: Thomas Blohowiak
Cc: Dylan Mercier; John Kurowski
Subject: Community Center Coil Replacements

Good morning Tom, the time and material not to exceed cost to replace the cab heater and AHU coil will be \$6,395.50 which includes materials and labor, we will only bill the City for materials and labor used to replace the coils. Please call my cell phone with any questions.

Thank You
Dave



Dave LeMay
Account Manager
Dave.Lemay@tweetgarot.com
325 Reid Street
De Pere, WI 54115
M: (920) 660-0047
O: (920) 498-7630
www.tweetgarot.com

Attachment: Community Center Cab Heater and AHU Coil Costs (6567 : Community Center Boiler Repairs.*)

B.A.T.I.

P.O. Box 669
GREEN LAKE, WI 54941

Invoice

DATE	INVOICE #
12/31/2017	4854

BILL TO

City Of Depere
925 S. 6th Street
De Pere, WI 54115

P.O. NO.

PROJECT

Eric

DESCRIPTION**AMOUNT**

Emergency service visit - Cliff Nitz - Community Center - 12-25-17 - Frozen coil at entry cabinet heater. Failed control transformer. Also discovered frozen AHU coil. Worked with Tweet / Garot to restore heat with manual control of boilers and pumps.

(1) On-site service hour @ \$139.00

139.00

(2.5) Drive hour @ \$69.00

172.50

(120) Vehicle miles @ \$1.19

142.80

Service visit - Cliff Nitz - Community Center - 12-26-17 - Identified and eliminated cause of transformer failure. Installed (2) new control transformers (one for controllers and one for devices).

(2) On-site service hours @ \$139.00

278.00

(2.5) Drive hour @ \$69.00

172.50

(120) Vehicle miles @ \$1.19

142.80

(2) 75 VA transformer @ \$48.00

96.00

Total

\$1,143.60

Attachment: B.A.T.I Invoice for Repairs Community Center Boiler Repairs (6567 : Community Center Boiler Repairs.*)