



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Agenda

Tuesday, March 11, 2025

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 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 **March 11, 2025 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The Public or Members of the Finance/Personnel Committee, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic 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 TV throughout the week and available on demand at <https://deperewi.portal.civicclerk.com/>.

I. Call to Order

1. Roll Call
2. Approval of the minutes of the February 11, 2025 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment on Matters not on the Agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance and Personnel Committee. §6-3(f) DPMC
4. Consideration and Possible Action to Approve Unassigned Reserves to Fund the Ash Tree Replacement Program due to the NEW Tree Grant being put on hold. *
5. Consideration and Possible Action to Allow Tactical Emergency Medical Services (TEMS) Medics to Utilize Firearms When Deployed on SWAT Team.*

6. Consideration and Possible Action on request to accept proposal and increase bonding for Fire Department storage shed.*
7. Consideration and Possible Action on revised Sale Option Terms with James C Cornell for a new facility along Millennium CT from Parcel ED-2313-1 to Parcel ED-2311.*
8. Consideration and Possible Action on revised proposed sale and development agreement terms with BCD Holdings, LLC for a proposed development of Parcels ED-2313-1, ED-2314, ED-2315, and a portion of ED-2311 to develop a 172,000-square-foot multi-phased warehouse and manufacturing facility.*
9. Discussion and Possible Action on the current balance of Excess Stadium Tax funds.*
10. Consideration and Possible Action on 2024 budget items carried forward to 2025.*
11. Consideration and Possible Action to Reclassify the Part-time Accountant position to Assistant Finance Director position using unassigned reserves.*
12. Cash and Investments Report for January 31, 2025.
13. Future agenda items.
14. Adjournment.

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

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

I.2

Request for Finance/Personnel Committee **Action**

MEETING DATE: March 11, 2025

DEPARTMENT:

FROM:

SUBJECT: Approval of the minutes of the February 11, 2025 Regular Meeting of the Finance/Personnel Committee.

RECOMMENDED Motion to approve.

ACTION:

ATTACHMENTS:

February 11, 2025- DRAFT



Finance/Personnel Committee

Regular Meeting

Minutes

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Tuesday, February 11, 2025

7:30 PM

335 S. Broadway, De Pere, WI 54115

I. Call to Order

1. Roll Call

Mayor Boyd attended remotely.

2. Approval of the minutes of the January 14, 2025 Regular Meeting of the Finance/Personnel Committee.

RESULT:	Passed
MOVER:	Pamela Gantz
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, Amy Kunding, John Quigley, Devin Perock
NAYS:	None

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

None.

4. Consideration and Request for Approval to Over-hire for Police. *

Chief Muraski confirmed that this request is not to add an additional position, but only to cover an anticipated gap.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kunding, John Quigley, Devin Perock

5. Consideration and Request to allow over-hire of one Firefighter for 2025.*

Chief Matzke situation is a little different, not quite as long to onboard, but have an age bubble high turnover. this is the 3rd time we've made this request. on pace this year to potentially replace 8 people. knew about this, just trying to manage. confirmed the same situation as Kunding's question before.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz

AYES:	James Boyd, Pamela Gantz, Amy Kunding, John Quigley, Devin Perock
NAYS:	None

6. Consideration and Possible Action on Changes to Collective Bargaining Agreement between the City of De Pere and De Pere Professional Firefighter's Association IAFF Local #141.*

Shannon Metzler pleased to announce tentative agreement for years 2022 & 2023. 2021 was in memo but that was a mistake.

Accepted same wage increases as police, made some language changes that are in packet. Will continue to work with them for 2024 and beyond. Still a ways apart in terms of wages (as is police). Arbitration scheduled for April, then fire will follow sometime after.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kunding, John Quigley, Devin Perock
NAYS:	None

7. Consideration and Possible Action on Contracting with Outside Legal Counsel for Interim Legal Services.*

Eric Erdman explained that they are requesting to contract with outside counsel firms. He identified some projects that would take up an inordinate amount of time. We want to have them available to potentially contract with them if there is a need. Asking for the authority to do this over next 3-4 months.

RESULT:	Passed
MOVER:	Devin Perock
SECONDER:	Amy Kunding
AYES:	James Boyd, Pamela Gantz, Amy Kunding, John Quigley, Devin Perock
NAYS:	None

8. Consideration and Possible Action on a request from Definitely De Pere to review the 2025 Tour De Pere Special Event for Fee Waivers.*

Tina Quigley gave background: In 2023 partnered with city and used ARPA funds to host Tour De Pere. It was a part of an 11 day competitive cycling series. It is more than just a bike race, it's a community festival. It takes considerable resources to put on, but they feel the economic impact is worth it.

Communities do come and go from the event, and Manitowoc is no longer participating this year; they were the day before us. They tried to find another community for that vacancy and came up short. They met in the fall and said they would consider taking on a 2-day. Making this request so they don't go in the hole for this event. Estimating a minimum of 100 hotel room nights with a 2-day event.

Dan Lindstrom said staff trying to negotiate cost for the 2-day event to mindful of cost savings.

9. Consideration and Possible Action on increasing the City's equipment capitalization threshold from \$5,000 to \$10,000.*

Pam Manley interim audit was beginning of January and they asked about it. It has been at \$5,000 for as long as anyone can remember. Auditors mentioned that with the cost of things, it would make sense to increase it.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	John Quigley
AYES:	James Boyd, Pamela Gantz, Amy Kunding, John Quigley, Devin Perock

NAYS:	None
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10. Consideration and Possible Action on TID #6 Financial Statements and Fund Transfer.*

Pam Manley said TID 6 was already being closed when she got here, 2023 audit they did an estimate. They did some journal entries to clear up, which meant the fund balance was low. The next audit showed it was higher. They did payments out to other jurisdictions last October. She put a couple of proposals in the memo.

One is to close TID 16; she and Dan Lindstrom recommend closing it. They also are requesting to transfer the balance to capital equipment fund, which means we could bond less this summer, or use it towards next year's budget.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, Amy Kunding, John Quigley, Devin Perock
NAYS:	None

11. Cash and Investments Report for December 31st, 2024

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, Amy Kunding, John Quigley, Devin Perock
NAYS:	None

12. Future agenda items.

None.

13. Adjournment.

Mayor Boyd moved, seconded by Alderperson Gantz to adjourn the meeting at 7:56 PM.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kunding, John Quigley, Devin Perock
NAYS:	None

CITY OF DE PERE MEMO



To: Finance/Personnel Committee

From: Marty Kosobucki
Brian Christnovich

Date: March 11, 2025

RE: Unassigned reserve request to fund Tree Grant orders

Summary: We were recently notified by our contact at NEW Water that our ash tree grant we were awarded to fund the replacement/installation of trees in our community, has been immediately put on hold. This has an impact on us because A) trees have already been planted and not been reimbursed for from 2024, and B) we currently have orders from City residents for spring 2025 tree planting.

Background:

The City received a NEW Water Grant that helped support the replacement of Ash Trees within the City. The program we created essentially helped homeowners recoup the large number of Ash Trees that needed to be removed due to Emerald Ash Borer. Staff recently received an e-mail from a representative at NEW Water who administers the grant, and indicated all funding for the current program has been put on hold and no longer available. We received a vague explanation of why this is occurring, however as we can decipher it stems from concerns stemming out of the United States Forest Service which supports this grant. We are rationalizing the reason falls within heavy cuts being implemented at the Federal level as we have recently seen news reports of this occurring nationwide. New Water has stated they are hopeful to have the program reinstated for the fall of 2025, but there were no assurances.

This decision to put the funding on hold in the middle of a grant program impacts us in two different ways. First, we have already planted 57 trees for homeowners over the past year that the City has not received reimbursement for. This amount totals \$5,685. The second impact is that we sent out a request to homeowners about taking advantage of the program and as of March 5th we have 97 tree orders come in, totaling \$10,554.50. Currently orders are still coming in as the advertised deadline is March 21, so we expect the number to rise. These trees have not been ordered or planted yet, and as far as we are aware, can be canceled with the nursery.

Staff Recommendation:

- Approve unassigned reserves to cover the cost of trees that have already been planted over the past year, totaling \$5,685.
- Approve the cancellation of the grant tree planting program, which is currently for 97 tree orders totaling \$10,554.50, and notify these homeowners.
 - o The alternative to this option would be to approve an additional \$10,554.50 to fund the orders that have currently been submitted. However, to be transparent...the City still can cancel these orders with the nursery.

Memo



To: Honorable Mayor James Boyd
Members of the Finance & Personnel Committee

From: Fire Chief Alan Matzke

Date: March 6, 2025

Re: Request to Consider Tactical Emergency Medical Services (TEMS) Medics on SWAT Team utilizing firearms.

De Pere Fire Rescue currently supports the Brown County Sheriff's regional SWAT team by providing DPFR staff to serve as TEMS medics who are imbedded in the team. Please see the memo dated September 13, 2022, describing the program.

DPFR is seeking a policy change to allow the TEMS medics to utilize firearms when deployed as part of the SWAT team response. 2023 Senate Bill 829 was passed allowing TEMS professionals who has been endorsed by the Department of Health Services to carry a firearm when providing medical services when operating as part of a tactical team.

Imbedding highly trained medical providers into local SWAT teams is currently best practice and the practice is evolving as incidents occur around the country and the world. Part of the current best practice is to ensure that TEMS medics are armed when deployed into a crisis situation. The firearm is intended to provide self defense and assist with evacuation and victim protection if needed.

The TEMS medics are not expected to provide Law Enforcement operations nor take the place of Law Enforcement operators. The firearm is simply a tool for the TEMS medic to protect themselves and or the victims if the law enforcement personnel are incapacitated executing an operation.

The firearms will be the property of DPPD and will be assigned to a TEMS member upon appointment to the team and completion of the required training and qualifications. The training and qualifications will be provided and monitored by the Brown County Sheriff's SWAT commander and training division.

The TEMS medics are deputized and will only carry firearms when deployed under the direction and supervision of the Sheriff's department. The DPFR suggested operating guideline is attached for your review and this policy document describes the program and expectations when working for DPFR.

Once a TEMS medic is activated by the Brown County Sheriff SWAT, they follow the policy and expectations of the Brown County Sheriff.

Thank you for your consideration. If you have any questions, please do not hesitate to ask.

Memo



To: Honorable Mayor James Boyd
Members of the Finance & Personnel Committee

From: Fire Chief Alan Matzke

Date: September 13, 2022

Re: Request to Consider Supporting Tactical Emergency Medical Services (TEMS) Medics on SWAT Team

De Pere Fire Rescue is requesting approval to support the Brown County Sheriff's regional SWAT team by making available two DPFR staff to serve as TEMS medics to be imbedded in the team.

The City of De Pere has long worked collaboratively to support and participated in several regional response teams. DPPD has several officers who are members of the Brown County Sheriff's regional SWAT team.

DPFR has several members on the Brown County Fire Investigation Team and when the Brown County Hazardous Material Response Team was a regional team, it was made up of several DPFR members.

DPFR has been the regional leader in developing and training our regional response to integrated threat situations. This training was overseen and endorsed by the Sheriff and his staff and has taken place over the past few years; including all law enforcement, fire and EMS providers in our region.

It is because the efforts and commitment DPFR and its members have made to integrated threat preparedness, that caused the Sheriff to approach DPFR and request support for the team.

The National Tactical Officer's Association recognizes TEMS as the mission-preplanning, preventative care and medical treatment rendered during mission driven, high-risk, large-scale, and extended law enforcement operations. The TEMS scope of practice includes medical interventions that further the health and safety of all law enforcement personnel and is intended to reduce the incidence of injury, illness, disability, and death associated with police operations.

The benefit of TEMS programs to law enforcement is sufficiently established to where TEMS is now a standard of care for law enforcement special operations. TEMS is not intended as a replacement for EMS services, rather it is an operational medical element that complements these resources in order to promote the success and safety of the law enforcement mission.

DPFR proposes following the same model that DPPD uses, where De Pere pays the cost for the members to attend the training and equipment is provided by the Sheriff's department. The cost to train two members would be \$6,000 annually.

If a call for SWAT occurs and our member is on duty, we would release them to respond. With two members, we will be able to respond approximately 66% of the time. It would be a goal to train a third member and have one TEMS medic on each shift. This would allow us to have greater availability and bring these high-level responders to each shift, which would strengthen our department capability and education as they will train the remainder of the staff.

I anticipate being able to absorb the training cost into the overtime budget without increasing the overtime budget, as long as our staff remain healthy.

Thank you for your consideration. If you have any questions, please do not hesitate to ask.

Title:	TEMS		
Section:			
SOG #:	507	Page:	1 of 4
Effective Date:	9/11/2024	Revision Date:	
Authorized By:	Chief Alan Matzke		



A. PURPOSE

The purpose of this guideline is to establish a standard method of providing emergency medical care in the tactical environment, under direction of the Brown County Sheriff's Office SWAT Commander or their designee when deployed to tactical operations or training exercises.

B. SCOPE

This guideline applies to all incidents involving the provision of TEMS to the BCSO SWAT Team by DPFR Tactical Emergency Medics. Paramedics will generally follow these guidelines developed from TECC standards:

1. Provide immediate access to medical care despite hazardous conditions that might otherwise delay treatment.
2. Provide Treatment utilizing the MARCH Principles.
3. TEMS members will have the discretion to deviate from DPFR EMS protocols while working in direct and indirect threat zones. Medical treatment will be provided within the Scope of Practice and the Brown County Tactical EMS Guidelines.
4. Provide preventive medicine within the Scope of Practice maintained by the DPFR.
5. Give advice in the areas of EMS when deemed warranted.

C. TERMS AND DEFINITIONS

1. TEMS: De Pere Fire Rescue (Tactical EMS).
2. BCSO: Brown County Sheriff's Office
3. SWAT: Special Weapons and Tactics
4. Direct Threat Zone: The area in which there is a direct and immediate threat.
5. Indirect Threat Zone: The area which there is a potential threat.
6. Cold Zone: The area where there is no significant danger or threat.
7. TECC: Tactical Emergency Combat Care

D. GUIDELINES

1. Training and eligibility requirements:
 - a. Participation in the TEMS program is voluntary.

- b. TEMS members must have a minimum of two years working experience as a paramedic and no recorded disciplinary actions. The chief may suspend the TEMS member from active service at his discretion.
- c. There will not be a minimum staffing requirement for on-duty TEMS members.
- d. TEMS members will attend joint training with the SWAT team as needed. The goal is to have one member present at all meetings. SWAT training sessions that are designed to involve TEMS participation are strongly encouraged to be attended by all TEMS members. Members will be required to attend trainings in accordance with BCSO policy to remain active on the team.
- e. There will be an annual in-house training/testing program where TEMS members must demonstrate proficiency to Medical Direction in the following areas:
 - 1. Tourniquets for uncontrolled hemorrhage
 - 2. Chest decompression
 - 3. Advanced airways
 - 4. Patient movement scenarios including care under fire.
 - 5. Facilitate the distribution of self-administered drugs and tracking with appropriate records.
 - 6. Weapon familiarization.
 - 7. Equipment familiarization, both TEMS and SWAT
- f. Members will have approved Tactical EMS training course prior to being an active member on the DPFR TEMS team.
- g. BCSO and DPPD will provide monthly firearm instruction and range access to TEMS officers. The Sheriff and DPPD Chief grant permission for the TEMS officers to carry a handgun in the BCSO and DPPD for the sole purposes of using the firearms range and when requested by BCSO for tactical planning or other TEMS related duties.
- h. BCSO will verify annual DOJ handgun qualifications of TEMS officers.
- i. BCSO will keep appropriate records documenting that TEMS officers are in compliance with this agreement.
- j. DPFR Battalion Chief, may allow any on-duty TEMS officers to immediately respond when requested.
- k. DPFR Battalion Chief, may allow any on-duty TEMS officer to attend all required training related to TEMS or firearms qualifications.

- l. Firearms will be DPPD issued or approved, including any modifications, additions or attachments. TEMS officers will ensure firearms and ammunition are stored securely and safely outside of city buildings.
 - m. Ammunition will be provided by BCSO.
 - n. Uniforms and equipment and PPE will be provided jointly between DPFR and BCSO.
 - o. DPFR will notify TEMS officers that any available insurance policy riders are the responsibility of the TEMS officers to purchase on their own and at their own expense.
 - p. DPFR will verify that TEMS officers are certified and properly credentialed for TEMS services, including any individual or service endorsements.
 - q. DPFR agrees and acknowledges that the use of TEMS services is at the discretion of the DPFR Chief or designee and are not subject to labor negotiations.
2. Staffing and activation:
- a. The TEMS program will have an optimal number of three personnel. Optimal would be one member on each shift. DPFR will evaluate and adjust based on operational need and staffing availability.
 - b. BCSO will be in charge of all incidents. TEMS will receive appropriate instructions by the Incident commander before deployment into a “Direct Threat Zone”.
 - c. The TEMS team will be activated upon request from BCSO. The OIC at the fire station will be informed by the TEMS member of the activation. TEMS members will report to the designated SWAT briefing location unless directed otherwise.
 - d. TEMS members will be assigned their own personal equipment that must be worn at all times upon deployment into a “Warm or Hot Zone”.
 - e. TEMS members will be armed. They must be accompanied by an armed law enforcement officer when entering any “Warm or Hot Zone”.
 - f. The jurisdictional ambulance service will be notified that a TEMS operation is taking place through the Incident Commander.
 - g. If TEMS are deployed from on-duty status, they may respond in DPFR ambulance or staff vehicle.

- h. There will be an in-house review of all incidents. Any TEMS activation where medical treatment was provided will be forwarded to the department's medical director for QA / QI review.
 - i. TEMS members active in an incident will be expected to attend the SWAT debriefing at the conclusion of an incident.
 - j. DPFR will conduct an annual review of the program and operating guidelines.
 - k. If on-duty personnel are utilized, DPFR may initiate back staffing if needed.
 - l. TEMS members may opt out of the program with approval from the Fire Chief.
3. Compensation:
- a. No additional pay will be rendered for obtaining or holding a TEMS certification.
 - b. All overtime will be paid in accordance with the CBA.

-END-

Sheriff's Office
Brown County

2684 Development Drive
Green Bay, Wisconsin 54311
Phone: (920) 448-4200

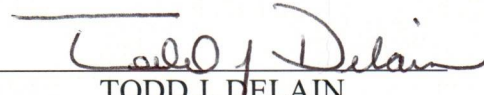


Todd J. Delain
Sheriff

DEPUTY SHERIFF STATUS- BROWN COUNTY

I, TODD J. DELAIN, the duly elected Sheriff of Brown County, Wisconsin, under WI Stat. 59.26 (5) do hereby appoint all certified medical staff of the Brown County Sheriff's Office SWAT Team to the status of Deputy Sheriff within the boundaries of the County of Brown. This limited authority will be granted to medical staff performing duties as an emergency responder to any and all SWAT calls within Brown County. This limited authority expires upon completion of each callout and is reinstated for subsequent callouts. This limited authority/status shall be effective immediately and will be upheld until the end of my elected term of January 03, 2027. The current TEM(s) Operators on the Brown County Sheriff's Office SWAT Team at the time of signing are as follows:

Dr. Steve Stroman
Dr. Bob Zemple
Jesse Belleau
Bob Madigan
Gabe Horne
Del Zuleger
Patrick Wallin


TODD J. DELAIN
Sheriff of Brown County



State of Wisconsin
Department of Health Services

1 WEST WILSON STREET
P.O. BOX 2659
MADISON WI 53701-2659

TELEPHONE: 608-266-1568
FAX: 608-261-6392
dhs.wisconsin.gov/EMS

4/07/2023

De Pere Fire Rescue TEMS
400 Lewis Street
De Pere, WI 54115

This is your Emergency Medical Services Provider license. Wis. Admin. Code § 110.46 states:

A License issued by the department to an emergency medical service provider is valid as long as the provider remains in continuous compliance with EMS-related federal and state statutes, this, chapter, and the operational plan approved by the department, or until the provider notifies the department in writing that it intends to cease providing emergency medical services or the department suspends or revokes the license.

License Number TEMS-6001025	State of Wisconsin DEPARTMENT OF HEALTH SERVICES	Valid Through 06/30/2026
License		
Paramedic with TEMS Endorsement		
TEMS Unit		
The EMS Service Provider listed below has complied with the provisions of the Wisconsin statutes and is hereby authorized to engage in this activity.		
De Pere Fire Rescue TEMS 400 Lewis Street De Pere, WI 54115		
NOT TRANSFERABLE		



2023 SENATE BILL 829

December 19, 2023 - Introduced by Senators WANGGAARD and CABRAL-GUEVARA, cosponsored by Representatives TUSLER, BEHNKE, BODDEN, DITTRICH, DONOVAN, EDMING, GUNDRUM, MAGNAFICI, MURPHY, ORTIZ-VELEZ and SCHRAA. Referred to Committee on Judiciary and Public Safety.

1 **AN ACT** *to amend* 165.85 (3) (a), 165.85 (3) (c), 165.85 (3) (cm) (intro.), 5. and 6.,
2 175.44 (1) (b) and 943.13 (4m) (bm); and *to create* 29.089 (2) (am), 29.091 (2)
3 (am), 29.621 (4) (am), 165.85 (2) (fh), 165.85 (4) (am), 440.26 (3m) (am), 941.23
4 (2) (am), 948.605 (2) (b) 2e. and 948.605 (3) (b) 5m. of the statutes; **relating to:**
5 allowing a tactical emergency medical services professional to carry a firearm
6 in prohibited areas.

Analysis by the Legislative Reference Bureau

Current law prohibits a person from carrying a firearm in certain places, including in public buildings, police stations, jails, courthouses, school zones, and places that are marked with a notification that it is trespassing to carry a firearm while on the property. Current law provides many exceptions, including an exception for law enforcement officers acting in the line of duty. This bill adds an exception that mirrors the exception for law enforcement officers for a tactical emergency medical services professional who is certified as such by the Law Enforcement Standards Board and acting in the line of duty. The bill defines a TEMS professional as a licensed emergency medical services professional who has been endorsed by the Department of Health Services as a person who provides medical services when operating as part of a tactical team.

Under current law, the Law Enforcement Standards Board regulates the training and recertification training of law enforcement officers. As part of

SENATE BILL 829

recertification training, an officer must complete an annual handgun operation qualification course. This bill requires LESB to establish minimum training standards to certify TEMS professionals, including the same annual handgun operation qualification course required for law enforcement officers.

For further information see the state fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 29.089 (2) (am) of the statutes is created to read:

29.089 (2) (am) A person who is certified as a tactical emergency medical services professional under s. 165.85 (3) while acting in the line of duty.

SECTION 2. 29.091 (2) (am) of the statutes is created to read:

29.091 (2) (am) A person who is certified as a tactical emergency medical services professional under s. 165.85 (3) while acting in the line of duty.

SECTION 3. 29.621 (4) (am) of the statutes is created to read:

29.621 (4) (am) A person who is certified as a tactical emergency medical services professional under s. 165.85 (3) while acting in the line of duty.

SECTION 4. 165.85 (2) (fh) of the statutes is created to read:

165.85 (2) (fh) "Tactical emergency medical services professional" means a licensed emergency medical services professional who has been endorsed by the department of health services as a person who provides medical services when operating as part of a tactical team.

SECTION 5. 165.85 (3) (a) of the statutes is amended to read:

165.85 (3) (a) Promulgate rules for the administration of this section including the authority to require the submission of reports and information pertaining to the administration of this section by law enforcement agencies, tribal law enforcement agencies, jails, juvenile detention facilities, and schools approved by the board and

SENATE BILL 829

1 operated by or for this state or any political subdivision of the state for the specific
2 purpose of training law enforcement recruits, law enforcement officers, tribal law
3 enforcement recruits, tribal law enforcement officers, tactical emergency medical
4 services professionals, jail officer recruits, jail officers, juvenile detention officer
5 recruits, or juvenile detention officers in this state.

6 **SECTION 6.** 165.85 (3) (c) of the statutes is amended to read:

7 165.85 (3) (c) Except as provided under sub. (3m) (a), certify persons as being
8 qualified under this section to be law enforcement officers, tribal law enforcement
9 officers, tactical emergency medical services professionals, jail officers, or juvenile
10 detention officers. Prior to being certified under this paragraph, a tribal law
11 enforcement officer shall agree to accept the duties of law enforcement officers under
12 the laws of this state.

13 **SECTION 7.** 165.85 (3) (cm) (intro.), 5. and 6. of the statutes are amended to read:

14 165.85 (3) (cm) (intro.) Decertify law enforcement officers, tribal law
15 enforcement officers, tactical emergency medical services professionals, jail officers,
16 or juvenile detention officers who do any of the following:

17 5. Are convicted of a felony or of any offense that, if committed in Wisconsin,
18 could be punished as a felony. A law enforcement officer or tactical emergency
19 medical services professional so convicted shall notify the board within 30 days of his
20 or her conviction.

21 6. Are convicted of a misdemeanor crime of domestic violence, as defined in 18
22 USC 921 (a) (33), or are convicted of domestic abuse, as defined in s. 968.075 (1) (a),
23 or the conviction is subject to the imposition of the domestic abuse surcharge under
24 s. 973.055 (1), regardless of whether any part of the surcharge is waived by the court
25 under s. 973.055 (4). A law enforcement officer or tactical emergency medical

SENATE BILL 829**SECTION 7**

1 services professional so convicted shall notify the board within 30 days of his or her
2 conviction.

3 **SECTION 8.** 165.85 (4) (am) of the statutes is created to read:

4 165.85 (4) (am) *Tactical emergency medical services professionals.* 1. The board
5 shall establish minimum training standards for tactical emergency medical services
6 professionals. In establishing the minimum training standards, the board shall
7 consider recommendations made by the curriculum advisory committee. The board
8 may amend the standards as needed to respond to technological changes affecting
9 law enforcement or tactical emergency medical services, additional
10 recommendations made by the curriculum advisory committee, or other conditions
11 affecting the public interest in maintaining training standards of a proper
12 professional character. Notwithstanding s. 227.10 (1), the standards established
13 under this subdivision need not be promulgated as rules under ch. 227.

14 2. No person may be certified as a tactical emergency medical services
15 professional, except on a temporary or probationary basis, unless the person has
16 satisfactorily met the standards established under subd. 1. and has been certified by
17 the board as being qualified to be a tactical emergency medical services professional.

18 3. A person who has met the minimum training standards established under
19 subd. 1., and who seeks certification as a tactical emergency medical services
20 professional, shall be fingerprinted on 2 fingerprint cards, each bearing a complete
21 set of the person's fingerprints, or by other technologies approved by the department
22 of justice. The fingerprints shall be submitted to the department of justice for
23 verification of the identify of the person fingerprinted and to obtain records of his or
24 her criminal arrests and convictions in Wisconsin. The department of justice shall
25 provide for the submission of the fingerprint cards or fingerprints by other

SENATE BILL 829

1 technologies to the federal bureau of investigation for the purpose of verifying the
2 person fingerprinted and obtaining records of his or her criminal arrests and
3 convictions on file with the federal bureau of investigation.

4 4. No person who has been convicted of any federal felony, any crime of domestic
5 violence, or of any offense that, if committed in Wisconsin, could be punished as a
6 felony qualifies for certification as a tactical emergency medical services professional
7 unless he or she has been granted an absolute and unconditional pardon for the
8 crime.

9 5. a. No person may continue to be certified as a tactical emergency medical
10 services professional unless that person maintains employment as a tactical
11 emergency medical services professional and meets annual recertification training
12 standards. A tactical emergency medical services professional who is subject to this
13 subdivision shall meet the recertification standards each fiscal year beginning in the
14 fiscal year following the fiscal year in which he or she is certified as a tactical
15 emergency medical services professional by the board.

16 b. Each tactical emergency medical services professional who is subject to this
17 subdivision shall annually complete a handgun qualification course from curricula
18 based upon model standards established by the board under par. (e). Hours of
19 training completed under this subd. 5. b. shall count toward the hours of training
20 required for certification.

21 **SECTION 9.** 175.44 (1) (b) of the statutes is amended to read:

22 175.44 (1) (b) "Law enforcement officer" has the meaning given in s. 165.85 (2)
23 (c) and includes a tactical emergency medical services professional certified under
24 s. 165.85 (3).

25 **SECTION 10.** 440.26 (3m) (am) of the statutes is created to read:



City of De Pere, Wisconsin

I.6

Request for Finance/Personnel Committee **Action**

MEETING DATE: March 11, 2025
DEPARTMENT: Fire
FROM: Al Matzke, Fire Chief
SUBJECT: Consideration and Possible Action on request to accept proposal and increase bonding for Fire Department storage shed.*
RECOMMENDED ACTION: Motion to approve

ATTACHMENTS:

FD storage shed_memo, Project 24-21 Storage Shed, 2025 0303 Project 24-21 Award, 2025 0220 CE_Project 24-21_Bid Tab

Memo



To: Honorable Mayor James Boyd
Members of the Common Council

From: Fire Chief Alan Matzke

Date: March 11, 2025

Re: Consideration and Possible Action on Request to accept proposal and increase bonding for Fire Department storage shed

On behalf of De Pere Fire Rescue, I respectfully request your consideration to accept the proposal to construct a cold storage building at our station 2 location. Unfortunately, the proposals are all in excess of the approved budget amount of \$150,000 in the 2024 budget. The lowest bid was \$68,000 over the budgeted amount so I am asking you to consider increasing the bonding by this amount to complete the project.

Our station 1 was designed and constructed in 1965 and our station 2 in 1972 based on the respective needs of the department at the time. We currently have evolved over the past 50-60 years into larger equipment and have increased the amount of equipment as well.

Our facilities are bursting at the seams, and we currently store many vehicles outside and unprotected. Station 2 location offers a large lot, and the city has invested in a robust renovation of the property in the last 10 years, so the long-term plan is to maintain this fire department location long into the future making this a great location for a storage building.

The intent of the building is cold storage only and the building was designed to be as cost effective as possible but must meet all current zoning requirements.

Our city Engineering department worked with Robert E Lee to develop plans and specifications and requested proposals for constructing the project. The budget underestimate was my mistake. I failed to anticipate the costs of developing the plans and specifications as well as the increased construction and material costs.

The memo attached from Eric Rakers includes the details of the proposals along with recommendations regarding the project. Our finance department indicated that bonding occurred for the original amount in the 2024 budget but is pending for 2025, therefore, I am humbly requesting to increase the 2025 bonding amount to include the \$68,000 to complete the project in 2025.

Thank you for your consideration. If you have any questions, please do not hesitate to ask.

CITY OF DE PERE MEMO



To: Chief Matzke
From: Eric Rakers, City Engineer
Date: March 3, 2025

RE: Project 24-21 Fire Station Storage Bid

The Engineering Department received bids for Project 24-17 Fire Station Storage Shed on Thursday, February 20, 2025. This project involves the construction of a storage shed/garage at the West Side Fire Station. The bid included a base bid for the building construction and an alternate bid for extending a sanitary lateral to service the building floor drain. The bids received are as follows:

Contractor	Base Bid	Alternate 1	Amount
RJM Construction LLC	\$197,900.00	\$24,550.00	\$222,450.00
A.C.E. Building Service	\$209,828.00	\$21,965.00	\$231,793.00
Alliance Construction and Design	\$223,567.00	\$21,138.00	\$244,705.00
Elite Builds, Inc.	\$229,590.00	\$20,000.00	\$249,590.00
IEI General Contractors	\$261,812.00	\$27,626.00	\$289,438.00
Cardinal Construction Co. Inc.	\$263,359.00	\$29,414.00	\$292,773.00
Milbach Construction Services, Co.	\$288,466.00	\$24,670.00	\$313,136.00
Frank O. Zeise Construction Co., Inc.	\$314,242.00	\$27,656.00	\$341,898.00

There is a total of eight bids ranging from \$197,900.00 to \$314,242.00. The budget for this project is \$150,000.00. In addition to the construction, there are additional fees for design and advertising which total \$8,708.41.

The project is designed to minimize costs while meeting City codes. The building is only for storage and will not have a water service. Considering the cost, and because there is no water, the sanitary lateral and floor drain can be eliminated. If the project is to proceed with the base bid, the bonding should be increased from \$150,000 to \$218,000 to cover the additional construction cost, design costs, and provide a contingency for the construction.

Staff recommends the project be awarded to RJM Construction LLC for the base bid of \$197,900.00 and bonding be increased for the project from \$150,000 to \$218,000.

Attachments:
2025 0220 CE_Project 24-21_Bid Tab
Project 24-21 Storage Shed



Project 24-21
Fire Station Storage Shed

				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4		BIDDER NO. 5		BIDDER NO. 6		BIDDER NO. 7		BIDDER NO. 8	
				RJM Construction LLC		A.C.E. Building Service		Alliance Construction and Design		Elite Builds, Inc.		IEI General Contractors		Cardinal Construction Co. Inc.		Milbach Construction Services, Co.		Frank O. Zeise Construction Co., Inc.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
BASE BID																			
BB-01	Fire Station Storage Shed Lump Sum Bid	LS	1	\$197,900.00	\$197,900.00	\$209,828.00	\$209,828.00	\$223,567.00	\$223,567.00	\$229,590.00	\$229,590.00	\$261,812.00	\$261,812.00	\$263,359.00	\$263,359.00	\$288,466.00	\$288,466.00	\$314,242.00	\$314,242.00
ALTERNATE 1																			
A-01	Sanitary Sewer Lateral	LS	1	\$24,550.00	\$24,550.00	\$21,965.00	\$21,965.00	\$21,138.00	\$21,138.00	\$20,000.00	\$20,000.00	\$27,626.00	\$27,626.00	\$29,414.00	\$29,414.00	\$24,670.00	\$24,670.00	\$27,656.00	\$27,656.00
BASE + ALTERNATE AMOUNT BID:				\$222,450.00		\$231,793.00		\$244,705.00		\$249,590.00		\$289,438.00		\$292,773.00		\$313,136.00		\$341,898.00	

CITY OF DE PERE MEMO



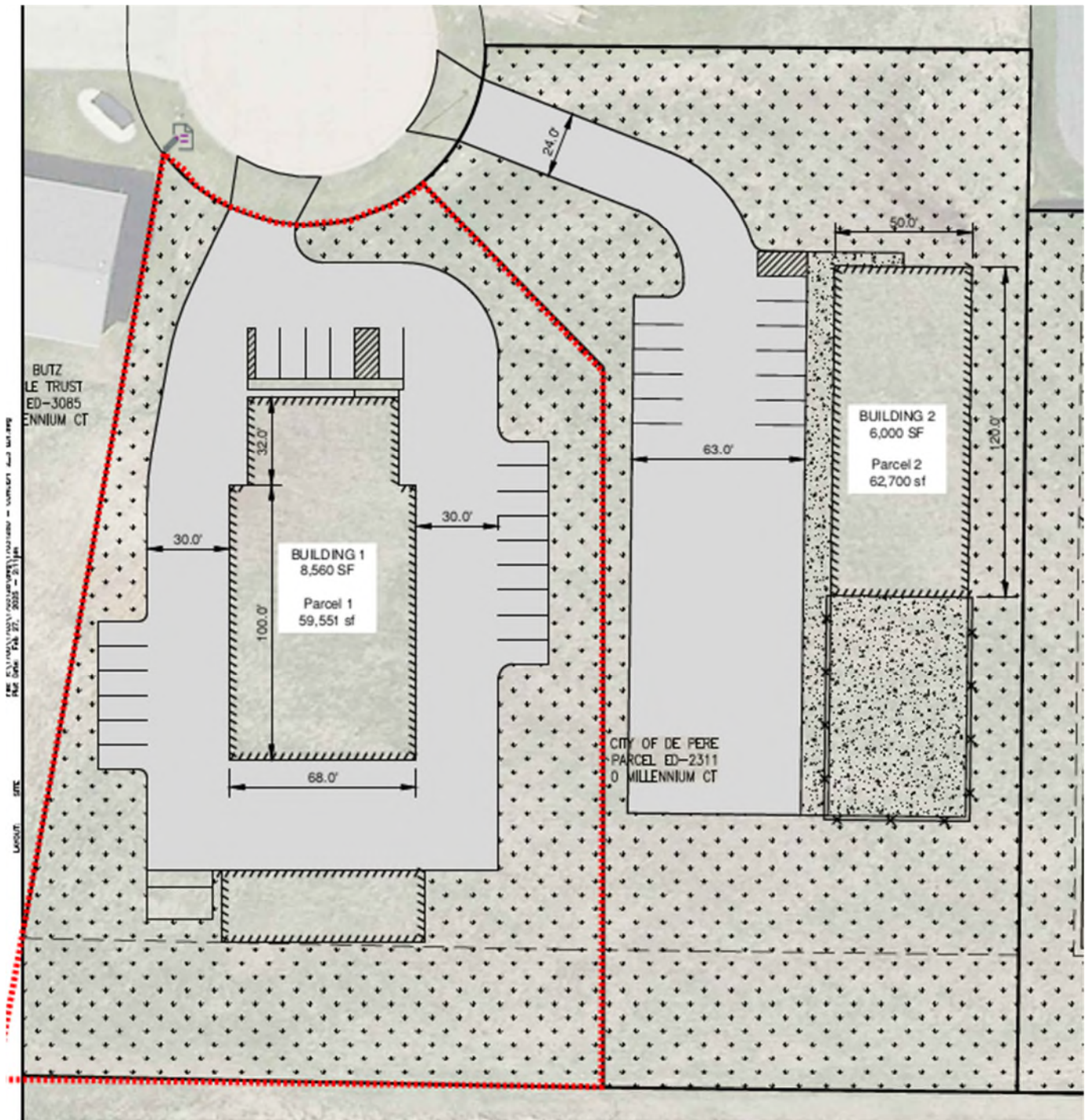
To: Mayor James Boyd
Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: March 12, 2025

RE: **Consideration and possible action on revised Sale Option Terms with James C Cornell for a new facility along Millennium Court from Parcel ED-2313-1 to Parcel ED-2311*.**

Staff requests to amend the Sale/Option Terms with James C Cornell for a future business expansion on an approximately 1.15-acre parcel located along Millennium Court to relocate the option to parcel ED-2311, located approximately at 710 Millennium Court. Staff requests to accommodate another existing De Pere business wishing to expand its operations and requests the ED-2313-1, ED-2314, ED-2315, and approximately 0.77 acres of ED-2311 for an approximately 170,000 facility constructed over two phases. The proposed site would be large enough to accommodate the original concept plan. Staff met on-site with James Cornell to discuss the proposed revisions, and he agreed to the following terms.

SITE SUMMARY:

Address(es):	710 or 720 Millennium Ct
Parcel IDs:	Portion of ED-2311
TID(s):	10
Acres:	Approximately 1.37 Acres
Proposed Use:	Relocated office and shop space
Future Land Use:	Business Park
Zoning:	Business Park 2 (BP-2)
Proposed Zoning:	Unchanged
Current Total Assessed Value (full value):	\$0
Potential Addition Building Value (full):	\$800,000
Office:	\$230,000 (rounded 1,760 sq ft x \$130 per square foot)
Shop/Warehouse:	\$570,000 (rounded 8,745 sq ft x \$65 per square foot)



PROPOSED TERMS

General Information

Purpose Use:	Office, Shop, and Storage
Anticipated New Assessed Value:	\$800,000
Acres:	1.37
Sale Value Per Acre:	\$30,000 (before the 2024 price change)
Sale Price:	\$34,500. Staff proposed to retain the original price to encourage the option revision

Option to Purchase Specifics:

1. **Option Fee:** In consideration of, and contingent upon, the annual payment of \$685 (\$500 x 1.37) commencing the date of this Agreement, due and payable on or before the anniversary thereof for the following two (2) years, City grants Developer a thirty-six (36) month option to purchase the approximate 1.37-acre parcel
2. **Option Period.** The thirty-six (36) month option period shall run from the date of the revised Agreement. Developer shall have an exclusive option to purchase the Option Parcel and City shall not convey any right, title, or interest to the Option Parcel without the written consent or waiver of Developer. It is specifically understood that any rights to the Option Parcel are contingent upon Developer's compliance with this section and the timely payment of the above referenced option fee.
3. **Failure to Pay Annual Option Fee.** If Developer fails to make timely payment of the option fee, City shall be released of all obligations in regard to Developer and the Option Parcel and may market and convey the Option Parcel without any notice or consent of Developer.
4. **Exercise of Option.** If Developer wishes to exercise its option to purchase, it shall provide written notice of the same to City within the option period. Upon service of written notice to City, the parties shall set a mutually agreeable date for closing not more than sixty (60) days from the date of receipt of such notice. The purchase price for the Option Parcel shall be \$34,500. All option fees paid shall be credited to Developer upon purchase of the Option Parcel. Said purchase price shall cover all municipal improvements located adjacent to the site, including concrete paving, curb and gutter, lighting, natural gas, storm sewer, sanitary sewer and municipal water. No assessment will be made to the Option Parcel for these public improvements. This paragraph shall not limit the City's ability to assess the Option Parcel for future public improvements.
5. **Site Plan.** Developer shall submit a site plan, including all fencing, landscaping, lighting, signage, off-street parking, off-street loading, building design, facade materials, improvement layout (site drainage, utilities, erosion control, etc.), accessory building or structures, and any other information related to the construction and appearance of the site and building and any accessory buildings or structures thereon which may be reasonably required by City. Said plan shall be submitted to City for approval not more than twelve (12) months after the date of closing on the Option Parcel and prior to any construction. Approval and review of such plan shall be based on the Zoning Code requirements of the subject parcel and may be subject to additional reasonable conditions imposed at the discretion of the City. The site Plan shall include additional landscaping adjacent to the

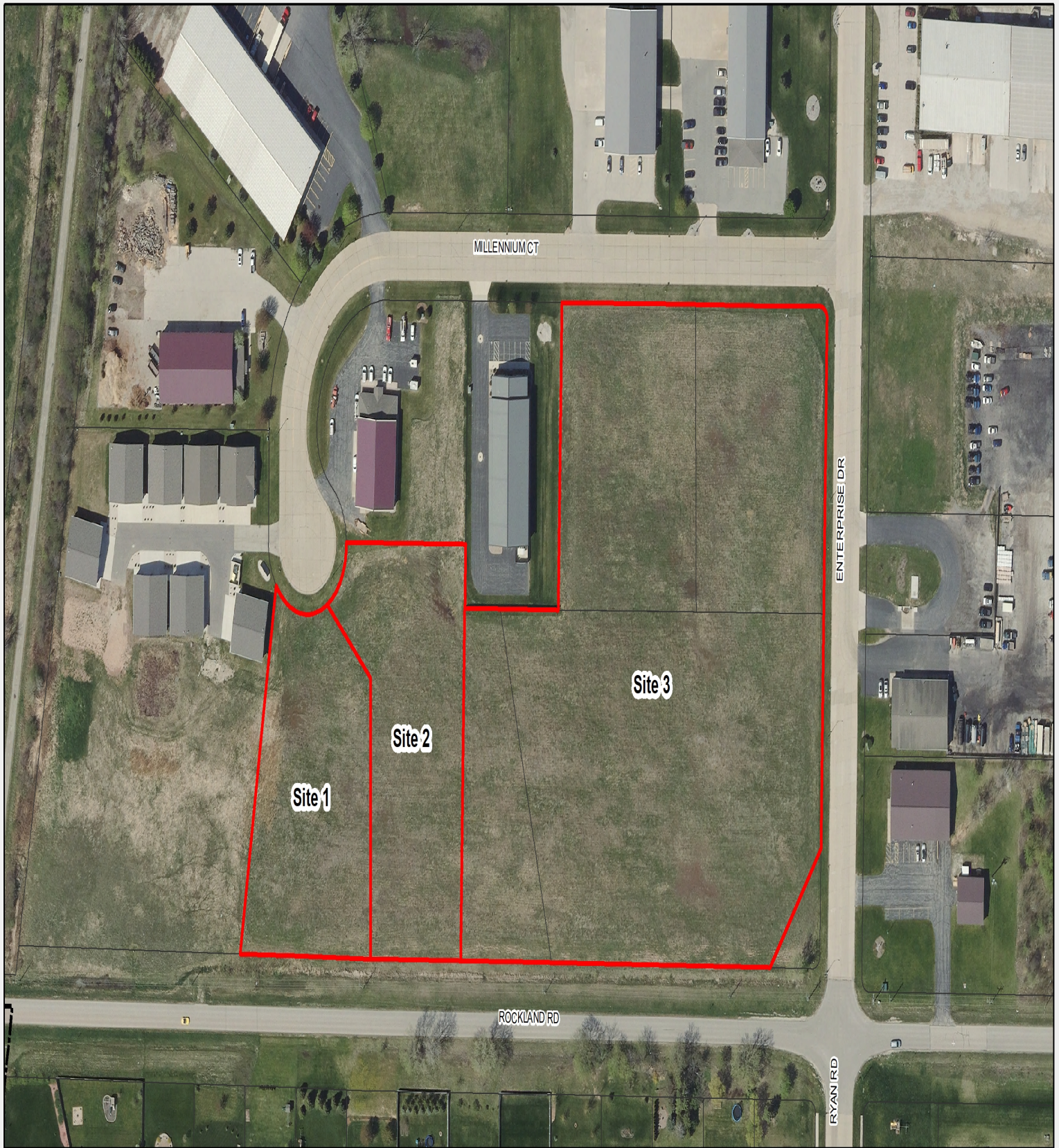
future South Bridge Connector Project. Landscaping shall following the standards set for in DPMC Section 14-106(8) Transitional Yard Areas.

6. **Developer to Substantially Improve.** Developer shall substantially develop the building and improvements on the Option Parcel in accordance with the plan submitted to the City within twelve (12) months of site plan approval. Substantial development as used in this agreement shall be the actual and substantial construction of permanent structures in compliance with all plans required by this agreement. In addition, Developer must give meaningful and satisfactory assurance to City that the completion of the construction in compliance with the approved plan shall be accomplished within a reasonable time, taking into consideration the normal industry standards for the type and complexity of construction involved. Determination of substantial development is to be at the discretion of City.
7. **Failure to Submit Site Plan or Substantially Develop.** If, in the reasonable discretion of City, Developer has not complied with the provisions of Section above, City may, by certified mail, inform Developer of such failure. If after sixty (60) days of mailing of such notice, Developer has still not submitted a satisfactory plan or substantially developed the property in compliance with the site plan, City may repurchase the property for the price actually paid for the property less any real property taxes due or liens or judgments of record. If repurchase is made under this section, all improvements to the real property shall become that of the City and Developer shall remain liable and hold the City harmless for any lien, claim, or judgment which may arise against the subject parcel as a result or consequence of Developer's ownership or construction efforts thereon. If Developer is delayed from achieving substantial development as required in this agreement and as referred to in this paragraph due to circumstances beyond the reasonable control of Developer, including, but not limited to, strikes, Acts of God, or force majeure, the rescission and repurchase provision of this paragraph shall be postponed by the period of such delay. This provision is intended to be in addition to all other remedies available to the City at law.
8. **Repurchase Closing.** Closing for repurchase as contemplated in Section above, shall occur not less than sixty (60) days from the date of termination notice referred to in either Section IV, paragraph C, above, unless another time is specifically agreed upon by the parties. At such closing, Developer shall, at its own expense, extend the title insurance previously supplied by the City, naming the City as owner and shall remove any and all encumbrances not present on the title at the time of the original closing. Title shall be conveyed by warranty deed to the City and Developer shall pay all closing costs and filing fees.

City Obligations Prior to Closing

1. **Certified Survey Map:** The city shall prepare a Certified Survey Map (CSM) to create the parcel as depicted in the exhibit attached to this memo.
2. **Wetland delineation and isolated Wetland Fill Permit.** City shall prepare a wetland delineation report to be submitted to the DNR and prepare wetland fill permit application to accommodate the proposed site.

If the Finance and Personnel Committee approves the proposed terms, the City will draft a revised purchase/sale agreement option terms with Jim Cornell Plumbing that will be reviewed by the Common Council at a future meeting.



East Industrial Park Proposed Parcel Boundaries

City of De Pere

0 50 100 200 300 400 500 Feet



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

File Path:

Data Source: City of De Pere, Brown County

CITY OF DE PERE MEMO



To: Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: March 11, 2025

RE: **Consideration and possible action on revised proposed sale and development agreement terms with BCD Holdings, LLC for a proposed development of Parcels ED-2313-1, ED-2314, ED-2315, and a portion of ED-2311 to develop a 172,000-square-foot multi-phased warehouse and manufacturing facility.***

Revised Proposed Development Project Summary

Shortly after the December 2024 Finance and Personnel Committee, the developer began working on preliminary plans for the 100,000-square-foot warehouse. It was apparent the site was going to be a challenge to meet Bedford's growing needs and timeframe for development. Bedford approached the City with the request to utilize ED-2313-1, ED-2314, ED-2315, and a portion of ED-2311 for the development that is now projected to be 172,000 square feet for multiple phases. As such, the City of De Pere worked with the current option holder for parcel ED-2313-1 to revise and relocate their option. The option holder agreed to relocate their site to a portion of ED-2311 (site 1 below). See below for the proposed parcel boundaries. The following pages illustrate the proposed revised terms.

Subject Site Map:



Development Site Information Summary:

Address:	TBD
Parcel IDs:	Parcels ED-2313-1, ED-2314, ED-2315, and a part of ED-2311
Acres:	7.17 (assumes roundabout dedication)
Purpose Use:	Warehousing/Converting
Future Land Use:	Business Park
Zoning:	Business Park
Proposed Zoning:	Unchanged
Current Total Assessed Value (full value):	\$0

Phase 1

Land Use:	Warehouse:
Square Feet/density:	120,000 SQ FT
Potential New Building/Increment Value:	\$6,908,000 <i>Land \$308,000 (7.0 Acres x \$44,000 per acre)</i> <i>Storage/Warehouse: \$6,600,000 (120,000 SQ FT x \$55 per SQ FT)</i>
Assessed Value Per acre	\$987,000 (rounded)
Anticipated Annual Tax Payment:	\$100,000 <i>Rounded \$6,908,000 x 0.01452</i>
Assumed Start Date:	Spring 2025
Assumed Full Value Date:	January 1, 2027
Assumed Revenue Year	2028

Phase 1 Incentive Scenario

Incentive Amount:	\$520,000 (increased from the previous \$420,000) ((\$210,000 site assembly grant + \$310,000 PAYGO percentage)
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Phase 2 (2028, if applicable)

Warehousing Converting Expansion	172,000 square feet cumulative (50,000 square feet exp)
Potential New Building/Increment Value:	\$9,768,000 <i>Phase 1 \$6,908,000</i> <i>Phase 2: \$2,860,000 (52,000 sq ft x \$55 per square foot)</i>
Assessed Total Value Per acre	\$1,395,000 (rounded)
Anticipated Total Annual Tax Payment:	\$147,000 (assumed 2030 tax revenue collection year with mill rate reductions)
Assumed Start Date:	2028
Assumed Full Value Date:	January 1, 2029
Assumed Revenue Year	2030

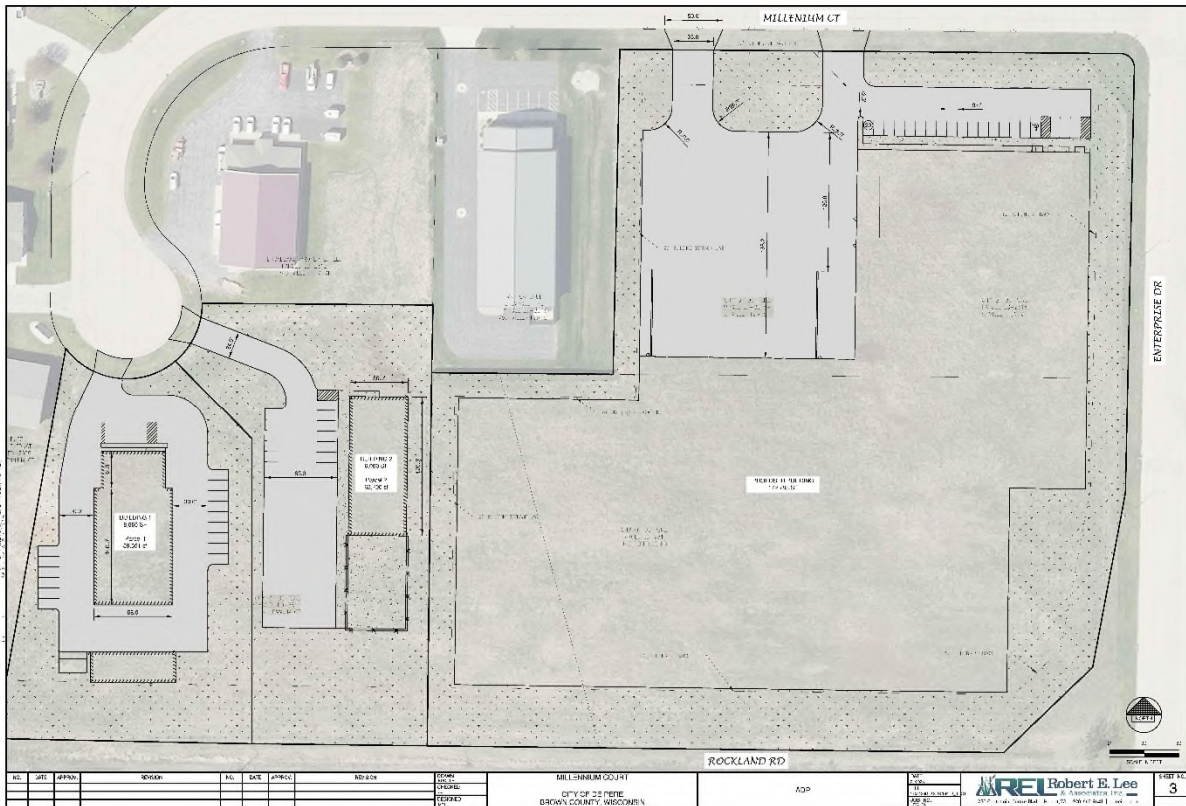
Phase 2 Incentive Scenario

Phase 2 Incentive:	\$215,000
Cumulative Incentive Amount:	\$735,000 (\$210,000 site assembly grant + \$525,000 PAYGO percentage)

Potential City Incentives:

Approximately \$735,000 in site assembly grant and net present value PAYGO agreements is approximately 7.5% in equivalent cash grant funding of the projected assessed values for both phases. The percentage is lower than that of recent projects in TID No. 11 or 12, but it is similar to a recent project in TID No. 10.

Example Site Plan



"BUT FOR" Test and Statement

The financial assistance for the project is required due to the various extraordinary costs of the following:

1. De Pere requirements to uphold building design standards compared to surrounding communities.
2. Consideration of three street-facing facades, requiring upgraded building materials.
3. Additional screening and landscaping requirements as requested by the City adjacent to Rockland Road (South Bridge Connector corridor).
4. The east building wall of the proposed facility will have a limited number of years before the City would require a permanent structure wall or an expansion.
5. Bedford would also undertake an approximate 60,000-square-foot expansion at their 1891 Commerce Drive converting facility.

PROPOSED TERMS

General Information

Phase 1 (2025):

Purpose Use:	Warehouse
Anticipated Construction Value:	\$8,000,000 to \$9,000,000
Anticipated New Increment Value:	\$6,908,000
Newly Generated Total Increment Revenue:	\$100,000

Phase 2 (2027):

Purpose Use:	Warehouse/converting expansion
Anticipated Construction Value:	\$12,500,000 to \$13,200,000 (cumulative)
Anticipated New Increment Value:	\$9,768,000 (cumulative)
Newly Generated Total Increment Revenue:	\$147,000 (cumulative and 2% annual mill rate decrease)

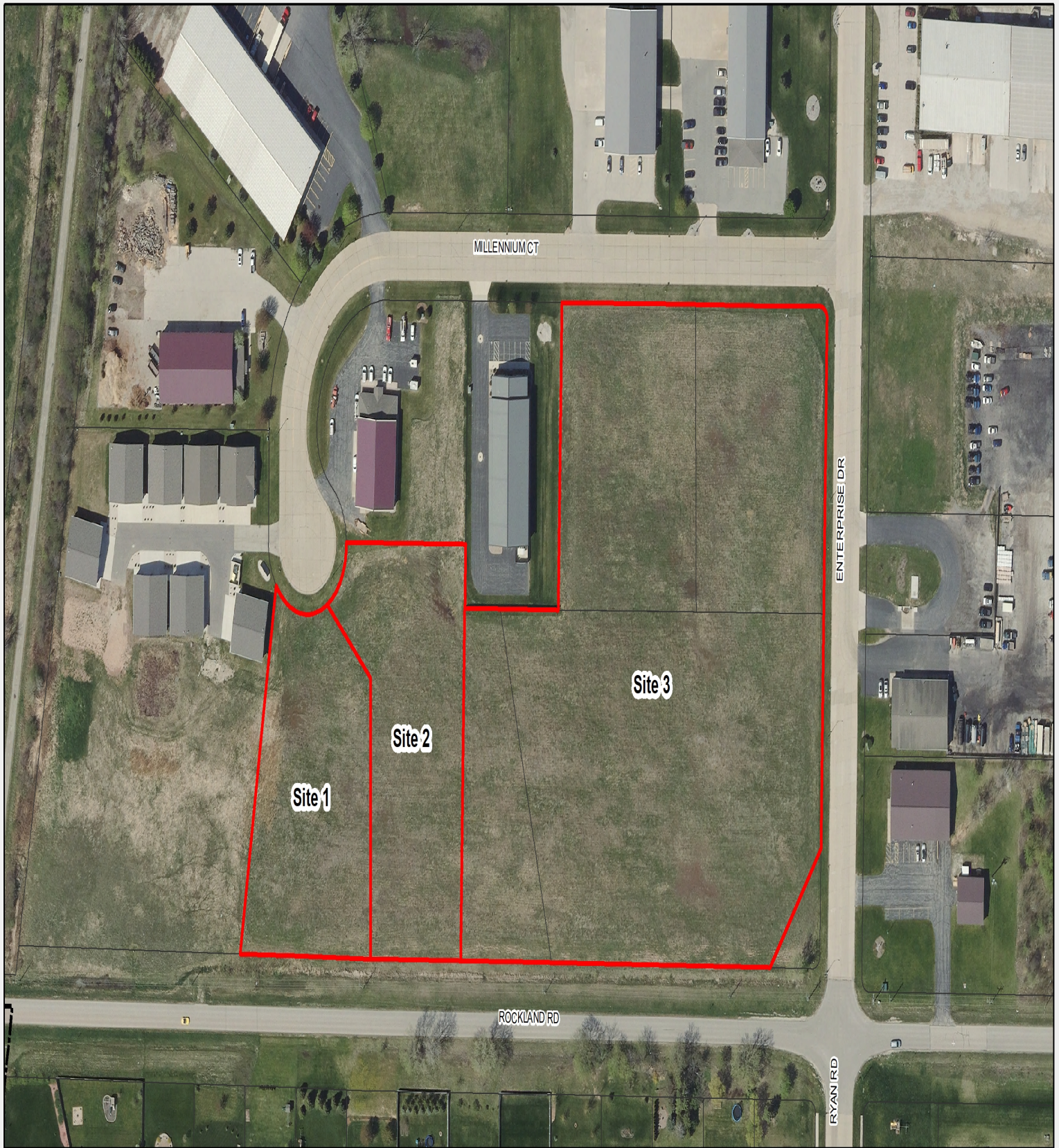
Developer Obligations:

1. **Proposed Development:** Phase 1 construction of a minimum 120,000-square-foot warehouse by 2027, with the potential 52,000-square-foot warehouse or converting expansion by 2028. Phase 2 is conditional with the terms listed below. An example site plan is included in Exhibit B.
2. **Phase 1 Timelines:**
 - a. Secure site plan approvals by June 1, 2025.
 - b. Commence construction by July 1, 2025.
 - c. Complete construction by December 31, 2026.
 - d. Final assessed value by January 1, 2027.
3. **Assessed Value and Tax Revenue:** Developer guarantees a minimum annual tax increment revenue value of \$100,000. The City and/or State of Wisconsin shall assess the Development Project in accordance with the real estate valuation requirements for similar mixed commercial under Wis. Stats, §70.32. The Total Project Grant is premised upon the completed Development Project having an equated assessed value equal to the guaranteed value for real property tax purposes of not less than \$6,908,000; however, in no case shall the annual tax value be less than \$100,000. The Developer will make a Payment In Lieu Of Tax to the City (the "Deficit Payment") equal to the difference in taxes collected due to the annual tax increment revenue shortfall. If the Developer continues to Phase 2, the minimum guaranteed value for real property tax shall increase to 147,000 in exchange for increased development incentives.
4. **Additional Berm and Landscaping Screening Rockland Road/Future Generations Ave:** Developer shall adhere to site and building design standards in the zoning code; however, the Developer shall also substantially adhere to the Transition Yard Requirements for the area adjacent to Rockland Road (14-106(8)) all as follows:
 - a. A landscaped area that is a minimum of 50 feet wide that is parallel to the residential district (unpaved and without buildings); and
 - b. A minimum 6-foot-tall berm that is parallel to the residential district; and
 - c. Trees are planted every 35 feet, the full length of the landscaped area, on top of the berm; and
 - d. Stormwater management features may be placed within a transitional yard area.
5. **Reduced Lighting – Rockland Road/Future Generations Ave:** The Developer shall limit exterior lighting on the Rockland Road/Future Generations Ave façade to entrance lighting, monument signage lighting, and any accents to architectural features.

City Obligations:

1. **Site Assembly Grant:** For Phase 1, the City shall provide the Developer with a Site Assembly Grant of \$210,000 at the close of the purchase of the subject property.
2. **Development Incentive:** City to pay a Developer's incentive structured as a forty-seven (47) percent percentage of the assessed increment revenue attributable to the project, commencing with taxes assessed for 2027, payable in 2028 and continuing until a cumulative total incentive value of three-hundred and ten thousand dollars and no cents (\$310,000.00) or until the expiration of TID #10, which is anticipated to expire on August 7, 2032, whichever occurs first. Should the cumulative total of the Development Incentive not reach the \$310,000 threshold, the City would not be responsible for the remaining balance since the Developer did not incur the necessary tax expense due to decreasing mill rates impacting the operating expenses. Additionally, the incentive limit threshold shall increase five hundred and twenty-five thousand dollars and no cents (\$525,000.00) conditioned upon a future expansion of 52,000 square feet with anticipated construction in 2028 and a full value assessment by December 31, 2029. The future incentive shall increase by \$20,000 for every year the full value is reached before January 1, 2029, and shall be decreased by 20,000 for every year the full value that has not been reached after January 1, 2029.
3. **Certified Survey Map:** At its sole expense, the City shall prepare a CSM that combines parcels ED-2313-1, ED-2314, ED-2315, and a part of ED-2311 into a single parcel. The subject parcel shall not include lands anticipated to be dedicated for right-of-way for the future south bridge connector project. A preliminary parcel configuration is included as Exhibit A.

If the Finance and Personnel Committee approves the proposed terms, the City will draft a revised Developer's Agreement that the Common Council will review at a future meeting.



East Industrial Park Proposed Parcel Boundaries

City of De Pere

0 50 100 200 300 400 500 Feet



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File Path:

Data Source: City of De Pere, Brown County



City of De Pere, Wisconsin

I.9

Request for Finance/Personnel Committee Action

MEETING DATE: March 11, 2025
DEPARTMENT: Finance
FROM: Pamela Manley, Finance Director-Treasurer
SUBJECT: Discussion and Possible Action on the current balance of Excess Stadium Tax funds.*
RECOMMENDED ACTION:

Per Ald. Hansen's request at the February 18th Council meeting, I have attached a copy of the current balance of the Excess Stadium Tax. There are currently two projects outstanding which should be completed this year. They are the De Pere Public Art Initiative and De Pere Streetscape Projects. The City continues to receive annual payments for delinquent taxes collected by the state. Attached is the most recent payment information received from the Department of Revenue. We also had a couple of projects complete under budget. The City currently has \$44,540.07 in unobligated proceeds. I would recommend obligating these funds and any additional funds received from the state so future allocations are not necessary. Please feel free to contact me should you have any questions on this item.

ATTACHMENTS:

My Tax Account-Stadium Tax, Excess Stadium Tax Summary

Message

Annual Football Stadium Distribution

[Restore](#)

CITY OF DE PERE
39-6005431

Message

Message

From: Department of Revenue
To: Business - CITY OF DE PERE 39-6005431
Date: Thursday 26-Sep-2024 19:50:54
Subject: Annual Football Stadium Distribution

Dear Treasurer,

In accordance with 2015 Wisconsin Act 114, the Department of Revenue is distributing the monies collected between September 1, 2023 and September 1, 2024 and not previously distributed to the Green Bay/Brown County Football Stadium District. All monies collected are for reporting periods September 30, 2015 and prior. This distribution includes taxes, interest, and penalties paid to the department related to audits, amended tax returns, and other adjustments as prescribed by Act 114. In addition, DOR is no longer retaining the administrative fee collected. Any administrative fees collected between August 1, 2023 and July 31, 2024 are included in the distribution.

Brown County receives 25% of the total distribution, and the cities, villages, and towns in Brown County receive a portion based on population as determined under sec. 16.96, Wis. Stats.

The amount of the ACH payment will be \$3,415.88.

This payment is scheduled to be distributed September 30, 2024.

Best Regards,

Peggy Steeno
Director, Financial Management Services Bureau

EXCESS STADIUM TAX PROCEEDS SUMMARY

2/20/2025 17:15

PROJECT NAME	AMOUNT APPROVED	TRANSFERRED	TOTAL SPEND	REMAINING
Re-write of City Zoning Code - COMPLETED	\$ 45,000.00	\$ -	\$ 44,799.60	\$ -
Establish City Vision/Brand - COMPLETED	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -
De Pere Public Art Initiative	\$ 100,000.00	\$ 25,000.00	\$ 124,365.47	\$ 634.53
De Pere Streetscape Project	\$ 150,000.00	\$ (25,000.00)	\$ 109,659.06	\$ 15,340.94
Aquatic Center Design - COMPLETED	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -
Southwest Park Playground Equipment - COMPLETED	\$ 80,000.00	\$ -	\$ 80,000.00	\$ -
Splashpad - FUNDS TRANSFERRED TO MULVA	\$ 300,000.00	\$ (300,000.00)	\$ -	\$ -
Voyageur Park Amphitheater/Stage- FUNDS TRANSFERRED TO MULVA	\$ 125,000.00	\$ (125,000.00)	\$ -	\$ -
Mulva Infrastructure - transferred from Splash Pad and Voyager Park Amphi Stage - COMPLETED	\$ -	\$ 425,000.00	\$ 425,000.00	\$ -
Voyageur Park Playground Equipment - COMPLETED	\$ 200,000.00	\$ -	\$ 198,836.41	\$ -
TOTAL STADIUM TAX	\$ 1,300,000.00	-	1,282,660.54	15,975.47
Additional Stadium Tax Proceeds				
2018	\$22,024.66			\$22,024.66
2019	\$8,047.01			\$8,047.01
2020	\$1,748.75			\$1,748.75
2021	\$208.37			\$208.37
2022	\$260.99			\$260.99
2023	\$7,470.42			\$7,470.42
2024	\$3,415.88			\$3,415.88
ADDITIONAL STADIUM TAX PROCEEDS	\$43,176.08	-	-	\$43,176.08
TOTAL	1,343,176.08	-	1,282,660.54	60,515.54

CURRENT BALANCE	60,515.54
OBLIGATED	(15,975.47)
UNOBLIGATED BALANCE	44,540.07



City of De Pere, Wisconsin

I.10

Request for Finance/Personnel Committee Action

MEETING DATE: March 11, 2025
DEPARTMENT: Finance
FROM: Pamela Manley, Finance Director-Treasurer
SUBJECT: Consideration and Possible Action on 2024 budget items carried forward to 2025.*
RECOMMENDED ACTION: Motion to approve

Annually departments review their budgets and request an encumbrance to carryover funds from one budget year to the next. These funds are for projects that were budgeted for but for one reason or another were unable to be completed within the budgeted year. In addition, there are several donation accounts that the city tracks that are included on this list to be available to be spent for their designated purpose in 2025. Attached is a listing of the department requests to encumber these funds to be used in 2025. The general fund total request of \$597,477.93 and the capital projects (excluding Utility portions) of \$1,494,959.50. The 2024 audit will begin March 30th, so no final fund balances are available currently. I recommend that the non-lapsing items be approved for carryover to 2025. Please feel free to contact me prior to the meeting with any questions.

ATTACHMENTS:
2024 Summary for Council 3.18.25

City of De Pere
Non-Lapsing Fund Detail
December 31, 2024

DEPARTMENT	ITEM	AMOUNT	COMMENTS	Acct. #
Attorney	Consulting	80,777.95	Police and Fire Arbitrations; Outside Legal Counsel for Interim City Attorney support	100-51300-215
City Manager	Operating Supplies	6,000.00	Lighting project not completed in 2024. Will be done in early 2025.	100-51410-340
City Manager	Capital Outlay	15,412.38	Branding initiatives to be completed in 2025	100-51410-340
Community Center & Recreation Department	Materials/Supplies-Operational	352.09	Sherwin Williams Paint for painting project started in 2024	100-55140-340
Community Center & Recreation Department	Adult League Supplies	933.00	Request carry-over of remaining funds - Softballs for Adult Leagues - 14" balls \$800, 12" balls \$195. Allows us to get ahead on ordering and having enough supplies on hand as some times there are supply issues.	100-55300-362
Development Services	Excess Stadium Tax Proceeds	15,340.94	Unspent projects-Streetscape Project	100-53330-810
Development Services	Excess Stadium Tax Proceeds	634.53	Unspent project-Public Art Initiative	100-56700-215
Development Services	Consulting	20,600.00	Parking Study from Unassigned reserves for Consulting Services. First invoice was for \$750 in 2024.	100-56700-215
Development Services	Consulting	12,600.00	Idle Sites Grant App (2022 Carryover)	100-56700-215
Development Services	GIS-Repair and Maintenance Supplies	325.00	Drone iPad-purchased in 2024, invoiced in 2025 (Gen Fund-50%, Storm-50%)	100-56900-350
Development Services	Excess Stadium Tax Proceeds	44,540.07	Unspent projects including Public Art Initiative and Streetscape Project	Unobligated-restricted
Election	Capital Equipment	10,000.00	Purchase of voting tabulator did not occur in 2024; due to potential cost savings with county-wide group purchase in 2025/2026	100-51440-810
Finance	Capital Outlay	60,000.00	RFP for ERP Consulting not completed	100-51500-811
Fire Department	Act 102	19,268.49	Emergency Medical Services funding assistance program, paramedic training, support & improvements	100-43510
Fire Department	Donation Account	5,946.41	Fire Department various donations	100-48520
Fire Department	Stanley Donation Account	6,384.32	Department therapy dog's donation account. Used for vet bills, training, food, various other items for dog	100-48520-360
Information Management	Contractual Services	1,400.00	3rd party pen testing not completed in 2024. Will be completed in 2025. (Gen Fund-28%, Sewer-28%, Capital Proj-16%, Storm-28%)	100-51450-290
Information Management	Contractual Services	9,240.00	Document management wasn't completed in 2024. Will be completed in 2025-2026. (Gen Fund-28%, Sewer-28%, Capital Proj-16%, Storm-28%)	100-51450-290
Information Management	Contractual Services	2,240.00	Data backup infrastructure upgrade not completed in 2024. Will be completed in 2025. (Gen Fund-28%, Sewer-28%, Capital Proj-16%, Storm-28%)	100-51450-290
Information Management	Operating Supplies	1,120.00	Emergency Notification System not completed in 2024. Will be completed in 2025. (Gen Fund-28%, Sewer-28%, Capital Proj-16%, Storm-28%)	100-51450-340
Information Management	Operating Supplies	1,680.00	Network switch upgrade not completed in 2024. Will be completed in 2025. (Gen Fund-28%, Sewer-28%, Capital Proj-16%, Storm-28%)	100-51450-340
Parks and Recreation	Recreation Scholarships	51,502.14	Carry-over of donated funds for Financial Assistance Program (Recreation Scholarship)	100-46727
Parks and Recreation	Ice Arena Fund	70,445.46	Balance at end of 2024	100-47433
Parks and Recreation	Jerry Hasenberg Tree Memorial Donations	910.00	Balance in tree fund at end of 2024	100-48309
Parks and Recreation	Holiday Light Show	5,980.60	Profit for 2024 - Roll to 2025 to purchase additional lighting displays.	100-48515-340

DEPARTMENT	ITEM	AMOUNT	COMMENTS	Acct. #
Parks and Recreation	Video Security System	10,000.00	From 2020 - Rolled every year - Police Dept. taking care of implementation	100-55210-810
Parks and Recreation	Crackfilling and Sealcoat Program	10,000.00	Rollover\$10,000 of the remaining \$14,182 per Engineering - Preserve Trail was not completed in 2024 and will be part of 2025 program	100-55210-810
Police Department	Miscellaneous Donations	5,876.69	Rollover Account	100-43505
Police Department	K9 Donations	60,150.00	This amount represents unspent donations for K9 Care & Supplies	100-43507
Police Department	Training Funds	7,970.83	This amounts represents unspent state grants specific for training.	100-52100-190
Police Department	Office Supplies	1,533.78	Patrol Office remodel project not completed - for computer monitors	100-52100-310
Police Department	Building Maintenance	11,456.82	Project not completed - estimated to be completed early 2025 (cabinets)	100-52100-314
Police Department	Publicaions	200.00	Project not completed - estimated to be completed early 2025 (for open detective position)	100-52100-315
Police Department	Emergency Voucher Program	5,287.29	Donation Balance	100-52100-362
Police Department	Uniform Allowances	3,107.98	New handguns- rollover for holster and optics purchases	100-52100-392
Police Department	Capital Equipment	18,151.85	Honor Guard project not completed due to vendor, in process of locating new vendor. Motorola didn't process order for 3 radios until end of year - invoicing to be received as parts arrive in 2025.	100-52100-810
Public Works Maintenance	Fleet Maintenance-Capital Outlay	3,200.00	Labor to install arrow board/ exhaust equipment quote over budget increase in 2025/ misc replacemet tools not purchase in 2024 (Gen Fund-20%, Sewer-15%, Water-15%, Storm-50%)	100-53240-810
Sustainability	Consulting Services	4,976.50	Rollover to use for reimbursing residents for Greener Bay Compost services	100-51460-215
Sustainability	Office Supplies	2,000.00	Clean air CO monitors not completed in 2024; Carryover for use in 2025 and Farmers Market Booth supplies	100-51460-310
Sustainability	Operating Supplies	9,932.81	Pollinator gardens not completed in 2024. Will go out to bid in early-mid 2025	100-51460-340
TOTAL		597,477.93		

* Amounts listed do not include Utility portions

**City of De Pere
Non-Lapsing Fund Detail
December 31, 2024**

DEPARTMENT	ITEM	AMOUNT	COMMENTS	Acct. #
Cable	Capital Outlay	30,000.00	Everything is in place for purchase with all bids needed, but will need to execute it in 2025 due to holiday unavailability of vender to finish purchase process in 2024.	209-50000-810
Fire Department	Replacement Ambulance	175,000.00	2023A-Ambulance to arrive in Sept. 2025	415-52200-803
Fire Department	Replacement Ambulance	175,000.00	2024A-Ambulance to arrive in Sept. 2025	415-52200-803
Fire Department	Station #2 Furnace	34,545.58	Project started in 2024 to be completed in 2025	415-52200-809
Fire Department	Station #2 Storage Building	150,000.00	Awaiting bids in 2025	415-52200-806
Fire Department	Station Alerting System	28,598.84	January invoice for installation	415-50000-807
Parks & Public Lands	LED Light Replacement	13,831.50	Need quote to sandblast poles and paint	415-55210-811
Parks and Recreation	Community Center-Concrete Tables & Seating	12,500.00	Patio Furniture from Kirby Built ordered in Dec. 2024 but not delivered until January - total \$6,434.85. Request balance of \$6,065.15 to be used to replace trash receptables & planters @ Community Center	415-55140-802
Parks and Recreation	Riverwalk bollard replacement	40,000.00	Was not completed (10yr Note-2021)	415-50000-814
Parks and Recreation	Kiwanis Park Water Line Replacement	10,951.00	Roll to 2025 for new water fountain at park	405-50000-803
Parks and Recreation	Perkofski boat launch ticket machine	7,500.00	\$15,000 grant and note - Roll to 2024 did not apply wanted to finish outstanding grants (\$7,500 Short-term note-Dec. 2022)	415-50000-806
Police Department	Police/Roof HVAC	15,171.00	Project not completed - estimated to be completed in Spring 2025	415-52100-804
Police Department	Police Motorcycle	3,470.99	For monthly Lease payment	415-52100-808
Public Works	Install HVAC return grates	9,293.14	Waiting on door quote and there are 3 more rooms to complete.	415-51600-804
Public Works	Purchase Property for New Compost Site	98,900.00	2023 Borrowing-New Site not yet purchased	415-53460-802
Public Works	MSC - Install Four EV Charging Stations for Electric Fleet Vehicles*	13,750.00	Works has not been completed. This project is funded 55% general fund, 15% storm, 15% water, 15% sewer	415-50000-805
Public Works	Project 24-01	60,000.00	Project not closed-crackfilling/patching and resurfacing	405-50000-826
Public Works	Project 24-02	41,580.09	Final payment not yet made to contractor.	405-50000-803
Public Works	Street Management	215,766.27	2025 Lawrence Drive Reconstruction Partial Engineering. The project goes for several years. Each year I add more funds based on what was previously added.	405-50000-809
Public Works	Street Management	97,329.09	Main Avenue and Reid Street Pavement Replacement Partial Engineering. The project goes for several years. Each year I add more funds based on what was previously added.	405-50000-809
Public Works	Southbridge Segment 4 (GV-17)	60,063.02	Ongoing project. Expenses paid to Brown County	405-50000-853
Public Works	Southbridge Segment 5 (GV-18)	201,708.98	Ongoing project. Expenses paid to Brown County	405-50000-857
TOTAL		1,494,959.50	* Amounts listed do not include Utility portions	



City of De Pere, Wisconsin

I.11

Request for Finance/Personnel Committee **Action**

MEETING DATE: March 11, 2025
DEPARTMENT: Finance
FROM: Pamela Manley, Finance Director-Treasurer
SUBJECT: Consideration and Possible Action to Reclassify the Part-time Accountant position to Assistant Finance Director position using unassigned reserves.*
RECOMMENDED ACTION: Motion to approve

ATTACHMENTS:

Assistant Finance Director Position Request, Assistant Finance Director

CITY OF DE PERE MEMO



To: Honorable Mayor and Members of the Finance Committee
Larry Delo, City Manager
From: Pam Manley, Finance Director
Shannon Metzler, HR Director
Date: March 11, 2025

RE: Finance Department-Position Reclassification

In February our part-time Accountant resigned. This position worked 18/hr. per week. The Finance Department needs higher-level experienced support. The former Finance Director had previously requested a similar Assistant Finance Director position to try and meet the needs of the department but due to budget constraints attempted to do this with the recently vacant part-time Accountant position. There is still a significant amount of work that is not getting done timely with no capacity for additional work. This request would be consistent with the structure of other municipalities our size around the area including Ashwaubenon and Grand Chute. We would recommend the reclassification of the part-time Accountant to a full-time Assistant Finance Director position.

The Assistant Finance Director's primary responsibilities as detailed in the attached job description include overseeing the accounts payable process and completing the daily reconciliation of the City's general bank account. This position would be able to carry on the functions of the Finance Director in my absence. In addition, this position would be an integral part of the implementation of a new ERP. With the current workload in the Finance Department, we have not had the time to even issue an RFP for ERP Consulting and a needs assessment. The implementation of an ERP will be a multiple year process. The first year will be the needs assessment and RFP process for an ERP. Once an ERP is selected there will be another year of implementation and training.

The recommended placement for this position would be Pay Grade O, with a salary range of \$90,792 - \$129,708.80 and a hiring range of \$90,792 - \$108,950.40. With a calculated starting salary of \$98,592, the estimated annual fiscal impact would be \$141,195. Using the same allocation as the PT Accountant which is 50% General Fund, 25% Sewer, and 25% Water, and a start date in June the estimated General Fund request from unassigned reserves would be \$34,107.50.

Please feel free to contact Pam or Shannon prior to the meeting with any questions.

CITY OF DE PERE, WI

POSITION DESCRIPTION



Job Title: Assistant Finance Director	Department/Division: Finance
Reports to: Finance Director	Supervises: Accounting Clerk
FLSA Classification: Exempt	Employee Group: Non-Represented
Minimum Education: Bachelor's degree from an accredited college or university in Accounting, Finance, or a related field.	
Minimum Experience: Five or more years of experience in accounting or similar field, including supervisory experience. A combination of equivalent experience and/or education may be considered.	
Minimum Certifications: Certifications such as Certified Public Finance Officer, Certified Public Accountant, or Certified Management Accountant are preferred but not required.	
Other Requirements: Valid unencumbered Wisconsin driver's license and safe driving record.	

JOB SUMMARY:

This position assists the Finance Director in the management, direction, and control of the Finance Department. The Assistant Finance Director is expected to be able to carry on the functions of the Finance Director in his/her absence. This position assists with specific accounting functions, accounts receivable, and overseeing the accounts payable processing; cash receipting and reconciliation; tax collection and reporting; and all other financial transactions. Assist with maintaining the accounting system for the city.

ESSENTIAL FUNCTIONS:

The following duties are essential for this position. However, they are not to be construed as exclusive or all-inclusive. To be successful in this position, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

- Oversee or perform accounting transactions related to accounts receivables and collection of delinquent accounts.
- Provide direction to and supervision of cash receipting. Assist other City departments with cash handling and financial records as needed.
- Reconcile daily cash deposits; assist in balancing cash drawers and troubleshoot imbalances.
- Assist with accounting, budgeting and analysis; perform month-end reconciliations; assist auditors with year-end audits.
- Assist the Finance Director in managing the City's banking relationships, cash management services and City-wide investment function, and monitor deposit and withdrawal of banking activity. Record investment transactions and reconcile related general ledger accounts and prepare monthly cash management and investment summary reports. Process fund transfers between bank accounts, wire transfers and ACH payments as needed.
- Oversee accounts payable processing, supervising the Accounting Clerk, reviewing weekly checks and drafts, and processing of 1099's.

- Balance, collect and reconcile the property tax process including creating the annual special assessment file for the tax roll.
- Maintain capitalized fixed asset ledgers for equipment, vehicles, land, and buildings, including identifying additions and dispositions.
- Provide training on financial software and procedures.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Considerable knowledge and understanding of governmental fund accounting principles and practices.
- Considerable knowledge of Generally Accepted Accounting principles.
- Laws and regulations applicable to municipal financial responsibilities.
- The City, Department, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
- Principles and practices of effective, respectful employee supervision.
- Standard office practices and procedures including business English, business document format, spelling, grammar, punctuation, vocabulary, filing and math.
- Computer software including word processing, spreadsheet, database applications, accounting and specialized software consistent for this position.
- City and Department functions to effectively screen inquiries and process related documents.

Skill in:

- Establishing and revising financial and accounting procedures.
- Recommending, coordinating, implementing, and maintaining financial information systems.
- Preparing complex reports, budgets, and presentations.
- Analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures, and techniques for resolution of issues.
- Setting realistic objectives. Seeks opportunities to develop others. Prioritizes team goals over individual goals.
- Researching and understanding complex written materials; maintaining accurate internal records.
- Operation of office equipment to effectively perform the duties and responsibilities of the position.
- Applying problem solving, logic and reasoning to determine solutions, conclusions or approaches to problems.

Ability to:

- Interpret, evaluate, and prepare financial and statistical reports.
- Maintain effective accounting/bookkeeping procedure, ability to carry out assigned projects to their completion.
- Apply logic and reasoning to analyze various financial data and determine conclusions, corrections, and revisions.
- Interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Instruct, train, and mentor in methods and procedures related to the organization.
- Oversee the work of staff including coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplining staff; managing time-off and maintaining personnel records.
- Make accurate and independent decisions.
- Prioritize and plan for efficient use of resources, and monitors progress against objectives.
- Convey complex information clearly. Anticipate the information others will need.

- Influence the behavior of others through persuasion and encouragement. Manage conflict or other sensitive issues tactfully and effectively.
- Organize, schedule, prioritize and perform duties with limited supervision.
- Observe, follow oral and written instructions, and complete assignments accurately and within deadlines.
- Communicate effectively both orally and in writing with business representatives, elected officials, department heads, the public, and other City employees with courtesy and tact.
- Develop and maintain effective working relationships with staff and the public.
- Maintain confidentiality and discretion regarding information read or heard.
- Utilize a computer and required software.
- Work the required hours of the position.

PHYSICAL AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a typical indoor office setting sitting at a desk in front of a computer.
- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- Acceptable verbal and conversation skills to effectively communicate with others in English.
- Ability to read and write English and interpret documents.
- Acceptable verbal and conversation skills to effectively communicate with others via the phone, at meetings and to greet and assist visitors.
- Frequent use of phone handset and repetitive use of hand & fingers to operate office equipment, use computer keyboard & computer mouse and to perform other office tasks.

All of the above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Nothing in this position description limits management's right to assign or reassign duties and responsibilities to this job at any time. This position description does not constitute an employment agreement between the Employer and Employee and is subject to changes as the needs of the Employer and requirements of the position change. I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

The City is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.



City of De Pere, Wisconsin

I.12

Request for Finance/Personnel Committee Action

MEETING DATE: March 11, 2025
DEPARTMENT: Finance
FROM: Pamela Manley, Finance Director-Treasurer
SUBJECT: Cash and Investments Report for January 31, 2025.
RECOMMENDED ACTION: Review

I have attached a summary of the City's Cash and Investments for your information and review as of January 31st, 2025. I have also attached last year's monthly summary of the accounts, so you can see comparable activity throughout the course of the year for all accounts. The City's investment return through December was \$101,246.93. In our LGIP account we received our 1st Qtr. transportation aids totaling \$426,707.87. The Associated Bank Trust and Charles Schwab Investments both saw increases due to dividend/interest payments that were received. Feel free to contact me should you have any questions about this.

ATTACHMENTS:

Investment Summary-Jan. 2025, Yearly Summary-Jan. 2025, Yearly Summary-Dec. 2024

DE PERE CASH AND INVESTMENTS SUMMARY

JANUARY 31, 2025

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 8,755,035.10
REAL ESTATE & PPT CHECKING	\$ 27,032,373.51
HEALTH CHECKING	\$ 474,815.36
DENTAL CHECKING	\$ 87,718.73
TOTAL CASH	\$ 36,349,942.70

INVESTMENTS

	JAN 1 BALANCE	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	11,214,276.91	\$ 11,684,103.57	\$ 43,118.79	4.39%
ASSOCIATED BANK TRUST	5,319,990.57	\$ 5,342,673.83	\$ 22,683.26	5.12%
CHARLES SCHWAB INVESTMENTS	6,686,473.66	\$ 6,707,443.35	\$ 20,969.69	3.76%
MONEY MARKET	3,909,023.89	\$ 3,923,499.08	\$ 14,475.19	5.52%
TOTAL INVESTMENTS	27,129,765.03	\$ 27,657,719.83	\$ 101,246.93	

TOTAL CASH AND INVESTMENTS	\$ 64,007,662.53
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NOTE: The City budgeted \$2,000,000 for general fund revenues in the 2025 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
JANUARY 31, 2025

	31-Jan-2025	28-Feb-2025	31-Mar-2025	30-Apr-2025	31-May-2025	30-Jun-2025
CHECKING ACCOUNTS						
CITY CHECKING	8,755,035.10	-	-	-	-	-
REAL & PPT TAX CHECKING	27,032,373.51	-	-	-	-	-
HEALTH CHECKING	474,815.36	-	-	-	-	-
DENTAL CHECKING	87,718.73	-	-	-	-	-
TOTAL CASH	\$ 36,349,942.70	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	11,684,103.57	-	-	-	-	-
ASSOCIATED BANK TRUST	5,342,673.83	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	6,707,443.35	-	-	-	-	-
MONEY MARKET	3,923,499.08	-	-	-	-	-
TOTAL INVESTMENTS	\$ 27,657,719.83	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 64,007,662.53	\$ -	\$ -	\$ -	\$ -	\$ -

	31-Jul-2025	31-Aug-2025	30-Sep-2025	31-Oct-2025	30-Nov-2025	31-Dec-2025
CHECKING ACCOUNTS						
CITY CHECKING	-	-	-	-	-	-
REAL & PPT TAX CHECKING	-	-	-	-	-	-
HEALTH CHECKING	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
TOTAL CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	-	-	-	-	-	-
ASSOCIATED BANK TRUST	-	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	-	-	-	-	-	-
MONEY MARKET	-	-	-	-	-	-
TOTAL INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
DECEMBER 31, 2024

	31-Jan-2024	29-Feb-2024	31-Mar-2024	30-Apr-2024	31-May-2024	30-Jun-2024
CHECKING ACCOUNTS						
CITY CHECKING	8,658,164.85	6,546,435.65	4,338,133.91	3,966,560.48	1,415,991.35	2,392,194.50
REAL & PPT TAX CHECKING	15,641,771.63	6,514,236.72	1,000.00	1,000.00	1,000.00	1,000.00
HEALTH CHECKING	1,418,730.29	1,410,173.44	1,378,539.11	1,293,115.07	1,284,101.22	750,258.10
DENTAL CHECKING	86,128.58	87,106.05	86,124.74	87,017.04	89,457.87	89,789.67
TOTAL CASH	\$ 25,804,795.35	\$ 14,557,951.86	\$ 5,803,797.76	\$ 5,347,692.59	\$ 2,790,550.44	\$ 3,233,242.27
INVESTMENTS						
LGIP	17,866,153.79	17,658,776.95	18,936,797.56	19,341,730.48	20,398,737.41	20,438,939.67
ASSOCIATED BANK TRUST	5,132,918.84	5,127,445.37	5,145,143.67	5,140,481.49	5,170,236.11	5,193,827.26
CHARLES SCHWAB INVESTMENTS	6,446,202.84	6,430,877.60	6,439,451.41	6,448,746.66	6,472,755.90	6,498,760.90
MONEY MARKET	1,078,564.79	1,083,162.54	7,619,525.82	7,653,126.65	7,687,904.44	7,721,680.79
TOTAL INVESTMENTS	\$ 30,523,840.26	\$ 30,300,262.46	\$ 38,140,918.46	\$ 38,584,085.28	\$ 39,729,633.86	\$ 39,853,208.62
TOTAL CASH AND INVESTMENTS	\$ 56,328,635.61	\$ 44,858,214.32	\$ 43,944,716.22	\$ 43,931,777.87	\$ 42,520,184.30	\$ 43,086,450.89

	31-Jul-2024	31-Aug-2024	30-Sep-2024	31-Oct-2024	30-Nov-2024	31-Dec-2024
CHECKING ACCOUNTS						
CITY CHECKING	6,088,631.77	727,881.28	7,802,828.00	3,708,330.68	1,972,185.65	2,073,383.90
REAL & PPT TAX CHECKING	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	16,203,476.44
HEALTH CHECKING	1,011,765.80	956,627.05	918,795.55	857,501.63	824,097.82	701,634.09
DENTAL CHECKING	80,528.88	82,770.58	83,519.61	87,013.58	88,453.72	90,200.19
TOTAL CASH	\$ 7,181,926.45	\$ 1,768,278.91	\$ 8,806,143.16	\$ 4,653,845.89	\$ 2,885,737.19	\$ 19,068,694.62
INVESTMENTS						
LGIP	20,971,586.74	17,522,703.29	14,947,368.10	14,967,477.54	14,919,096.80	11,214,276.91
ASSOCIATED BANK TRUST	5,241,542.35	5,282,497.12	5,320,173.83	5,295,505.14	5,312,234.41	5,319,990.57
CHARLES SCHWAB INVESTMENTS	6,560,741.25	6,617,696.47	6,659,345.09	6,656,922.28	6,665,667.33	6,686,473.66
MONEY MARKET	7,756,736.36	7,791,951.07	7,824,800.74	7,857,010.73	7,887,021.96	3,909,023.89
TOTAL INVESTMENTS	\$ 40,530,606.70	\$ 37,214,847.95	\$ 34,751,687.76	\$ 34,776,915.69	\$ 34,784,020.50	\$ 27,129,765.03
TOTAL CASH AND INVESTMENTS	\$ 47,712,533.15	\$ 38,983,126.86	\$ 43,557,830.92	\$ 39,430,761.58	\$ 37,669,757.69	\$ 46,198,459.65